

**Glenview Public Library  
Board of Trustees Board Meeting  
MINUTES  
August 17, 2022  
Community Room East – 5:30 p.m.**

**PRESENT:** Tom Blanchard M. David Johnson  
**(Board)** Ruth Rosenblum Allen Ruter  
Carol Schmitt Kathy Vega

**ABSENT:** Winnie Clonts  
**(Board)**

**PRESENT:** Lindsey Dorfman, Library Director  
**(Staff)** Teri Room, Assistant Director  
Christine Klimusko, Business Manager  
Allen Bettig, Head of Information Services  
Mark Depa, Facilities Manager  
Hilary Gabel, Communications Director  
Barbara Littlefield, Head of Youth Services  
Jurga Mackione, Asst. Head of Circulation  
Deanna Musurlian, Head of Innovation Services  
Jean Sanders, Head of Patron Experiences

**GUESTS:** Georgia Delis, HR Specialist  
Tara Call, League of Women Voters

**1. CALL TO ORDER AND ROLL CALL**

Vice President Blanchard called the meeting to order at 5:34 p.m. and the roll was called.

**2. APPROVAL OF MINUTES**

**a. Regular Meeting of July 21, 2022**

**MOTION** Moved by Trustee Vega, seconded by Trustee Schmitt, to approve the minutes of July 21, 2022.

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

**3. PUBLIC COMMENT**

**None at this time.**

**Vice President Blanchard reordered the agenda at this time.**

**12. NEW BUSINESS**

**d. Presentation of First Draft of the 2023 Budget**

**Library Director Lindsey Dorfman presented an overview of the 2023 Budget. She highlighted the anticipated revenue and the levy numbers.**

**She explained that Operating Expenses are those expenses that are needed to run the library on a day-to-day basis and do not include personnel costs. Each department head will present a summary of their departments operating expenses.**

**The Administrative Department expects a 5% increase in operating cost in 2023. This can be attributed to an increase in general liability insurance for the coming year, as well as increases in Bank Service Fees, Legal Fees, Uniforms, Incentives and Recognition, and Employee Training.**

**Assistant Head of Material Services Jurga Mackione presented the Material Services Operating Expenses for Department Head Karen Kee. Material Services has included tuition reimbursements in their 2023 Operating Expense Budget. She noted a reduction in Maintenance Fees now that the new self-check equipment is in place. Material Services is also requesting funds for furniture. Ideally, Material Services**

would like to add additional drawers under the Circulation Desk, which will provide more storage space.

Assistant Director Teri Room explained that the Adult Services 2023 Operating Expense Budget includes an increase in Electronic Resources. This including expanding databases to include Wall Street Journal online and the New York Times online. Glenview Reads Together has been rescheduled for March, and Adult Services plans to ask the Glenview Public Library Foundation to help fund the 2023 program.

The Communications 2023 Operating Budget includes an increase in Professional Fees. Communications Director Hilary Gabel has planned advertising and promotional campaigns for the Metra stations. The budget also includes an increase in printing costs, due to the increased costs of printing and paper. The Communications' Software budget line reflects the increased costs as a result of the transition to BiblioCommons, which has a direct effect on the website and related suite of products.

Trustee Rosenblum joined the meeting at 5:55 p.m.

Facilities Manager Mark Depa noted a decrease in janitorial services expenses in the 2023 Operating Expense Budget, as the Library did not proceed with expanded janitorial services as originally planned for 2022. He anticipates a significant increase in natural gas prices in the coming year and Utilities expenses include that increase for 2023.

The 2023 Information Technology Budget includes a decreased Other Professional Fees. Head of IT Allen Bettig explained that more of the IT related tasks will be performed in-house next year. He also explained that the increase in Maintenance Fees is due to the decision to extend the maintenance agreements for the servers, instead of replacing them.

