

**Glenview Public Library Board of Trustees
Meeting Minutes
June 24, 2021, 6:30 p.m.
Conference Room**

PRESENT: Tom Blanchard Winnie Clonts
(Board) M. David Johnson Ruth Rosenblum
Carol Schmitt Kathy Vega
Allan Ruter

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

GUESTS: Deanna Musurlian, Head of Innovation Services
Tara Call, League of Women Voters

1. CALL TO ORDER AND ROLL CALL

President Ruter called the meeting to order at 6:30 p.m. and the roll was called.

2. APPROVAL OF THE MINUTES

a. Regular Meeting of May 20, 2021

MOTION Moved by Trustee Blanchard, seconded by Trustee Schmitt, to approve the Minutes of the Regular Meeting of May 20, 2021.

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

3. PUBLIC COMMENTS

None at this time.

President Ruter re-ordered the agenda at this time.

11. NEW BUSINESS

a. Innovation Center Update

Head of Innovation Services Deanna Musurlian provided a brief overview of the Innovation Center. She introduced her team and highlighted some of the equipment the Innovation Center has acquired. She explained that the Innovation Center is currently open weekdays and will expand hours to include Saturdays in July. The Innovation Center is currently open for in-person one-on-one appointments and will offer drop-in and group programs this fall. Musurlian announced this year's Innovation Fest scheduled for November.

The meeting returned to the original agenda.

4. FOUNDATION BOARD UPDATE – Kathy Vega

Trustee Vega attended the most recent Glenview Public Library Foundation Board of Directors meeting. The Foundation continues to increase the size of the Board of Directors and to consider fundraising opportunities. The Directors feel they need additional board members to properly support and execute fundraising events. One option would be to work collaboratively with the Library, and should the Library host a large event, the foundation would be able to piggyback with a fundraiser. One of the foundation's first fundraising events is "\$90 for 90 Fundraising," during which Board Directors will seek donations of \$90 for the Library's 90th anniversary. Lastly, Vega reported that the Friends of the Glenview Public Library have reached out to the Foundation and would like to work together on fundraising efforts to benefit the Library.

5. APPROVAL OF THE WARRANTS

a. Warrant Summary

b. Warrants Greater than \$5000

Trustee Ruter reviewed the Warrants for June 24, 2021, and found them to be in order. He itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Ruter, seconded by Schmitt, to approve the Warrants for June 24, 2021, in the amount of \$213,817.70.

Roll call vote taken. Trustee Blanchard, Trustee Clonts, Trustee Johnson, Trustee Rosenblum, Trustee Schmitt, Trustee Vega and Trustee Ruter voted aye. No nays. Motion carried.

6. EXAMINATION OF FINANCIAL STATEMENTS AND STATISTICS

- a. Statement of Revenues and Expenditures April 2021
- b. April 2021 Cash Flow Report
- c. Cash and Investment Balances

Business Manager Klimusko presented the Year-to-Date April 2021 Financial summary, and she noted that revenue, expenses, and the operating fund balance are within the normal ranges for 4 months into the fiscal year.

7. PRESIDENT'S REPORT

President Ruter thanked library staff for all of their hard work making Tent Week 2021 a success and said that each time he drove pass the library, he noticed how many people were attending events held in the tent.

President Ruter shared an article he recently read. A gentleman moved from Ohio to California, and in the process of moving, he realized he had an overdue album and returned the album and a check for a late fee from 18 years ago. He received a response from the library, along with his check, uncashed. The library thanked him for returning the album and said that they no longer assess fines or fees.

8. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

- a. Library Director's Report
- b. Statistical Summary and Report

MOTION Moved by Trustee Johnson, seconded by Trustee Schmitt, to accept the Staff Reports & Statistics for May 2021 as presented.

Voice vote taken. All ayes. No nays. Motion carried. Library Director Dorfman presented the highlights in her monthly report. The Village and Library have been named in a pending tax lawsuit in the Cook County for the years of 2011 – 2013. While doing this review, the library's bond levy came under review. The Village adds an extra 3% lost and cost to the property tax and, more times than not, the 3% is collected in full. The corporations feel the Village is overtaxing. The attorney advised Dorfman that such lawsuits generally end with small settlements.

Weiss, Janney and Elstner have been engaged to complete a facilities assessment and a new Capital Repair and Replacement schedule. The original CRR schedule has not been adequately reliable or accurate. Dorfman and Depa hope the assessment will be completed before the 2022 budget process is completed.

The Library has received many positive comments regarding Tent Week. Library Director Dorfman is proud of the way staff stepped up and thought outside the box for in-person programming, even though Covid-19 continues to influence people's interactions. One take away from Tent Week –better signage could inform and encourage more patrons to participate in tent week activities.

The Library is working with the Village to establish the Library as an information hub for Glenview. The plan is to assign an outreach librarian, and to market the library as a place people should go for information about local government. Staff is also brainstorming ways to better maintain the website, and to potentially provide an online kiosk.

Dorfman shared with the Trustees the increase in vandalism occurring in the Staff Parking Lot. Assistant Director Room described the two most recent incidents. She has requested more of a police presence around the library throughout the day and in the evening.

