

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
March 18, 2021**

PRESENT: M. David Johnson Carol Schmitt
(Board) Wendy Goldstein Kathy Vega
Tom Blanchard Allan Ruter

ABSENT: Stella Kalfas
(Board)

PRESENT: Lindsey Dorfman, Library Director
(Staff) Jane Berry, Assistant Director
Christine Klimusko, Business Manager

GUESTS: Tara Call, League of Women Voters
Ruth K. Rosenblum, Glenview Resident

1. CALL TO ORDER AND ROLL CALL

President Vega called the meeting to order at 6:35 p.m.

2. APPROVAL OF THE MINUTES

a. Regular Meeting of February 18, 2021

MOTION Moved by Johnson, seconded by Schmitt, to approve the minutes of the Regular Meeting of February 18, 2021 as amended

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

3. PUBLIC COMMENTS

None at this time.

4. APPROVAL OF WARRANTS

Trustee Goldstein reviewed the warrants for March 18, 2021 and itemized those warrants and checks greater than \$5,000.00. She also reviewed all checks written by the Business Office for the month of November.

- a. Warrant Summary
- b. Warrants Greater than \$5,000

MOTION Moved by Goldstein, seconded by Schmitt, to approve the Warrants for March 18, 2021 in the amount of \$157,487.13.

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

5. EXAMINATION OF FINANCIAL REPORTS & STATISTICS

- a. Glenview Public Library YTD Financial Report for January 2021
- b. January 2021 Cash Flow Report
- c. Cash and Investments Balances

Library Director Dorfman walked the Trustees through January 2021 Financial Reports, the Cash Flow Report and the Cash and Investment Balances.

- d. Glenview Public Library Agreed Upon Financial Procedures

Business Manager Klimusko summarized the results from the Agreed upon Procedures Report prepared by the Lauterbach & Amen accounting firm.

6. PRESIDENT'S REPORT

President Vega expressed her sincere thanks to Assistant Director Jane Berry for all of her hard work and dedication to the Library during Assistant Director Berry's 37+ years at Glenview Public Library.

7. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

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

MOTION Moved by Johnson, seconded by Goldstein, to accept the Staff Reports and Statistics as presented.

Library Director Dorfman gave a brief COVID-19 vaccination update, shared that the Innovation Center was featured in ILA Reporter this month, provided an Assistant Director search update, and information regarding six (6) Dr. Seuss books that will no longer be published. Lastly, Dorfman announced that the Library would be the recipient of a large donation from the Sorenson Family Estate.

Library Director Dorfman presented Assistant Library Director Berry with a crystal engraving of the Glenview Public Library silhouette from the residents of Glenview.

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

8. COMMITTEE REPORTS

- a. Policy Committee**
 - i. Approval of Materials Fines and Fees Policy**

Bylaws & Policies Committee Chair Goldstein presented the Materials Fines and Fees Policy. The Committee recommends approval of this new format.

- ii. Approval of Holidays and Closings Policy**

Committee Chair Goldstein reviewed the Holidays and Closings Policy and noted that the Committee recommends approval of the policy.

MOTION Moved by Committee to approve the Materials Fines and Fees Policy and the Holidays and Closings Policy as amended.

Roll call vote taken. Blanchard, Goldstein, Johnson, Schmitt and Vega voted aye. No nays. Ruter abstained. Motion carried.

iii. Discussion of Board Committees Policy Draft

Included in the Board Packet is the draft of the Board Committees Policy. Committee Chair Goldstein questioned the need for the Public Relations and Marketing Committee, the Legislative Committee and the Technology Committee.

Trustee Johnson agreed with Goldstein's observation and recommends the Board eliminate the Public Relations and Marketing Committee. The Board can make it an ad hoc committee as needed. Committee Chair Goldstein agreed and commented that the Library has a very competent Communications Department.

Trustee Ruter suggested that the Board eliminate the Legislative Committee and Technology Committee at this time. Trustee Goldstein noted that the annual report refers to a legislative committee etc. President Vega would like the Legislative Committee to meet and determine what the best roll is for the Committee and how to keep the Library in compliance with Illinois Standards.

The Board discussed the need for the Technology Committee. It was agreed that the Technology Committee will be eliminated as a standing committee and can become an ad hoc as needed. The last time the Technology Committee met was in 2019 and assisted in the technology and equipment list for the Innovation Center.

iv. Notification of Amendments to the Bylaws

Bylaws & Policies Committee Chair Goldstein announced that the changes approved last month and those changes recommended this evening would be approved at the May Board meeting. Library Director Dorfman will prepare the Bylaws with the appropriate changes. All changes will be in one color and ready for the Board approval.

Chair Goldstein walked the Trustees through the recommended changes at this time.

9. UNFINISHED BUSINESS

None at this time.

10. NEW BUSINESS

a. Issue Analysis Additional Sick Time for COVID-19 Vaccinations

Library Director Dorfman presented the Issue Analysis Additional Sick Time for COVID-19 Vaccination for staff that get the COVID-19 vaccination. Dorfman would like to award additional sick time to encourage staff to get the vaccine and remove any barriers that may prohibit staff access to the vaccine. She recommends that the Library award additional sick hours, so they can use them for the vaccine and not lose any income while getting the vaccine.

Motion Moved by Johnson, seconded by Schmitt, to approve an additional four (4) sick hours for staff members who provide proof of the COVID-19 vaccination.

Roll call vote taken. Blanchard, Goldstein, Johnson, Ruter, Schmitt and Vega voted ayes. No nays. Motion carried.

b. Approval of Resolution 21-02 Librarian Emerita

President Vega presented the Resolution 21-02 to Jane Berry.

MOTION Moved by Johnson, seconded by Goldstein, to approve Resolution 21-02 in Recognition and Appreciation of Assistant Library Director Jane Berry on Her Retirement March 31, 2021 and award the honorary title of Librarian Emerita.

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

c. Approval of Glenview Public Library Foundation Board Member

The Board of Trustees has been asked to review and approve the application from Elizabeth Hibner to become a member of the Glenview Public Library Foundation

Board of Directors. Foundation President Jackie Lutz has recommended Hibner for this position.

MOTION Moved by Johnson, seconded by Schmitt, to accept Elizabeth Hibner as a director of the Glenview Public Library Foundation Board of Directors.

Roll call vote. Blanchard, Goldstein, Johnson, Ruter, Schmitt and Vega voted aye. No nay. Motion carried.

11. OTHER

Business Manager Klimusko asked the Trustees to sign the various paperwork she distributed at the start of the meeting. The documents include Board Meeting Minutes and Warrant Reports that have not been signed, as the Board Meetings have been virtual since last October.

Library Director Dorfman asked the Bylaws and Policies Committee if the meeting scheduled for March 25th could be moved April 1st. The Committee agreed to the change in date.

12. ANNOUNCEMENTS

Director of Communications Hilary Gabel attended a recent meeting with the Glenview Communicators Group. The annual Street Fest has been cancelled for this year. The annual Fourth of July Parade will be held as a reverse parade and the Library plans to participate in the parade. Blocktoberfest will be held in downtown Glenview in late September.

13. EXECUTIVE SESSION

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

The review of the Executive Session Meeting Minutes was tabled and will be revisited at the April Board Meeting.

14. ADJOURNMENT

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

Moved by Johnson, seconded by Goldstein, to adjourn.

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

The meeting adjourned at 8:01 p.m.

Respectfully submitted,

**Wendy Goldstein, Secretary Pro Tem
Glenview Public Library Board of Trustees**