Deanna Musurlian, Head of Innovation Services, provided an overview of the continued growth in Innovation Center usage. In the Innovation Services' 2023

Operating Budget, she has included an increase in Dues and Memberships, to include memberships in ALA and ILA. She plans to purchase logo wear for her staff and replacement as needed. She anticipates an increase in Other Supplies, which are the consumable items used by patrons. She also plans to continue Employee Training so IS staff can better assist Innovation Center users.

Head of Youth Services Barbara Littlefield reviewed the YS 2023 Operating Expenses. The YS budget focuses on an increase in outreach and summer reading program expenses. She has increased Training expenses in the 2023 Budget as she has staff members budgeted to attend leadership training. Lastly, Littlefield would like to redesign the Youth Services Workroom, as the Workroom does not currently meet staff's needs.

Library Director Dorfman returned to the podium and addressed Personnel Expenditures for 2023. Dorfman explained that the Consumer Price Index as of July 2022 is 8.8%. The national average for 2023 salary increases is 4.1%. The average for local area salary increase is expected to be 4.63% for nonexempt employees and 4.38% for exempt employees. Dorfman is recommending a 4.5% Cost of Living Adjustment increase for all staff, plus an additional .5% to 1.0% for those staff members that have taken on new supervisory roles.

Dorfman would like to move away from cost-of-living adjustments and move to a strictly merit based salary plan in 2023. The Trustees discussed the pros and cons of a move to a merit-based increase plan.

Special Projects for 2023 include a new television screen for the Technology Lab and a design review of the Lobby and the entire second floor of the library, as well as the Youth Services area on the first floor.

The Special Reserve budget for 2023 includes a transfer of \$350,000. Dorfman noted that based on Financial Consultant Jamie Rad, the Library should reserve closer to \$600,000 a year to meet the long-term capital replacement needs of the Library. However, the Library's Bond expires in 2029, and the library will have additional

funds available to meet anticipated needs. Dorfman would like to increase the Special Reserve in 2023 if Revenue ends up being more than anticipated. Dorfman completed her presentation with an overview of the Operating Fund Balance projection for FY 2022 and 2023.

The meeting returned to original agenda at 6:38 p.m.

**4. FOUNDATION UPDATE**

Trustee Ruter presented a brief report regarding the Glenview Public Library Foundation. The Foundation's fall fundraising event will be held at North Branch Restaurant. This move was made due to cost containment. The theme will be "whodunit."

Foundation President Jackie Lutz is working on a succession plan.

**5. LEGISLATIVE UPDATE**

None at this time.

**6. APPROVAL OF August 17, 2022 WARRANTS**

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

Trustee Ruter has reviewed the Warrants for August 17, 2022 and found them to be in order. He itemized those warrants and checks greater than \$5,000.00.

**MOTION** Moved by Trustee Ruter, seconded by Trustee Blanchard, to approve the warrants of August 17, 2022 in the amount of \$339,622.64.

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

**7. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS**

- a. Fund Income Statements June 2022**
- b. June 2022 Cash Flow Report**
- c. Cash and Investment Balances**
- d. Debt Services Cash Flow Projections**

Total revenue through May is \$4,758,148.04 or 56.42% of the Library's 2022 budgeted revenue. Revenue is tracking ahead of budget. Budgeted revenue for six months of the year should be 50%. Property tax revenue collected equals \$4,449,816.63 or 53.94% of budgeted property tax revenue.

June YTD expenditures total \$3,430,689.53 or 40.1% of the budget. This is tracking lower than anticipated – six months into the year, expenditures should be approximately 50% of budget. It was noted that many expenses come due at the end of the calendar year.

The cash balance at the end of June is \$6,074,177. Cash & Investments at the end of May total \$8,125,323.43.

**8. PRESIDENT'S REPORT**

President Rosenblum mentioned that Banned Book Week is September 18<sup>th</sup> through the 24<sup>th</sup>. She noted that *The Diary of Anne Frank* has been banned in Texas.