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

9. COMMITTEE REPORTS

a. Ordinance Creating a Comprehensive Ethics Policy

Committee Chair Schmitt asked Library Director Dorfman to summarize the proposed Comprehensive Ethics Ordinance included in the Board Packet. The ordinance was prepared by Ancel Glink Attorney, Julie Tappendorf. The State of Illinois requires an ordinance for the Gift Ban Policy. Tappendorf combined the Gift Ban, Ethics, and Conflict of Interest Policies into one ordinance. It is recommended the Comprehensive Ethics Policy be moved into Section 1 of the Policy Manual – Board Policies.

MOTION Moved by Committee to approve the Ordinance Number 2021-05 Comprehensive Ethics Policy and move the ordinance into Section 1 of the Policy Manual – Board Policies.

Roll call vote taken. Trustee Blanchard, Trustee Clonts, Trustee Johnson, Trustee Rosenblum, Trustee Schmitt, Trustee Vega, and Trustee Ruter voted aye. No nays. Motion carried.

10. UNFINISHED BUSINESS

a. Study Room Policy

Library Director Dorfman and the Management Team has reviewed the Board's request regarding the Study Room Reservation Policy and the issue of allowing only one study room reservation per week. Unfortunately, the software, D!BS, allows only one reservation at a time. The Library has asked the software company to include the option of multiple reservations in their next software update. A patron can make their next reservation once they have checked in, possibly extending their reservation into the next time slot.

The Trustees recommend that any reference made to the ability to make one reservation per week be eliminated from the policy. Once the software is updated, this will eliminate the need to update and approve the policy.

MOTION Moved by Committee, to approve the Study Room Policy as amended.

Roll call vote taken. Trustee Blanchard, Trustee Clonts, Trustee Johnson, Trustee Rosenblum, Trustee Schmitt, Trustee Vega, and Trustee Ruter voted aye. No nays. Motion carried.

11. NEW BUSINESS

b. Issue Analysis: Eliminating Late Fines

Library Director Dorfman presented the Issue Analysis regarding late fees. The ALA recommends libraries eliminate fines. Late fees can cause ill will and discrimination.

Library Director Dorfman recommends the Library go fine free at the first of 2022 or once Library Fines and Fee Revenue collected in 2021 reaches 100% of the budgeted revenue for fines and fees, whichever happens first.

MOTION Moved by Trustee Clonts, seconded by Trustee Johnson, to approve the Elimination of Late Fees on Overdue Materials, once the Glenview Public Library has collected 100% of the 2021 budgeted fines and fees revenue or January 1, 2022, whichever occurs first.

Roll call vote taken. Trustee Blanchard, Trustee Clonts, Trustee Johnson, Trustee Rosenblum, Trustee Schmitt, Trustee Vega, and Trustee Ruter voted aye. No nays. Motion carried.

c. Issue Analysis: Repurposing the Lobby Information Desk

Assistant Director Room presented the Issue Analysis regarding the Repurposing of the Lobby Information Desk.

Room explained that staffing the lobby information desk has been problematic and would be cost prohibitive to staff the 72 hours per week the library is open. Many questions answered at the Info Desk can be answered at other service points in the library. Assistant Director Room recommend the Information Desk be removed and the area be used for additional usable library space.

MOTION Moved by Trustee Johnson, seconded by Trustee Vega, to repurpose the Information Desk to additional usable library space.

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

- d. Appointment of Elizabeth Hibner, Catherine Gray, Jennifer Cramer, and Bill Macfadden to 3-year teams on the Glenview Public Library Foundation Board of Directors

MOTION Moved by Trustee Vega, seconded by Trustee Clonts, to extend the terms for Elizabeth Hibner, Catherine Gray, Jennifer Cramer, and Bill Macfadden to a three year term.

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

12. OTHER

Trustee M. David Johnson addressed the issue of the Library raising the Pride flag on the Library's flag post on Tuesday June 22nd . He distributed a personal analysis to the Trustees and Administrative Team for their review and discussion.

MOTION Moved by Johnson, no second, to remove the Pride Flag from the Glenview Public Library's flagpole.

Motion died due to lack of a second.

President Ruter thanked Trustee Johnson for his thoughts regarding the topic. Ruter referred this topic to the Bylaws and Policies Committee for further review.

13. ANNOUNCEMENTS

Library Director Dorfman will not attend the July Board Meeting as she will be on vacation. Any questions should be directed to Assistant Director Teri Room.

President Ruter reminded Trustee Blanchard and Trustee Rosenblum they volunteered to review Executive Session Meeting Minutes. Business Manager Klimusko will coordinate a date and time for the review.

14. EXECUTIVE SESSION

- a. Per Section 2 (c) (21) of the Open Meetings Act – Review of Executive Session Meeting Minutes**

None at this time.

15. ADJOURNMENT

There being no additional business to be brought before the Board, President Ruter requested a motion to adjourn.

Moved by Trustee Vega, seconded by Trustee Johnson, to adjourn.

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

The meeting adjourned at 8: 12 p.m.

Respectfully submitted,

**Winnie Clonts, Secretary
Glenview Public Library Board of Trustees**