

Glenview Public Library Board of Trustees

Minutes

February 17, 2022

Community Room - 6:30 p.m.

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

ABSENT: Ruth Rosenblum Allan Ruter
(Board)

PRESENT: Lindsey Dorfman, Library Director
(Staff) Teri Room, Assistant Director
Christine Klimusko, Business Manager
Hilary Gabel, Director of Communications
Karen Kee, Head of Material Services

GUESTS: Tara Call, League of Women Voters

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVAL OF MINUTES

a. Regular Meeting of January 20, 2022

MOTION Moved by Trustee Johnson, seconded by Trustee Schmitt, to approve the minutes of the regular meeting of January 20, 2022.

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

3. PUBLIC COMMENT

None at this time.

4. APPROVAL OF FEBRUARY 17, 2022 WARRANTS

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

Trustee Schmitt reviewed the Warrants for February 17, 2022 and found them to be in order. She itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Trustee Schmitt, seconded by Trustee Johnson, to approve the Warrants for February 17, 2022, in the amount of \$181,778.73.

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

5. EXAMINATION OF FINANCIAL REPORTS & STATISTICS

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

Total revenue through December was \$7,643,335.46 or 99.7% of the library's 2021 budgeted revenue. Property tax revenue collected was \$6,393,271.60, or 99.2% of budgeted property tax revenue.

Operating expenses continue to trend lower than budgeted. Total expenditures in 2021 were \$7,677,703.17, or 91.4% of the budget.

The Library's Operating Fund Cash Flow balance at the end of December was \$4,812,050. The Library remains in compliance with the Operating Fund Policy of two months of expenses on hand at any given point during the next two years.

6. PRESIDENT'S REPORT

Vice President Blanchard invited the Trustees to attend the annual ILA Annual Legislative Meet Up. The Meet Up will be held virtually on Monday, February 21st.

7. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

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

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

The Governor has announced that the State of Illinois will remove the Mask Mandate on Monday February 28th, as will Cook County. The Library will follow this change and make masks optional inside the library for both patrons and staff

Library Director Dorfman highlighted several of the changes made to the new statistics report. Programming statistics have been consolidated, and drive-up and library card related statistics have been added.

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

8. COMMITTEE REPORTS

None at this time.

9. UNFINISHED BUSINESS

None at this time.

10. NEW BUSINESS

- a. Selection of Vendor for RFID Project**

Director Dorfman distributed an Issue Analysis for the RFID project. The Request for Proposal for the RFID project went out in October. Five companies sent representatives to the bid document review meeting in December. The library received three proposals in January. Director Dorfman and Head of Material Services, Karen Kee reviewed each proposal and met virtually with each bidder. Kee and Assistant Head of Material Services, Jurga Mackoniene checked references and

spoke to nine libraries currently using the various self-checkout systems presented to the Library. It was agreed that FE Technologies provided the best patron experience, state-of-the-art self-check stations, and software that is easy to use. They were also the lowest bid.

The library will purchase four (4) new self-checkout stations. Two self-checkout stations will be installed in place of existing stations; one will be available at the check-out desk; and the last will be placed in the Youth Services Department.

Trustee Vega left the meeting at 6:56 p.m.

MOTION Moved by Trustee Johnson, seconded by Trustee Schmitt, to approve FE Technologies as the vendor for the RFID project in the amount of \$95,025.

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

b. Approval of Contract for Website and Catalog Discovery Layer Services

This topic will be moved to the March 2022 agenda.

c. Issue Analysis: Brand Activation

Director of Communications, Hilary Gabel explained that the Library is entering the Brand Activation Phase of the library's new Logo and Brand Identity Project. She would like to continue to work with the design team at a5 Branding and Design. By allowing her and her staff to continue to work with a5, the project will move forward quickly and decisively.

While this expense was not included in the 2022 budget, Director Dorfman feels that the Library can absorb the expense in the current budget. There are funds available in the Gift Fund and the Friends of the Library Fund should there be a need to transfer funds to cover additional work that may be required.

MOTION Moved by Trustee Johnson, seconded by Trustee Clonts, to appropriate \$13,000 for the new logo and brand activation phase.

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

d. Issue Analysis: Reduction in Fees for Copies and Prints

Assistant Director, Teri Room presented the Reduction in Fees for Copies and Prints Issue Analysis. She stated that area libraries charge \$0.10 per black and white copy or print page. GPL is currently charging \$0.20 per black and white page. The reduction to \$0.10 per page would have minimal impact on revenue and would be in line with other libraries.

MOTION Moved by Trustee Johnson, seconded by Trustee Clonts, to reduce the cost of black and white copies and prints from \$0.20 per page from \$0.10 per page.

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

11. OTHER

Director Dorfman emailed the registration link for the ILA Legislative Meet- up. Trustees are encouraged to attend.

Director Dorfman would appreciate feedback on the library's current Art Donation Policy.

Bylaws & Policies Committee Chair Carol Schmitt reminded the Trustees that the next Bylaws & Policies Committee meeting will be held Wednesday, February 24th, at 4:00 p.m. in the Conference Room.

Director Dorfman will be on vacation this weekend.

12. ANNOUNCEMENTS

None at this time.

13. EXECUTIVE SESSION

None at this time.

14. ADJOURNMENT

There being no additional business to be brought before the board, Vice-President Blanchard 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 7:12 p.m.

Respectfully submitted,

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