

**GLENVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
September 23, 2021
Multipurpose Room 6:30 p.m.**

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

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

GUESTS: Tara Call, League of Women Voters

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVAL OF MINUTES

a. Regular Meeting of August 19, 2021

MOTION Moved by Trustee Schmitt, seconded by Trustee Rosenblum, to approve the minutes of the regular meeting of August 19, 2021, as amended.

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

3. PUBLIC COMMENTS

None at this time.

4. APPROVAL OF WARRANTS
 - a. Warrant Summary
 - b. Warrants Greater than \$5000

Trustee Johnson reviewed the Warrants for September 23, 2021 and found them to be in order. He itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Trustee Johnson, seconded by Trustee Clonts, to approve the Warrants of September 23, 2021 in the amount of \$259,026.26.

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.

5. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS
 - a. Statement of Revenues and Expenditures July 2021
 - b. July 2021 Cash Flow Report
 - c. Cash and Investment Balances
 - d. 2021 2nd Quarter Budget Projections

Library Director Lindsey Dorfman presented the Statement of Revenue and Expenditures through July 2021. Operating expenses well under budget and are likely to come in \$460,000 to \$475,000 under budget. due to savings in salaries and efficiencies. The Library's Operating Fund Balance is well within the Library's Fund Balance Policy of maintaining two months of operating expenses on hand at any given time.

It was noted that the second batch of real estate tax bills for 2021 were mailed late this summer, and the due date was pushed back by two months; payments will come in later this fall.

Included in the board packet are the 2nd quarter projections, based on June 2021 actual figures.

6. PRESIDENT'S REPORT

President Ruter mentioned that he had to park underground this evening and was happy to do so. This is a definite indication that people are again comfortable coming into the library. President Ruter asked Library Director Dorfman to have name tags prepared for each of the Trustees in time for the Innovation Fest scheduled for Saturday, November 13, 2021.

7. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

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

MOTION Moved by Trustee Vega, seconded by Trustee Schmitt, to accept the Staff Reports and Statistics.

The library's exterior windows were decorated for the homecoming parade by the Glenbrook South Pom squad, coordinated by teen librarian Nicole Mills. The Library is participating in the Hero Hustle. Teri Room, Jean Sanders and Linda Burns have used StrengthsFinder tests, surveys, future aspirations and then interviews to place all Reader Services and Reference staff in the restructured organization.

A "Lehigh the Fox" mascot costume is being designed by Chicago Mascot Company. Glenview Reads Together kicked off on Sunday September 12th. Activities began with an interview with the illustrator of *March*. Programs will run through October 10th.

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

8. COMMITTEE REPORTS

- a. Strategic Planning Committee Update
 - i. Approval of Minutes of September 2nd Strategic Planning Committee

MOTION Moved by Committee to approve the Minutes of the September 2, 2021, Strategic Planning Committee Meeting.

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

ii. Acceptance of the 2022-2024 Strategic Plan

MOTION Moved by Committee to accept the 2022-2024 Strategic Plan.

Committee Chair Vega presented the 2022-2024 Strategic Plan. The plan is similar in format and presentation to the previous plan. The mission statement was made more succinct. The annual Implementation Plan will granularize the strategic plan each year.

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

b. Building and Grounds Committee Update

i. Approval of Minutes of September 2nd Building and Grounds Committee Meeting

MOTION Moved by Committee, to approve the Minutes of the September 2, 2021 Building & Grounds Committee Meeting.

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

ii. Award Contract for Interior Painting Project

MOTION Moved by Committee, to award the interior painting contract to D.E.S. Painting in the amount of \$75,415.00.

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. **Bylaws and Policies Committee Update**
 - i. **Approval of Flag Policy**

MOTION Moved by Committee to approve the Flag Policy.

Trustee Vega questioned the need for the Flag Policy and whether a flag policy leaves individual decisions open to challenge. The Trustees agreed that the decision whether or not to fly a particular flag should be an administrative decision.

Roll call vote taken. Trustee Schmitt voted aye. Trustee Blanchard, Trustee Clonts, Trustee Johnson, Trustee Rosenblum, Trustee Vega, and Trustee Ruter voted nay. Motion failed.

- ii. **Approval of Revisions to the Borrowing Privileges Policy**

MOTION Moved by Committee to approve the Borrowing Privileges 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.

9. UNFINISHED BUSINESS

- a. **Approval of Preliminary Budget and Levy**

MOTION Moved by Trustee Vega, seconded by Trustee Schmitt, to approve the Glenview Public Library's Preliminary Operating Budget for FY 2022 in the amount of \$8,400,647.

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. NEW BUSINESS

a. Vaccine Mandate Issue Analysis

Library Director Dorfman informed Trustees that it is within their right to issue a vaccine mandate. Director Dorfman is looking for guidance from the Board of Trustees about the need to prepare a Vaccine Mandate Policy for their review.

After a brief discussion, the Trustees reached a consensus and instructed Library Director Dorfman to draft a COVID-19 Vaccine Mandate Policy to be reviewed by the Bylaws & Policies Committee. Upon the committees review and approval, the policy will be presented to the Board for their review and approval.

MOTION Moved by Trustee Clonts, seconded by Trustee Schmitt, to prepare a COVID-19 Vaccine Mandate Policy.

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

11. OTHER

Trustee Vega provided a brief update on Glenview Public Library Foundation activities. The Foundation's \$90 for 90 campaign was a success, raising more than \$10,000. The Foundation plans to participate in the Innovation Fest with a raffle. The group is also planning a winter non-event fundraiser which will be a "Stay at Home and Read a Book Ball" on Sunday, February 27, 2022.

The 2022 Foundation Grant deadlines have been changed. The first round of grant applications will be due in mid-January and will be awarded in mid-March. The second round of grant applications will be due in Mid-July and will be awarded in mid-September.

12. ANNOUNCEMENT

- a. **Thursday, September 30th Village Workshop: Presentation of Preliminary Budget and Levy by Director Dorfman**

Library Director Dorfman will present the Library's Preliminary FY2022 Operating Budget at the Village's Budget Workshop, to be held at Village Hall on Thursday, September 30th at 7:00 p.m. The Library is scheduled to present first that evening.

13. EXECUTIVE SESSION

- a. **Per Section 2 (c)21 – Semi - Annual Review of Closed Session Minutes**

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 Vega, seconded by Trustee Blanchard, to adjourn.

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

The meeting adjourned at 7:34 p.m.

Respectfully submitted,

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