

**Glenview Public Library
Board of Trustees Meeting Minutes
November 18, 2021
Community Room East 6:30 p.m.**

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

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

GUESTS: Tara Call, League of Women Voters
Allen Bettig, Director of Information Technology

1. CALL TO ORDER AND ROLL CALL

President Ruter called the meeting to order at 6:31 p.m. and the roll was called.

2. APPROVAL OF MINUTES

a. Regular Meeting of October 21, 2021

MOTION Moved by Trustee Johnson, seconded by Trustee Clonts, to approve the minutes of October 21, 2021, as amended.

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

3. PUBLIC COMMENT

None at this time.

4. FOUNDATION UPDATE – President Ruter

President Ruter attended the bi-monthly Glenview Public Library Foundation Board of Directors meeting last Tuesday. Foundation members hosted a GPL Foundation table at the Innovation Fest and introduced library patrons to the Foundation. They promoted the Stay at Home and Read Ball with a gift card raffle and were able to capture those names and addresses in a potential donors database.

5. APPROVAL OF WARRANTS OF NOVEMBER 18, 2021 – K. Vega

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

Trustee Vega has reviewed the warrants of November 18, 2021, and found them in order. She listed those warrants and checks greater than \$5,000.00.

MOTION Moved by Trustee Vega, seconded by Trustee Schmitt, to approve the Warrants of November 18, 2021, in the amount of \$1,833,546.78.

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. Approval of Pre-issued Check Request – D.E.S. Painting

The majority of the interior painting project has been completed and the vendor has submitted a request for payment. The request was received after the November warrants were entered. Library Director Dorfman asked the Board to approve the pre-issued check to D.E.S. Painting, so the vendor does not have to wait until December for payment.

MOTION Moved by Johnson, seconded by Vega, to approve the pre-issued check request for D.E.S. Painting in the amount of \$67,873.50.

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.

President Ruter reordered the agenda at this time.

11. NEW BUSINESS

a. Presentation on IT Assessment Findings

Newly appointed Director of Information Technology Allen Bettig presented the IT Assessment findings prepared by Peters and Associates, who conducted an information technology assessment this fall. Overall, the library follows many of the industry's best practices, according to their review. Peters and Associates made several suggestions, regarding disaster recovery planning, security vulnerabilities, and staffing. To improve security, the Library will be investigating the use of multi-factor authentication, which may become a requirement for cyber liability insurance coverage. Bettig and Library Director Dorfman will incorporate Peters and Associates' suggestions over the course of the next year.

The agenda returned to original order.

6. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

- a. Statement of Revenues and Expenditures**
- b. September 2021 Cash Flow Report**
- c. Cash and Investment Balances**
- d. Third Quarter Budget Projections**

The YTD September 2021 financials are included in the Board Packet. Business Manager Klimusko walked the Trustees through the revenue and expenses numbers. Total revenue through September is \$5,878,223.72 or 76.65% of the library's 2021 budgeted revenue. Property tax revenue collected is \$4,672,204.03, or 72.5% of budget property tax. A portion of the second property tax installment payments were collected in September and are reflected in the financial statements. The balance of property tax payments will be reflected in the October financial statements.

Expenses continue to trend lower than budgeted. Year-to-date expenditures total \$4,978,694.70, or 59.2% of the budget. Typically, expenditures through 8 months of the year are at 75% of budget, and we are at 15% under budget.

The Operating Fund Cash Balance at the end of September is \$5,745,946. The Library remains in compliance with the Operating Fund Policy of 2 months of expenses on hand at any given point throughout the year.

The third quarter projection was also reviewed. The projection is based upon 9 months of actual revenue and expenses, along with three months of forecasted revenue and expenditures. The forecast indicates that the library would complete the year with expenses being 8-9% under budget. Many annual library expenditures are paid during the last quarter of the year, such as general insurance and workers comp renewal, books and materials, electronic resources, and subscriptions.

7. PRESIDENT'S REPORT

Last Saturday, November 13th, President Ruter led two groups of Village Trustees on personal tours of the library. His guests were very impressed with the library and staff. Ruter thought the Innovation Fest was a success and noted that visitors of all ages were welcomed.

8. ACCEPTANCE OF STAFF REPORTS & STATISTICS

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

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

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

Library Director Dorfman announced that Allen Bettig has been named the Director of Information Technology. She noted that, over the course of the past year, Bettig has worked with Assistant Director Teri Room to oversee the IT team. He has displayed an incredible amount of leadership and expertise.

Wiss, Janney, Elstner Associates has completed the library's building condition assessment. Principal Brian Greve will present the assessment results to the Building & Grounds Committee Thursday, December 2nd at 5:00 p.m.

Because of the Innovation Fest on Saturday, November 13th, Library traffic increased 30% over the attendance numbers of November 6th. Director of Communications Hilary Gabel and Head of Innovation Services Deanna Musurlian organized the Innovation Fest and Library Director Dorfman acknowledged their hard work in making the event a success.

