

Glenview Public Library Board of Trustees

Minutes

Tuesday - June 14, 2022 – 6:30 p.m.

Conference Room

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

PRESENT: Lindsey Dorfman, Library Director
(Staff) Teri Room, Assistant Director
Christine Klimusko, Business Manager
Jean Sanders, Head of Patron Experience

GUESTS: Tara Call, League of Women Voters
Sara Spitz, Glenview Resident

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVAL OF MINUTES

a. Regular Meeting of May 19, 2022

MOTION Moved by Trustee Schmitt, seconded by Trustee Blanchard, to approve the minutes of the May 19, 2022 Board Meeting, as amended.

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

3. PUBLIC COMMENTS

None at this time.

4. FOUNDATION UPDATE

Trustee Ruter reported the Foundation will host its first in-person fundraising event on October 10, 2022. Trustee Ruter asked that the Foundation remains as an item on the standing agenda item through October.

5. APPROVAL OF WARRANTS OF JUNE 14, 2022

- a. Warrant Summary
- b. Warrants Greater than \$5,000

Trustee Blanchard reviewed the Warrants for June 14, 2022, and found them to be in order. He itemized warrants and checks greater than \$5,000.00.

MOTION Moved by Trustee Blanchard, seconded by Trustee Ruter, to approve the Warrants of June 14, 2022, in the amount of \$275,187.04.

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

6. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

- a. Fund Income Statements April 2022
- b. April 2022 Cash Flow Report
- c. Cash and Investment Balances

Business Manager, Klimusko walked the Trustees through the April 2022 financial reports. Total revenue through April was \$4,550,170.40 or 53.96% of the library's 2022 budgeted revenue. Property tax revenue collected equaled \$4,383,632.01, or 53.13% of budgeted property tax revenue.

April YTD expenditures totaled \$ 2,062,097.77 or 24.09% of the budget. This is tracking lower than anticipated; four months into the year, expenditures are usually approximately 33.3% of the budget.

The Operating Fund Cash Balance as of April 30, 2022, was \$7,234,791. The library remains in compliance with the Operating Fund Policy of two (2) months of expenses on hand.

Cash and Investments equaled \$9,495,775.08 at the end of April.

7. PRESIDENT'S REPORT

None at this time.

8. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

- a. Library Director's Report
- b. Statistical Summary
- c. GPL Community Demographics Report

Library Director Dorfman explained that, last Saturday, Village Communications Director David Just hosted "Coffee with the Village" at the library. He felt the event was a huge success and plans to hold future "Coffee with the Village" meetings at the library.

The RFID tagging project is winding down. The tagging is 95% complete. The new self-checkout machines arrived yesterday and will be installed later this week. The machines will be ready for patron use by Friday, June 17th.

After 13 years as the Head of Adult Services, Linda Burns has announced her retirement effective August 5th.

The Trustees reviewed the statistics through the month of May. Trustee Ruter requested Head of Innovation Services, Deanna Musurlian present a deep dive on attendance, programs, and what is on the horizon for the Innovation Center. The Trustees also asked that Head of Adult Services, Linda Burns do the same type of presentation regarding the Marketplace prior to her retirement.

Head of Patron Experience Jean Sanders presented a report on the community survey results from summer 2021. The survey provided valuable information about the demographics of library users and the community.

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

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

9. COMMITTEE REPORTS

- a. Bylaws and Policies Committee Report**
 - i. Approval of Minutes of the March 31, 2022 Bylaws & Policies Committee Meeting**
 - ii. Approval of Minutes of April 25, 2022 Bylaws & Policies Committee Meetings**

MOTION Moved by Trustee Johnson, seconded by President Rosenblum, to approve the Minutes of the Bylaws & Policies Committee Meeting for March 31, 2022, and April 25, 2022.

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

10. UNFINISHED BUSINESS

None at this time.

11. NEW BUSINESS

- a. 2022/2023 Committee Assignments**

The Board of Trustees reviewed the 2022/2023 Committee Assignments.

- b. 2022/2023 Warrants Review Schedule**

The Board of Trustees reviewed the 2022/2023 Warrants Review Schedule. Several changes were made to accommodate Trustee travel schedules.

- c. Proposed Bylaw Amendments (Legislative Liaison and Change to Meeting Day)**

The Board of Trustees has been asked to consider changing the day of the monthly board meeting, currently the third Thursday of the month. After some discussion, the Trustees agreed to keep the monthly board meeting on the third Thursday of the month.

The current Bylaws suggest the GPL Board of Trustees include a Legislative Committee. It was suggested that the Bylaws change the requirement from a Legislative Committee to a legislative liaison position. One trustee would be assigned to serve as liaison and update the Board on any announcements or issues that could possibly affect the library. As this will require a change to the GPL Bylaws, today's meeting will serve as the start of the required 30-day notice prior to Board approval. The Board will revisit this change at the August Board Meeting and vote on the matter at that time.

12. OTHER

a. Preliminary 2023 Budget Schedule

Budget and Finance Committee Chair, Ruter prepared a tentative 2023 Budget Schedule for this summer and fall. The Trustees provided feedback and Ruter will update and distribute an updated schedule. The first Budget and Finance Committee Meeting will be held Thursday July 7, 2022, at 5:30 p.m. in the Conference Room.

13. ANNOUNCEMENTS

None at this time.

14. EXECUTIVE SESSION

None at this time.

15. ADJOURNMENT

There being no additional business to be brought before the Board, President Rosenblum requested a motion to adjourn.

MOTION Moved by Trustee Vega, seconded by Trustee Ruter, to adjourn.

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

The meeting adjourned at 7:51 p.m.

Respectfully submitted,

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