

**Glenview Public Library
Board of Trustees Meeting Minutes
October 21, 2021
Multipurpose Room - 6:30 p.m.**

PRESENT: Winnie Clonts M. David Johnson
(Board) Ruth Rosenblum Allan Ruter

ABSENT: Carol Schmitt Kathy Vega
(Board) Tom Blanchard

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

GUEST: Tara Call, League of Women Voters
Ava Hager, Glenbrook South Student
Gabi Swidler, Glenbrook South Student

1. CALL TO ORDER AND ROLL CALL

President Ruter called the meeting to order at 6:35 p.m. and the roll was called.

2. APPROVAL OF MINUTES

a. Regular Meeting of September 23, 2021

MOTION Moved by Trustee Clonts, seconded by Trustee Rosenblum, to approve the minutes of the September 23, 2021 Board Meeting.

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

3. PUBLIC COMMENT

None at this time.

4. APPROVAL OF OCTOBER 21, 2021 WARRANTS

- a. Warrant Summary
- b. Warrants Greater than \$5000

Trustee Johnson has reviewed the warrants of October 21, 2021 and found them in order. He listed those warrants and checks great than \$5,000.00.

MOTION Moved by Trustee Johnson, seconded by Trustee Clonts, to approve the warrants of October 21, 2021 in the amount of \$138,843.49.

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

5. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

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

Business Manager Klimusko presented the August 2021 year-to-date financial report. Revenue through August totals \$3,698,953 or 48.2% of the library's 2021 budgeted revenue. Property tax revenue collected is \$3,462,400, or 53.7% of budgeted property tax. The second property tax payments are due October 1st and should be reflected in September and October financial statements.

Expenses continue to trend lower than budgeted. Year-to-date expenditures total \$4,362,094, or 51.9% of the budget. Typically, expenditures through 8 months of the year should be approximately 67% of budget.

The Library's Operating Fund Cash Flow balance through August 2021 is \$4,183,276. The Library remains in compliance with the Operating Fund Policy of 2 months of expenses on hand at any given point throughout the year.

6. PRESIDENT'S REPORT

President Ruter encouraged the Trustees to stop by the Lobby and view the 6" X 6" art installation sponsored by the Glenview Art League. Trustee Schmitt has submitted an entry in the exhibit.

At the suggestion of Library Director Dorfman, President Ruter participated in this year's Glenview Reads Together by reading its first selection, *March: Book One* by John Lewis. It was the first graphic novel Ruter has read. He stated that the book was a good choice for the program.

7. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

- a. Library Director's Report
- b. Statistical Summary and Report
- c. Strategic Implementation Plan 3rd Quarter Report

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

Library Director Dorfman has received the IT (Information Technology) Assessment from Peters and Associates. Dorfman will review the document with Assistant Director Room and Information Technology Specialist Bettig and present the assessment report to the Board by year end.

Assistant Director Room reported on the progress of the Adult Services consolidation project. She explained that the Reference and Reader Services Departments will be combined and will report to Department Head, Linda Burns. Jean Sanders will become the Patron Experience Manager. Sanders will analyze the patron experience, provide staff scheduling for service desks and perform other tasks, as necessary.

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

8. COMMITTEE REPORTS

a. Bylaws and Policies

i. Discussion and Approval of Covid-19 Vaccine Mandate Program Policy

Trustee Rosenblum reported that the Committee met twice to discuss the Covid-19 Vaccine Mandate Policy and had several lengthy discussions. The Committee recommends that staff should be allowed to choose whether to vaccinate or test on a weekly basis. The Covid-19 Vaccine Mandate Program Policy has been included in the Board Packet for Board review and discussion.

MOTION Moved by Committee, to approve the Covid-19 Vaccine Mandate Policy.

Roll call vote taken. Trustee Clonts, Trustee Rosenblum and Trustee Ruter voted aye. Trustee Johnson voted nay. Motion carried.

9. UNFINISHED BUSINESS

a. Approval of 2022 Budget and 2021 Levy Adjustments

The Village of Glenview has decided to close the Glen TIF. This decision will impact the Library's 2021 Levy and 2022 Budget. President Ruter called for a Special Board Meeting on Monday, November 1st at 6:30 p.m. to discuss how this decision will affect the Library financially. Library Director Dorfman will update the 2022 Budget and 2021 Levy as soon as new distribution numbers are provided by the Village. The revised budget and levy will be included in the Special Meeting Board Packet.

10. NEW BUSINESS

a. Approval of Early Purchase of Snow Tractor

MOTION Moved by Trustee Johnson, seconded by Trustee Clonts, to approve the purchase of the Snow Tractor in FY2021, in the amount of \$23,982.

Roll call vote taken. Trustee Clonts, Trustee Johnson, Trustee Rosenblum, and Trustee Ruter voted ayes. No nays. Motion carried.

b. Approval of Dewberry Master Service Agreement

Library Director Dorfman presented the Dewberry Master Agreement to the Board for their review and approval. President Ruter and Trustee Vega had several questions regarding the agreement and asked Library Director Dorfman to get clarification from the Library's attorney. The Dewberry Master Service Agreement will be revisited at the Special Board Meeting on November 1st.

11. OTHER

The Board of Trustees will evaluate Library Director Dorfman's 2020/2021 performance at the November 18th Board Meeting. The Trustees will grade each of Dorfman's goals/objectives prior to the meeting. The Trustees will forward their completed evaluation to Vice-President Blanchard, who will collate the responses. The information will be reviewed and discussed with Library Director Dorfman during the November Board Meeting in Executive Session.

12. ANNOUNCEMENTS

The Library will host Innovation Fest on Saturday November 13th from 11:00 a.m. to 3:00 p.m. President Ruter encouraged the Trustees to invite friends and family to the event.

13. EXECUTIVE SESSION

None at this time.

14. 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 Clonts, to adjourn.

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

The meeting adjourned at 7:21 p.m.

Respectfully submitted,

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