

**Glenview Public Library Board of Trustees
Minutes
May 20, 2021**

PRESENT: Tom Blanchard Wendy Goldstein
(Board) Stella Kalfas Allan Ruter
Carol Schmitt Kathy Vega

ABSENT: M. David Johnson
(Board)

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

GUESTS: Winifred Clonts, Trustee Elect
Ruth Rosenblum, Trustee Elect
Karen Kee, Head of Material Services
Jackie Lutz, President, GLP Foundation Board

1. CALL TO ORDER

President Vega called the meeting to order at 6:33 p.m. and the roll was called.

2. APPROVAL OF MINUTES

a. Regular Meeting of April 15, 2021

MOTION Moved by Goldstein, seconded by Kalfas, to approve the Meeting Minutes of April 15, 2021.

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

3. PUBLIC COMMENTS

None at this time.

4. GLENVIEW PUBLIC LIBRARY FOUNDATION BOARD UPDATE – Jackie Lutz – President GPLF

Glenview Public Library Foundation President Jackie Lutz shared the challenges the Foundation faced over the course of the last year due to the pandemic. The group focused on one task at a time. The Foundation Directors were able to create a logo, add the Foundations webpage to the library’s website, establish a social media presence, and award several grants. The next Foundation Board meeting is scheduled in June and will be a brainstorming meeting. Currently there are 14 Foundation Directors but may lose one director due to other commitments. Lutz asked the Library’s Trustees for recommendations for the Foundation Board. The Foundation needs people for fundraising, events, and communications. Send any recruitment suggestions directly to Jackie Lutz.

The Foundation awarded four grants this spring. The first grant was awarded to the Library’s Glenview Reads Together program. The Foundation thought it should partner with the library on a large-scale project every year and felt this was a good way to start. The Summer Reading Program’s “Community Re-Engagement Yard Sign Campaign” received the second grant. The grant will provide yard signs to families that participate in the Summer Reading Program; the yard signs will promote the program to other families in the community. The third grant was awarded to the Music Room: 33 1/3 series in which authors will speak about specific LP albums they have researched and written about; this will support the library’s new vinyl collection. The last grant was awarded to the Tent Week summer programs that will be hosted on the library’s south patio; presenting programs in the tent will allow patrons to participate in “in-person” programming while still maintaining some social distance as the community moves through the final phases of the pandemic.

Foundation President Lutz hopes the Foundation will be able to offer a second grant cycle this fall. President Vega thanked Lutz for her update.

5. APPROVAL OF THE WARRANTS OF MAY 20, 2021

Trustee Ruter reviewed the warrants of May 20, 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 May 20, 2021, in the amount of \$411,440.30.

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

6. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

Library Director Dorfman presented the Financial Reports and Statistics through March, 2021. Revenue trends slightly behind last year, due to the pandemic. Cook County has granted an extension on property tax payments into May, 2021. Revenue should catch up to expected levels by the end of May. The Make Whole payment is expected in late fall. This year's Make Whole payment will be the last one. The Make Whole funds will be collected through regular tax collections next year.

Expenses are tracking lower this year due to Covid-19 restrictions and reduced spending. Examples of reduced spending includes lower program expenses and open staff positions not filled.

The Library's Operating Fund Cash Balance is well within the current fund balance policy as of March 31, 2021.

7. PRESIDENT'S REPORT

President Vega presented her last report as president. She thanked Trustee Stella Kalfas and Trustee Wendy Goldstein for their dedication to the library. Vega worked closely with Trustee Kalfas on the Strategic Planning Committee. The Board of Trustees and the Glenview Public Library have benefited from Trustee Goldstein's thoughtfulness and understanding of Bylaws and Policies. Both Trustees have helped to advance the library from where it was in 2009 and 2011 to today.

President Vega welcomed newly elected Trustee Winnie Clonts and Trustee Ruth Rosenblum to the Board. Vega stated that the trustees will add a new perspective to the board.

President Vega is proud of the projects the Board has accomplished in the past two years: the collaborations; the search for a new library director and new assistant director, and the ability of the Board to accomplish all this in a very short period. President Vega is blessed to have a Board that works so well together.

8. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

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

Library Director Dorfman welcomed Trustee Clonts and Trustee Rosenblum to the Board. She thanked Trustee Kalfas and Trustee Goldstein for all their hard work and dedication to the Library and Board. Dorfman thanked President Kathy Vega for her direction this year. Lastly, Dorfman introduced Karen Kee as the Head of the newly formed Material Services Department.

Library Director Dorfman presented the latest update regarding changes to the mask mandate. The CDC announced that it was safe for vaccinated individuals to be indoors without masks, under certain conditions. The State of Illinois and Cook County have issued guidelines that are in line with the CDC. The Management Team has surveyed staff for their thoughts on the topic and Department Heads have discussed this topic at length during this week's Department Head meeting.