**9. ACCEPTANCE OF STAFF REPORTS AND STATISTICS**

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

**MOTION** Moved by Trustee Ruter, seconded by Trustee Vega, to accept the Staff Reports and Statistics as presented.

Staff Training Day 2022 was held on Friday, August 12, 2022, and staff attendance was 85%. Zingermans from Michigan presented their customer service model, and this will serve as a guide as the library's develops its own service model. That

afternoon, Glenview Police Officer Joel Detloff provided an Active Shooter Training video and guidance, in the aftermath of the incident in Highland Park on the 4<sup>th</sup> of July. Renee Dominguez, Ph.D., Co-Executive Director of Family Services, followed Officer Detloff and addressed the topic of stress and provided strategies to manage stress.

Assistant Director Teri Room has organized a team to start working on an action plan for offering library cards for children under the age of eighteen. {Is this related to the free cards? If so, maybe elaborate.}

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

**10. COMMITTEE REPORT**

- a. Approval of Minutes of July 3<sup>rd</sup> Finance Committee Meeting

**MOTION** Moved by Committee, to approve the minutes of the July 3, 2022 Budget and Finance Committee meeting.

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

**11. UNFINISHED BUSINESS**

- a. Approval of Resolution to Waive Fees for Minors

**MOTION** Moved by Trustee Johnson, seconded by Trustee Vega, to approve the Resolution to Authorize a Waiver of Non-Resident Library Card Fees for persons under the age of eighteen.

Roll call vote taken. Trustee Blanchard, Trustee Johnson, Trustee Ruter, Trustee Schmitt, Trustee Vega and Trustee Rosenblum voted aye. No nays. Motion Carried.

- b. Agreement Between the Glenview Public Library and Foundation for Support Services

**MOTION** Moved by Trustee Schmitt, seconded by Trustee Rosenblum, to approve the Agreement Between Glenview Public Library and Glenview Public Library Foundation.

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

## **12. NEW BUSINESS**

### **a. Approval of Updates to the Borrowing Privileges Policy**

**MOTION** Moved by Trustee Ruter, seconded by Trustee Vega, to approve the Borrowing Privileges Policy as amended.

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

### **b. Approval of Updates to the Meeting Room Policy**

**MOTION** Moved by Trustee Schmitt, seconded by Trustee Ruter, to approve the Meeting Room Policy as amended.

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

### **c. Partnership with Village and History Center**

Library Director Dorfman would like to enter into a partnership agreement with the Village of Glenview to support the Village's History Center. The Village would provide the financial support for the History Center and the Library will provide the staff to work with the history center's staff and board. This will allow the Village to preserve and promote the History Center, with hopes to revitalize the Center.

Dorfman explained that the Village is not able to provide staff, however, the Library can do so. Should this agreement move forward, a Memorandum of Understanding would be executed between the Village, the Library, and the History Center Board.



**President Ruter expressed his concerns.**

**a. OTHER**

**a. Updated 2023 Budget Schedule**

**Included in the Board packet is an updated 2023 Budget Schedule. Several dates have been added. On Monday, September 12, 2022, the Building & Grounds Committee will meet at 4:00 p.m. in the Conference Room.**

**The Strategic Planning Committee meeting date is to be determined.**

**The Library is scheduled to present its 2023 Operating Budget at the Village's Budget Workshop on Thursday, October 27, 2022, at Village Hall.**

**The 2023 Budget and Levy will be presented to the Village Board on Tuesday, November 15, 2022, at Village Hall.**

**b. ANNOUNCEMENTS**

**a. September Warrant Review – Kathy Vega**

**b. October Warrant Review – Winnie Clonts**

**c. EXECUTIVE SESSION**

**None at this time.**

**d. 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 Vega, to adjourn.**

**Voice vote taken. All ayes. No nays. The meeting adjourned at 7:40 p.m.**

**Respectfully submitted,**

**Thomas Blanchard, Secretary Pro Tem  
Glenview Public Library Board of Trustees**