9. COMMITTEE REPORTS

None at this time.

10. UNFINISHED BUSINESS

a. Discussion and Approval of Additional PTO Day for 2022

The Board discussed the possibility of awarding one (1) additional Paid Time Off day to staff in 2022: full-time staff will receive a full day (7.5 hours) and part-time staff will receive one prorated day to be used in 2022.

MOTION Moved by Blanchard, seconded by Johnson, to approve one (1) additional Paid Time Off day for full-time staff and one (1) prorated Paid Time Off day for part-time staff.

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

b. Review of 2022 Proposed Operating Budget

Library Director Dorfman presented the revised version of the FY2022 Operating Budget. The Board will approve the final version at the December 16th Board Meeting.

11. NEW BUSINESS

- b. Approval of IGA for Joint Purchasing of Library Programming, Events, and Service**

Northbrook Public Library has organized a group of libraries to work collectively to engage virtual author and speaking events at reasonable rates. The group will be known as Illinois Libraries Present and will provide one virtual program a month for all member libraries for a total of 6 programs during the pilot period of January-June 2022. Virtual programs will feature bestselling fiction and nonfiction authors, well-known presenters who speak on equity, diversity, and inclusion, and diverse speakers on topics of broad interest for a range of ages. Member libraries may choose which programs they market to their patrons. Patrons may sign up to watch it themselves or libraries may elect to broadcast the presentation for their patrons. Illinois Libraries Present will provide technical support. Library Director Dorfman recommended that Glenview Public Library participate in the IGA.

MOTION Moved by Trustee Johnson , seconded by Trustee Schmitt, to approve the IGA for Joint Purchasing of Library Programming, Events and Service.

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. Approval of Annual Insurance Renewal Package for LIRA**

MOTION Moved by Trustee Schmitt, seconded by Trustee Rosenblum, to approve the annual general liability insurance and workers compensation insurance renewal in the amount of \$85,592.

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.

d. Approval of Foundation Board Member

MOTION Moved by Trustee Schmitt, seconded by Trustee Johnson, to approve Lesley Schwartz as a new member of the Glenview Public Library Foundation Board.

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

e. Issue Analysis on Glenview Public Library Foundation

Library Director Lindsey Dorfman presented an issue analysis regarding the Glenview Public Library Foundation. Currently, the Foundation is part of the Library's Board of Trustees and is governed by the Library's Bylaws and subject to the same statutes and laws as the Library.

The Foundation needs to become an independent entity and separate from the Glenview Public Library Board of Trustees. The Foundation will need to update its Bylaws and establish its own bank account. It has been suggested that there be a contract between the two entities to establish what support the library can offer the Foundation. Once these steps are completed, the Library Board will approve the transfer the funds from Fund 825 to the Foundation new bank account.

12. OTHER

a. Assign Trustees to Review and Present Executive Session Minutes for December

Trustees Blanchard and Rosenblum completed the last review of Executive Session Meeting Minutes. Trustees Rosenblum and Clonts volunteered to complete this six month review.

Trustee Vega would like the Strategic Planning Committee to meet during the week of December 13th. The Committee agreed to meet Wednesday December 15th in the Conference Room at 4:00 p.m. to review a draft of the 2022 objectives.

13. ANNOUNCEMENTS

- a. Annual Review of Serving Our Public 4.0 Standards for Illinois Public Libraries**

Library Director Dorfman announced it is time to complete the annual review of *Serving Our Public 4.0 – Standards for Illinois Public Libraries*. Dorfman asked the Board members to review the checklists at the end of each chapter before the December Board Meeting.

- b. Holiday Parade Saturday November 27th, 2021, 4:00 pm to 6:00 pm**

The Library will participate in the Chamber of Commerce’s annual Holiday in the Park Parade. Trustees Rosenblum and Vega plan to attend.

- c. Library Annual Report Presentation by Library Board President Ruter
7:30 pm**

President Ruter will present the Library’s Annual Report Tuesday, December 7th, 7:30 p.m. at the Village Hall. Library Director Dorfman will present an overview of the Library’s 2022 Budget as well.

MOTION Moved by Trustee Johnson, seconded by Trustee Schmitt, to move to Executive Session per Section 2(c)(1) of the Open Meetings Act – Personnel.

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.

The meeting moved to Closed Session at 8:05 p.m.

14. EXECUTIVE SESSION

- a. Per Section 2 (c) (1) of the Open Meetings Act – Personnel: Library Director’s Annual Evaluation**

Library Director Dorfman, Assistant Director Room, and Business Manager Klimusko were excused at this time.

The meeting returned to Open Session at 8:25 p.m.

MOTION Moved by Johnson, seconded Vega, to award a performance bonus to Library Director Dorfman, as discussed in Executive Session.

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.

15. ADJOURNMENT

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

MOTION Moved by Trustee Johnson, seconded by Trustee Schmitt, to adjourn.

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

Respectfully submitted.

**Winifred L. Clonts, Secretary
Glenview Public Library Board of Trustees**