

Glenview Public Library Board of Trustees

Minutes

April 21, 2022 – 6:30 p.m.

Conference Room

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

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

GUEST: Tara Call, League of Women Voters

1. CALL TO ORDER AND ROLL CALL

President Ruter called the meeting to order at 6:30 p.m. and the roll was called.

2. APPROVAL OF MINUTES

a. Regular Meeting of March 17, 2022

MOTION Moved by Trustee Clonts, seconded by Trustee Schmitt, to approve the minutes of the March 17, 2022, Board Meeting.

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

3. PUBLIC COMMENT

None at this time.

4. APPROVAL OF APRIL 21, 2022 WARRANTS
 - a. Warrant Summary
 - b. Warrants Greater than \$5,000

Trustee Rosenblum reviewed the Warrants for April 21, 2022 and found them to be in order. She itemized warrants and checks greater than \$5,000.00.

MOTION Moved by Trustee Rosenblum, seconded by Trustee Johnson, to approve the Warrants for April 21, 2022, in the amount of \$224,013.52.

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. Fund Income Statements February 2022
 - b. January 2022 Cash Flow Report
 - c. Cash and Investment Balances

Business Manager, Christine Klimusko reviewed the financial statements through February 2022.

Total revenue was \$1,404,943.01 or 16.66.% of the library's 2022 budgeted revenue. Property tax revenue collected totaled \$1,299,601.26, or 15.75% of budgeted property tax revenue.

February year-to-date expenditures were \$767,803.41 or 8.97% of the budget. This was lower than anticipated. Two months into the year, expenditures are expected to be approximately 16.7% of budget.

The library's Operating Fund cash balance at the end of February was \$5,383,585. The library will remain in compliance with the Operating Fund Policy of two (2) months of expenses on hand at any given point during 2022 and 2023, provided the second installment of county tax bills is mailed on time this year.

Cash and Investments through February 28, 2022, total \$6,849,285.52.

6. PRESIDENT'S REPORT

President Ruter distributed an article from the April 14th edition of the *Daily Herald* that highlighted the library's new logo and branding.

President Ruter will attend a League of Women Voters meeting on Monday, May 2nd. He will explain what it means to be a Library Trustee, a trustee's responsibilities, and time commitment, and how residents can run for a position on the Board.

7. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

- a. Library Director's Report
- b. Statistical Summary
- c. Deep Dive Report: Study Rooms
- d. Strategic Implementation Report: First Quarter

The Library Director highlighted several topics included in this month's Director's Report. Dorfman congratulated the Communications Team on a successful brand launch. She noted that a great deal of work went into the brand launch and that the team continues to work on the branding. Adult Services hosted a Local Authors Meet and Greet on April 12th. Adult Services hosts the Local Authors Meet and Greet program quarterly and has a full list of participants for the July event.

The RFID tagging project has begun. Dorfman invited Trustees to help tag materials. Volunteers work a 2-hour shift alongside a Material Services staff member. Head of Material Services, Karen Kee hopes to have 280,000 items tagged by the end of May. Once library materials are tagged, the plan is to install RFID equipment and the new checkout machines in time for the Summer Reading Program.

CCS and BiblioCommons will conduct a system stress test tomorrow. Data will be transmitted to determine if BiblioCommons' Discovery Layer slows down CCS's functionality.

Banning books has once again become a subject of public debate. Trustee Rosenblum distributed a handout to the Trustees with suggestions for addressing the banned books topic when questioned by patrons or neighbors. Assistant Director Room and Library Director Dorfman will work with staff members to prepare for patron inquiries.

Assistant Director Room reviewed the March statistical summary. More physical materials are circulating, and fewer digital materials are circulating, as more people return to the library. Staff had less programming scheduled the first quarter of 2022 due to department restructuring. Patron questions and instructions reflect an increase in one-on-one meetings and programs.

The new digital study room reservation software implemented July 2021 July has not reduced study room reservation numbers. Currently, study room users must have a Glenview Public Library card. Non-card holders can use the study rooms but may be asked to vacate the room should a card holder need it. After a learning curve, patrons have become acquainted with the reservation software, and the number of questions regarding the study room reservations has declined.

The first quarter 2022 Strategic Plan Implementation Report was included in the April Board Packet.

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

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

8. COMMITTEE REPORTS

- a. Bylaws and Policies Committee Report**
 - i. Approval of Meeting Minutes January 27, 2022**
 - ii. Approval of Meeting Minutes February 23, 2022**

MOTION Moved by Trustee Johnson, seconded by Trustee Rosenblum, to approve the minutes of the Bylaws and Policies Committee Meeting of January 27, 2022, and February 23, 2022.

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

iii. Approval of Changes to Section 4 of the Policy Manual

MOTION Moved by Committee to approve the changes to Section 4 of the Policy Manual as presented.

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.

iv. Discussion and Approval of Issue Analysis regarding the Vaccine Mandate Program Policy

The Bylaws and Policies Committee recommends the suspension of the Vaccine Mandate Program Policy dated October 21, 2021, as the circumstances regarding the transmission of Covid-19 have changed. An issue analysis was included in the Board Packet, and the board discussed the merits of the policy and its validity at this time.

MOTION Moved by Committee to suspend Vaccine Mandate Program Policy.

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

None at this time.

10. NEW BUSINESS

a. Discussion of Cook County Property Tax Bills

The Cook County real estate tax bills, typically due in March and August, may be delayed up to six (6) months. Library Director Dorfman detailed how this delay may impact the library's operating cash balance later this year. The library faced a similar situation in 2009. At that time, the Village of Glenview approved a short-term loan to the library due to a timing issue with regards to the Cook County property tax distribution. While Dorfman hopes that Cook County will be able to get the second installment tax bills out in a timely manner, she would like guidance from the Board, should the need arise.

The Board agreed that should this be the case, Library Director Dorfman should prepare a memo to Village Manager Matt Formica requesting the Village to provide an interest free loan to the library, until the tax bills are mailed, and funds are received.

b. Approval of Library Closure on Sunday June 26th for Staff Picnic

This year's annual Winter Dinner was cancelled due to Covid-19. In its place, Library Director Dorfman would like to host a staff picnic in June. The library would be closed Sunday, June 26th so staff could attend.

MOTION Moved by Trustee Johnson, seconded by Trustee Blanchard, to approve the library closure on Sunday, June 26, 2022, for a Staff Picnic.

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 Library Closure on Friday, August 12th for All Staff Training

In order to meet the State of Illinois's annual staff training day requirement, Library Director Dorfman would like to close the library to patrons on Friday, August 12th.

MOTION Moved by Trustee Johnson, seconded by Trustee Blanchard, to approve the library closure on Friday, August 12, 2022, for an All-Staff Training Day.

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.

11. OTHER

a. Summer Meeting Schedule

President Ruter asked the Trustees to email their summer travel schedule to Library Director Dorfman, so a summer board meeting schedule can be prepared.

12. ANNOUNCEMENTS

a. Glenview Leadership Event: Thursday, April 28, 4:30 Library Tour - 5:30 – 7:00 Social Hour

Glenview Elected Officials will host a get-together at the Library on Thursday, April 28th. A library tour will start at 4:30 p.m. and a reception will be held on the terrace from 5:30 p.m. to 7:00 p.m. The trustees who would like to attend should contact Dr. Attea.

Trustee Blanchard is scheduled to review the warrants for May and June, and President Ruter is scheduled to review the warrants in July and August.

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 Schmitt, to adjourn.
Voice vote taken. All ayes. No nays. Motion carried.**

The meeting adjourned at 7:42 p.m.

Respectfully submitted,

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