

**Glenview Public Library Board of Trustees  
Bylaws & Policies Committee Meeting  
June 17, 2021, 4:00 p.m.  
Conference Room**

**PRESENT:** M. David Johnson Ruth Rosenblum  
**(Board)** Carol Schmitt

**PRESENT:** Lindsey Dorfman, Library Director  
**(Staff)** Teri Room, Assistant Director  
Christine Klimusko, Business Manager

**1. CALL TO ORDER AND ROLL CALL**

Committee Chair Schmitt called the meeting to order at 4:06 p.m. and the roll was called.

**2. UNFINISHED BUSINESS**

**a. Section 2 Policy Manual Updates**

Library Director Dorfman provided a brief progress report. The Committee agreed early in the review process that they would review the Policy Manual section by section. Once a section is completed, the section will be recommended for approval by the Board of Trustees at the next monthly board meeting.

Section 1 - Board Policies has been completed; the Committee is currently working through Section 2, which focuses on Financial Policies. The Committee will review several financial policies at this meeting.

**1. Ethics Policy, Gift Ban Policy, Conflict of Interest Policy**

Illinois law requires the Gift Ban Policy be adopted by ordinance; the ordinance presented has a different format when compared to policies previously reviewed by the Committee. Library Director Dorfman worked with Library Attorney Julie

Tappendorf from Ancel Glink to review the Library's existing Gift Ban, Ethics, and the Conflict of Interest policies. Attorney Tappendorf prepared the comprehensive ordinance encompassing all three policies as presented in the board packet. Library Director Dorfman suggested this policy be moved from Section 2 – Financial Policies to Section 1 – Board Policies in the Policy Manual.

**MOTION** Moved by Johnson, seconded by Schmitt, to recommend the approval of the Ethics Ordinance.

Voice vote taken. All ayes. No nays. Motion carries.

## **2. Spending Policy**

The Library's spending policy will be presented at the next Policy Committee Meeting and will be presented as part of a comprehensive policy combining several existing policies into one. A capital assets policy is being developed and will be presented to the Committee for review and approval soon.

## **3. New Property Tax Levy Policy**

The Committee reviewed the Property Tax Levy Policy. Library Director Dorfman consulted Village Finance Manager Maggie Bosley; Bosley recommends the Library have a defined property tax levy policy that provides library staff guidance when determining property tax revenue during the budget process. Upon review, the Committee agreed the policy is needed and suggested that the policy name be revised to Property Tax Levy Policy for New Property.

**MOTION** Moved by Johnson, seconded by Rosenblum, to recommend approval of the Property Tax Levy Policy for New Property.

Voice vote taken. All ayes. No nays. Motion carried.

## **4. Operating Cash Reserve Policy**

As recommended by Trustee Johnson, Library Director Dorfman has updated the Draft of the Library's Operating Fund Balance Policy to reflect the Library's current

practice of maintaining an operating fund balance cash reserve sufficient to cover two months of operating expenses at any given time during the year.

**MOTION** Moved by Johnson, seconded by Schmitt, to recommend approval of the Operating Fund Cash Balance Reserve Policy.

Voice vote taken. All ayes. No nays. Motion carried.

**3. NEW BUSINESS**

None at this time.

**4. OTHER**

None at this time.

**5. PUBLIC COMMENTS**

None at this time.

**6. ADJOURNMENT**

There being no additional business to be brought before the Committee, Chair Schmitt requested a motion to adjourn.

**MOTION** Moved by Johnson, seconded by Rosenblum, to adjourn.

Voice vote taken. All ayes. No nays. Motion carried.

**The meeting adjourned at 4:25 p.m.**

**Respectfully submitted,**

**Carol Schmitt, Committee Chair  
Glenview Public Library Board of Trustees  
Bylaws & Policies Committee**