

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
MINUTES**

September 15, 2022 - 6:30 p.m.

Conference Room

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

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

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

GUEST: **Erika Smith, Finance Director, Village of Glenview**
 Jane Bradbury, League of Women Voters

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVAL OF MINUTES

a. Regular Meeting of August 17, 2022

MOTION Moved by Trustee Johnson, seconded by Trustee Schmitt, to approve the minutes of August 17, 2022.

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

President Rosenblum reordered the agenda at this time.

12. NEW BUSINESS

- a. Presentation of Annual Financial Audit Report for 2021: Village Finance Director Erika Smith

Village of Glenview Finance Director Erika Smith presented the 2021 Comprehensive Annual Financial Report. Baker, Tilly, Virchow, Krause, LLP. completed the annual audit and found that as of December 31, 2021, the 2021 Financial Statements fairly presents the financial position of the Village of Glenview and the Glenview Public Library. The Village and Library received a clean and unmodified audit report.

The Library's Operating Fund Cash Balance on December 31, 2021 was \$4,746,989. This balance is well within the Library's Cash Balance Policy of maintaining two (2) months of operating expenditures on hand at any given time. Revenue for 2021 totaled \$7,669,606 and expenditures totaled \$7,429,381. Smith also reviewed the Library's Miscellaneous Fund balances as of December 31, 2021. The complete 2021 Annual Comprehensive Financial Report can be found on the Village of Glenview's website: <http://www.glenview.il.us>.

Returned to the original agenda.

3. PUBLIC COMMENT

None at this time.

4. FOUNDATION UPDATE

The Foundation Board of Directors met last week. The Foundation received a donation of \$15,000. The Foundation granted two requests from the library for fall 2022. They awarded \$5,000 to YS for STEAM materials and \$3,800 to Adult Services for rebranded bags for outreach.

The Glenview Public Library Foundation will host its first in person fundraising event this fall at North Branch Pizza on Saturday October 22, 2022. The theme is an 80's whodunnit mystery.

5. LEGISLATIVE UPDATE

Trustee Rosenblum shared an article regarding intellectual freedom challenges that appeared in the latest issue of *The Reporter*.

The Building America's Libraries Act was enacted by the federal government. It had been introduced in 2021. Trustee Rosenblum will share the links with the other Trustees.

The governor of Oklahoma has requested the Oklahoma Secretary of Education to revoke a teacher's license for recommending banned books.

This week's Sunday edition of the New York Times magazine had an article regarding a northern Michigan superintendent who stated that library censorship is the refuge of the weak.

6. APPROVAL OF WARRANT SEPTEMBER 15, 2022

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

Trustee Vega reviewed the Warrants for September 15, 2022 and found them to be in order. She itemized warrants and checks greater than \$5,000.00.

MOTION Moved by Trustee Vega, seconded by Trustee Schmitt, to approve the Warrants for September 15, 2022, in the amount of \$234,351.21.

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

EXAMINATION OF FINANCIAL REPORTS & STATISTICS

- c. Fund Income Statements July 2022
- d. July 2022 Cash Flow Report
- e. Cash and Investment Balances
- f. Mid-Year Budget Projections

Business Manager Klimusko presented the year-to-date July 2022 financial report. Total revenue through July is \$4,800,325.38 or 56.92% of the Library's 2022 budgeted revenue. Property tax revenue collected is \$4,463,057.77 or 54.10% of budgeted property tax revenue.

July YTD expenditures total \$4,110,087.89 or 48.01% of the budget. This is tracking lower than budgeted.

The cash balance at the end of July is \$5,436,956. Cash and Investments at the end of July total \$7,391,425.10.

Lastly, Klimusko shared that the Library received the 2021 Per Capita Grant check last week in the amount of \$71,839.88.

Director Dorfman presented the 2022 projection through June, 2022. This projection is built on the assumption that the Library would receive all of our property taxes within a normal year. The library project revenue is expected to be greater than budgeted due to higher receipts in prior year property taxes and property replacement tax revenues. The projection also forecasts that operating expenditures will be lower than budgeted. This is due to open positions and attrition.

7. PRESIDENT'S REPORT

President Rosenblum and several Trustees attended the Elected Officials Get Together at Grandpa's two weeks ago. Trustee Rosenblum expressed how nice it was to meet and chat with other people who serve Glenview.

9. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

- a. Library Director's Report**
- b. Statistical Summary**
- c. Presentation on Libraries and Intellectual Freedom: Library Director Dorfman**

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

Sixty-three children under the age of 18 have signed up for nonresident library cards thanks to the new resolution effecting thirty-five families so far this school year.

The August Staff Townhall focused on the topic of censorship as part of Banned Book Month. Library Director Dorfman shared her censorship presentation with staff at last month's townhall and she shared it at the Board Meeting this evening. She explained staff take great time and effort in developing the Library's collection and how the Library will deal with a censorship challenge, should the need arise.

The Library's first Little Free Library was installed in Jackman Park. The Library partnered with Eagle Scout Jacob Buzza and the Glenview Park District. Dorfman hopes this is the first of many Little Free Libraries to be installed throughout the Village.

Library Director Dorfman has received great feedback on the Library's redesigned quarterly newsletter *The Spark*.

Dorfman reviewed the August statistics. Library statistics are returning to pre-pandemic levels. She also noted the increase in patron accounts due to card signups.

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

10. COMMITTEE REPORT

- a. **September 12, 2022 Building and Grounds Committee Update**
- b. **Discussion and Approval of Proposal for Façade, Parking Lot Planters, and Paver Project**

The Building and Grounds Committee met twice this week to review the proposals received for the Façade, Parking Lot Planters and Paver project. The Library received four (4) bids. Principal Brian Greve of Wiss, Janney, Elstner reviewed the bid process and the four bids with the Building & Grounds Committee. Upon the Committee's request, Greve spoke with the lowest bidder, Berglund Construction, and he is comfortable with Berglund's bid. The Building & Grounds Committee recommends the Board of Trustees award the Façade, Parking Lot Planters, and Paver Project to Berglund Construction. Berglund understands and is prepared to issue a change order to remove the pavers from the project if necessary.

MOTION Moved by Committee to award the Façade, Parking lot Planters, and Paver Project contract to Berglund construction in the amount of \$449,000.

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

11. UNFINISHED BUSINESS

- a. **Discussion of the Second Draft of the 2023 Budget**

Library Director shared an updated draft of 2023 Budget and noted the slight increase in expenses. Budget revenue will be adjusted as soon as we know what the EAV will be for 2023.

13. OTHER

- b. **Updated 2023 Budget Schedule**

There is no update to the 2023 Budget calendar at this time.

c. Director's Evaluation

The Trustees will prepare their evaluations for the November board meeting.

14. ANNOUNCEMENTS

- a. October Warrant Review – Winnie Clonts**
- b. November Warrants - M. David Johnson**

MOTION Moved by Johnson, seconded by Vega, to move to Executive Session per Section 2(c)21 of the Open Meetings Act – Semi-Annual Review of Closed Session Meeting Minutes.

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

The meeting moved to Closed Session at 8:07 p.m.

15. EXECUTIVE SESSION

- a. Per Section 2(c)21 – Semi-Annual Review of Closed Session Meeting Minutes**

The meeting returned to Open Session at 8:08 p.m.

MOTION Moved by Trustee Rosenblum, seconded by Trustee Johnson, to approve no changes to the Closed Meeting Minutes at this time.

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

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 taken. All ayes. No nays. Motion carried.

The meeting adjourned at 8:10 p.m.

Respectfully submitted,

Tom Blanchard, Secretary Pro Tem
Glenview Public Library Board of Trustee