The library will recommend masks for all patrons. Patrons must wear a mask while visiting the children's area. The library will institute the honor system with regards to proof of vaccination. Library signage will be updated to reflect this recommendation and will be placed on the doors and the website effective tomorrow.

The Statistical Summary found on page 41 has been revised and will compare statistics from FY 2021 to statistics from FY2019 and not FY2020. Dorfman feels that the 2020 statistics do not properly reflect the library's visits/circulation, etc. due to the pandemic, and a better gauge to use the FY 2019 as a comparable basis.

Library Director Dorfman announced that Village Finance Director Maggie Bosley has been promoted to Deputy Village Manager. Erika Smith has been named Village Finance Director. Both positions are effective June 1, 2020.

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

9. COMMITTEE REPORTS

a. Policy Committee

i. Approval of Bylaws and Policies Committee Meeting Minutes

MOTION Moved by Goldstein, seconded by Schmitt, to approve the minutes of the January 28, 2021 Bylaws & Policies Committee Meeting; the minutes of the

February 25, 2021 Bylaws & Policies Committee Meeting; the minutes of the April 1, 2021 Bylaws & Policies Committee Meeting; and the minutes of the April 22, 2021 Bylaws and Policies Committee Meeting.

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

ii. Approval of Changes to the Bylaws

MOTION Moved by Committee to approve the changes to the Bylaws as presented.

Bylaws & Committee Chair Goldstein explained that the Bylaws and Policies Committee has streamlined the Bylaws and eliminated the appendixes. Those topics in the appendixes have been included in the Bylaws or incorporated into separate policies.

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

iii. Study Room Policy

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

Chair Goldstein explained that the policy has been streamlined and updated to include the new study room reservation website.

Trustees are concerned about only one reservation per week.

Dorfman will double check on the software if patrons can book more than one meeting per week.

MOTION Moved by Vega to table the motion until the June meeting.

10. UNFINISHED BUSINESS

None at this time.

11. NEW BUSINESS

a. General Counsel Services for Glenview Public Library

Library Director Dorfman explained that the library's current counsel is provided by Ice Miller and the library's current attorney specializes in municipalities in DuPage County. Library Director Dorfman feels that the library would be better served if the library moved to Ancel Glink Attorney Julie Tappendorf. Tappendorf is the attorney for the Village of Glenview and the Glenview Park District and a Glenview resident. Tappendorf would better understand those issues the library faces in Cook County and Glenview. Additionally, there will also be a cost savings should the library engage Attorney Tappendorf. Ancel Glink's hourly rate is considerably lower than the hourly rate billed by Ice Miller.

MOTION Moved by Ruter, seconded by Kalfas, to approve the Library Director Dorfman's recommendation to engage the law firm of Ancel Glink PC to provide legal services as needed.

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

b. Appointment of Jennifer G. Cramer to the Glenview Public Library Foundation Board

MOTION Moved by Goldstein, seconded by Blanchard, to approve Jennifer Cramer as a director to the Glenview Public Library Foundation.

c. Approval and presentation of Resolutions 21-03 and 21-04 in Recognition of Services to Wendy Goldstein and Stella Kalfas

MOTION Moved by Ruter, seconded by Vega, to approve Resolution 21-03 honoring Wendy Goldstein and her service as Trustee.

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

MOTION Moved by Ruter, seconded by Vega, to approve Resolution 21-04 honoring Stella Kalfas and her services as Trustee.

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

d. Administration of Oath of Office to Newly Elected Library Trustees

Vice President Allan Ruter administered the Oath of Office to newly elected Library Trustees Winifred Clonts, Ruth Rosenblum, Kathy Vega, and Carol Schmitt.

e. Election of Board Officers

President Vega nominated the slate of board officers comprised of Allan Ruter as President, Tom Blanchard as Vice President, and Winifred Clonts as Secretary.

MOTION Moved by Vega, seconded by Schmitt, to elect Allan Ruter as President, Tom Blanchard as Vice President and Winifred Clonts as Secretary.

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

12. OTHER

The June board meeting will be held Thursday June 24, 2021.

Trustee Blanchard and Trustee Rosenblum volunteered to review the Executive Session Meeting Minutes.

Glenview Public Library can be found on Facebook, Instagram, LinkedIn, and Twitter. Trustee Schmitt asked the Trustees to follow the library on social media and share with family and friends.

Library Director Dorfman will be on vacation May 31 through June 4.

13. ANNOUNCEMENTS

None at this time.

14. EXECUTIVE SESSION

None at this time.

15. ADJOURNMENT

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

MOTION Moved by Ruter, seconded by Blanchard, to adjourn.

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

The meeting adjourned at 8:00 p.m.

Respectfully submitted,

**Tom Blanchard, Secretary
Glenview Public Library Board of Trustees**