

Glenview Public Library Board of Trustees

Minutes

January 20, 2022

Community Room 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: Hilary Gabel, Director of Communications
Diana Park, Graphic Designer
Fletcher Martin, Creative Director, a5 Branding & Digital
Lizzy Kreindler, Account Manager, a5 Branding & Digital

1. CALL TO ORDER AND ROLL CALL

President Ruter called the meeting to order at 6:34 p.m. and the roll was called.

2. APPROVAL OF MINUTES

a. Regular Meeting of December 16, 2021

MOTION Moved by Trustee Johnson, seconded by Trustee Schmitt, to approve the minutes of the December 16, 2021 Board Meeting, as amended.

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

3. PUBLIC COMMENT

None at this time.

4. REPORT ON THE GLENVIEW PUBLIC LIBRARY FOUNDATION – A. Ruter

President Ruter reported that the Foundation has organized its first major fundraiser – Stay at Home and Read a Book – which will be held on February 27th. The Foundation is in the process of its first grant cycle for the year.

President Ruter re-ordered the agenda at this time.

11. New Business

a. Library Logo and Brand Identity Presentation

Director of Communications, Hilary Gabel introduced Library Graphic Designer, Diana Park, and the design team at a5 Branding & Digital. Gabel explained that she, Park, and a library-created brand focus group, consisting of several staff members, began working with a5 last September. Gabel introduced Creative Director, Fletcher Martin and Account Manager, Lizzy Kreindler, who attended the meeting virtually. Kreindler reviewed the objectives and approach used during the design process and explained how the team arrived at the new logo. A5 began by gathering input from 125 community and staff members. They benchmarked several local organizations and reviewed various library materials, such as community survey responses, the website, social media, and existing branding.

The a5 design team had several recommendations which were incorporated in the design process, including developing an overarching brand; repositioning of the organization to communicate that the library is more than a physical location; establishing the organization as indispensable to the community; promoting diversity, equity, and inclusion, and considering the “brand tree” approach that brands services, programs, and products in a consistent manner.

Four logos were developed and presented to the focus group. The focus group agreed that concept A met the goals and objectives the team was trying to achieve. A5 Creative Director, Fletcher Martin presented the new logo to the Board of Trustees.

According to Martin, the next steps will be finalizing graphic identity, providing a brand standards manual, holding a wrap up meeting, and determining next steps.

The Trustees were very pleased with the logo. They appreciated the time and effort a5 devoted to the project and the universal appeal of the new logo. President Ruter thanked a5 for their expertise in this process.

5. APPROVAL OF January 20, 2022 WARRANTS

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

Trustee Rosenblum reviewed the Warrants for January 20, 2022 and found them to be in order. She itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Trustee Rosenblum, seconded by Trustee Clonts, to approve the Warrants for January 20, 2022 in the amount of \$351,063.83.

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.

6. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

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

Business Manager Christine Klimusko presented the Financial Reports and Statistics through November 2021. Total revenue was \$7,632,524.41 or 99.5% of the library's 2021 budgeted revenue. Property tax revenue collected was \$6,393,271.60, or 99.2 % of the budgeted property tax revenue.

Operating expenses continue to trend lower than budgeted. Year-to-date expenditures total \$6,601,630.24, or 78.6% of the budget. Typically, expenditures through 11 months of the year should be approximately 92% of budget.

The Operating Cash Balance at the end of November was \$5,877,312. The library will remain in compliance with the Operating Fund Policy of two (2) months of expenses on hand at any given time.

7. PRESIDENT'S REPORT

President Ruter offered his congratulations to Library Director Dorfman and staff for being awarded Library Journal's Three-Star designation.

8. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

- a. Library Director's Report**
- b. Statistical Summary and Report**
- c. 4th Quarter Strategic Implementation Plan Report**

Dorfman highlighted several topics from her monthly Library Director's report. Covid-19 has hit the library hard; at one point 15% of staff were out. Things are improving and fewer cases are being reported by Library staff.

Library Director Dorfman and Head of Material Services, Karen Kee received three (3) bids for the RFID project, and they are in the process of reviewing those bids.

