

Glenview Public Library Board of Trustees

Minutes

October 20, 2022

6:30 p.m. - Conference Room

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

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

GUESTS: Tara Call, League of Women Voters
Jonathan Hernandez
Sara Spitz
Kathy Wilson

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 September 15, 2022

MOTION Moved by Trustee Johnson, seconded by Trustee Schmitt, to approve the minutes of September 15, 2022.

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

3. PUBLIC COMMENT

None at this time.

4. FOUNDATION UPDATE

The Glenview Public Library Foundation's Murder Mystery fundraising event will be held this weekend. Trustee Ruter shared that 60 people have registered for the event.

5. LEGISLATIVE UPDATE

President Rosenblum will provide an update during President's Report.

6. APPROVAL OF WARRANTS

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

Trustee Clonts reviewed the warrants for October 20, 2022, and listed those warrants and checks in excess of \$5,000.00.

MOTION Moved by Trustee Clonts, seconded by Trustee Ruter, to approve the warrants in the amount of \$297,330.54.

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

7. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

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

Business Manager Klimusko presented the Financial Report ending August 31, 2022. Total revenue was \$4,813,103.04 or 57.08% of the library's 2022 budgeted revenue, which is under budget. Total property tax revenue collected was \$4,463,057.77 or 54.1% of the library's property tax revenue. The library has not received the second installment of property tax revenue, which is typically received in August and September. Due to compatibility issues, Cook County has been delayed in mailing

this year's second installment notices. They are expected to be sent out before year-end.

August YTD expenditures totaled \$4,959,084.09 or 57.92% of the budget. This is tracking lower than budgeted. The lower expenditures are primarily due to attrition and unfilled positions.

The Library's Operating Fund Cash Flow balance as of August 31, 2022 was \$4,600,739. Cash & Investments totaled \$6,680,981.62.

Of special note, the Library received a \$10,000 donation from the estate of Dennis Thomas.

8. PRESIDENT'S REPORT

President Rosenblum provided an update on the 2023 election for Board Trustees. Candidate petitions are due on December 12th, 2022.

This year, Illinois voters will choose a new Secretary of State. The Secretary of State oversees Illinois libraries. There are two candidates, Alexi Giannoulis and Dan Brady. Each candidate shared their views regarding libraries during an interview with the Illinois Library Association, which can be found on the ILA website. President Rosenblum suggested that Trustees take time to review each of their statements.

9. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

- a. Library Director's Report
- b. Statistical Summary
- c. Strategic Implementation Plan 3rd Quarter Report

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

The Village of Glenview, the Glenview History Center, and the Library are preparing a Memorandum of Understanding between the three organizations regarding the management of Glenview's History Center. The Village has earmarked \$200,000 for

building maintenance and staffing costs. Working together, the three parties will prepare a budget to present to the Village Board. The Library is expected to provide professional services. Local History Librarian Kimberly Schlarman will manage the project, with Assistant Director Room's oversight. The History Center budget will be approved this fall for FY 2023. A strategic plan, goals and policies will also be determined. Once the agreement is finalized and the strategic plan, goals and policies are in place, Assistant Director Room and/or Librarian Schlarman will make a presentation to the Board.

The library's new website project is progressing. Library Director Dorfman will present an overview of BiblioCommons to Library staff at the October Town Hall meeting. Staff will have access to the website for testing and providing feedback. Assistant Director Room has organized training for staff. A public preview of the website is scheduled for December, with a full rollout planned for January 11, 2023.

Library Director Dorfman is working on the Memorandum of Understanding between the Library and the Village. Dorfman expects to have a draft of the MOU for Board for review and approval in November or December.

The Third Quarter summary of the Strategic Plan for 2022 is included in this month's Board packet for review.

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

10. COMMITTEE REPORTS

- a. Building and Grounds Committee
 - i. Approval of Meeting Minutes of September 12, 2022
 - ii. Approval of Meeting Minutes of September 15, 2022

MOTION Moved by Committee to approve the minutes to the Building & Grounds Committee Meetings of September 12, 2022, and September 15, 2022, as amended.

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

11. UNFINISHED BUSINESS

a. 2023 Proposed Budget Review

Library Director Dorfman reviewed the updates to the proposed 2023 FY Operating Budget.

12. NEW BUSINESS

a. Censorship and Book Banning Discussion

Library Director Dorfman presented an issue analysis regarding censorship and book banning. She recommends the development of a resolution regarding book banning, censorship stating the Library's commitment to intellectual freedom.

The Trustees discussed the recommendation and determined that a statement or a preamble to the Library's Collection Management Policy would be more appropriate. It was agreed that the Bylaws & Policies Committee will prepare a preamble for Board consideration and approval.

13. OTHER

a. Village Budget Workshop

Library Director Dorfman shared a draft of her preliminary operating budget presentation for FY 2023. Board members made several recommendations. Dorfman will make the presentation at the Village Budget Workshop III, on Thursday, October 27th at 7:00 p.m. at Village Hall. Trustees are welcome to attend.

14. ANNOUNCEMENTS

- a. November Warrants - M. David Johnson**
- b. December Warrants – M. David Johnson**
- c. State of the Village Address, Friday, November 4th, 15 8:30 a.m. the Glenview Public Library.**

15. EXECUTIVE SESSION

None.

16. ADJOURNMENT

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

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

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

The meeting adjourned at 8:29 p.m.

Respectfully submitted,

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