The underground parking garage is closed due to a frozen pipe in the fire suppression system. Because of safety concerns, Library Director Dorfman felt that the garage should be closed until the repair is completed. The garage should re-open this weekend.

Trustee Blanchard asked Dorfman to expand on the BiblioCommons reference in her report. Dorfman explained that GPL will need CCS's help and involvement in this process. CCS may have to take GPL's request to their Executive Board, which may slow down the process of adding the BiblioCommons discovery layer at GPL.

Starting with January 2022 board packet, the Statistical Summary will be revised to add programming and drive-up statistics, as well as outreach visits. The Board Packet will not include the Statistics Master. The Statistics Master will be presented once a year, and Assistant Director, Teri Room will provide deep dives into various statistics throughout the year.

Library Director Dorfman included the 2021 Strategic Implementation Plan Report for the 4th quarter and a detailed summary report for the 2021 Strategic Implementation Plan.

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

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

9. COMMITTEE REPORTS

a. Strategic Planning Committee Report

i. Approval of Meeting Minutes of December 15, 2021

The Strategic Planning Committee has had several meetings to finalize the 2022 Strategic Objectives.

MOTION Moved by Trustee Vega, seconded by Clonts, to approve the minutes of the Strategic Planning Committee Meeting of December 15, 2021.

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

ii. Discussion of 2022 Strategic Plan Objectives

A draft of the 2022 Strategic Plan Objectives brochure was distributed to the Trustees. Committee Chair Vega noted that this handout represents the overall format of the 2022 Strategic Objective brochure, and once the new logo is finalized, the logo will be dropped into the cover of the brochure. Chair Vega noted that the Management Team and staff worked together to determine the objectives for each of the focus groups presented for approval today. The Trustees liked the format and appreciated that the objectives were measurable.

MOTION Moved by Committee to approve the 2022 Strategic Plan Objectives as presented.

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

- b. Bylaws & Policies Committee
 - i. Approval of Meeting Minutes of December 2, 2021

MOTION Moved by Trustee Schmitt, seconded by Trustee Johnson, to approve the minutes of the Bylaws and Policies Committee Meeting of December 2, 2021.

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

- c. Building & Grounds Committee
 - i. Approval of Meeting Minutes of December 2, 2021

MOTION Moved by Trustee Johnson, seconded by Trustee Schmitt, to approve the minutes of Building and Grounds Committee Meeting of December 2, 2021.

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

10. UNFINISHED BUSINESS

None at this time.

11. NEW BUSINESS

- b. Approval of Resolution of Annual Determination to Library System Regarding Provision of Library Services to Non-Residents

MOTION Moved by Trustee Johnson, seconded by Trustee Vega, to approve the Resolution of Annual Determination to Library System Regarding Provision of Library Services to Non-Residents.

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. Appointment of Glenview Public Library Foundation Board Member

MOTION Moved by Trustee Schmitt, seconded by Trustee Blanchard, to appoint Angie Katsamakidis as a member of the Glenview Public Library Foundation Board of Directors.

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

12. OTHER

Business Manager Klimusko has submitted the Library's 2021 list of persons who are required to file a Statement of Economic Interests with the Cook County Clerk's Office. Trustees should be on the lookout for an email from the Cook County Clerk's Office in early March. The deadline to file this year is May 2, 2022.

13. ANNOUNCEMENTS

The next Bylaws and Policies Committee Meeting will be held on Thursday January 27, 2022, in the Multi-Purpose Room at 5:00 p.m.

The Illinois Library Association hosts an annual Legislative Meet-up each winter. This year, the North Suburban and Chicago Library Legislative Meet-up will be held virtually on Monday, February 21, 2022. President Ruter and Vice-President Blanchard have registered for the event and encouraged fellow Trustees to attend.

MOTION Moved by Trustee Vega, seconded by Trustee Clonts, to move to Executive Session per Section 2(c)1 of the Opens Meeting Act – Personnel.

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

The meeting moved to Closed Session at 7:55 p.m.

14. EXECUTIVE SESSION

- a. Per Section 2(c)1 – Personnel**

The meeting returned to Open Session at 8:00 p.m.

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 Vega, to adjourn.

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

The meeting adjourned at 8:02 p.m.

Respectfully submitted,

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