

Glenview Public Library Board of Trustees
MINUTES
Thursday, November 17, 2022, at 6:30 pm
Conference Room

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

ABSENT: Tom Blanchard Carol Schmitt
(Board)

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

GUESTS: Tara Call, League of Women Voters

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVAL OF MINUTES

a. Regular Meeting of October 20, 2022

MOTION Moved by Trustee Vega, seconded by Trustee Ruter, to approve the minutes of the regular Board Meeting of October 20, 2022.

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

3. PUBLIC COMMENT

None at this time.

4. **APPROVAL OF NOVEMBER 2022 WARRANTS**
 - a. **Warrant Summary**
 - b. **Warrants Greater than \$5,000**

Trustee Johnson reviewed the warrants for November 17, 2022, and listed those warrants and invoices greater than \$5,000.00.

MOTION Moved by Trustee Johnson, seconded by Trustee Ruter, to approve the Warrants for November 17, 2022, in the amount of \$1,683,217.82.

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

5. **EXAMINATION OF FINANCIAL STATEMENTS AND STATISTICS**
 - a. **Fund Income Statements September 2022**
 - b. **September 2022 Cash Flow Report**
 - c. **Cash and Investment Balances**

Business Manager Klimusko presented the Financial Statements and Statistics through September 2022. Total revenue was \$4,893,893.01 or 58.03% of the library's 2022 budgeted revenue. Property tax revenue collected equaled \$4,463,057.77 or 54.10% of budgeted property tax revenue.

September YTD expenditures totaled \$5,333,371.31 or 62.29% of the budget. This is tracking lower than budgeted.

The cash balance at the end of September was \$4,307,241. Cash & Investments at the end of September totaled \$6,158,124.95.

6. **PRESIDENT'S REPORT**

Board President Rosenblum suggested the Trustee read the article in the American Library Association's latest issue regarding book challenges.

7. LEGISLATIVE REPORT

President Rosenblum referred briefly to several library-related initiatives that are under consideration by various government entities, and the Board will see have to wait and see if there are any changes at the state or federal level in the next year with regards to libraries.

8. FOUNDATION UPDATE

Trustee Ruter shared an email from Foundation President Jackie Lutz.

9. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

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

MOTION Moved by Trustee Johnson, seconded by Trustee Schmitt, to accept the Staff Reports and Statistics for October 2022.

The Library's budget presentation was postponed due to a full agenda at last week's Village board meeting. Board President Rosenblum will present a "State of the Library" summary to the Village Board in January. The library's FY 2023 budget was presented at the Village's October Budget Workshop.

The staff are working on new outreach initiatives and have been working throughout the community. Library Director Dorfman is pleased with the results of the outreach initiatives, and the results can be seen in the number of new library cards that have been issued. As to the website, staff is in the process of previewing the website and making suggestions regarding various functions.

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

10. COMMITTEE REPORTS

a. Bylaws and Policies

i. Approval of Revised Collection Development Policy

MOTION Moved by Committee to approve the Revised Collection Development Policy.

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

ii. Approval of Video Camera Policy

MOTION Moved by Committee to approve the Video Camera Policy.

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

11. UNFINISHED BUSINESS

None at this time.

12. NEW BUSINESS

a. Approval of Transfer from the Operating Fund to the Debt Service Fund

MOTION Moved by Trustee Johnson, seconded by Trustee Clonts, to approve the transfer of \$250,000 from Library Operating Fund 805 to the Debt Service Fund 850.

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

b. Approval of Memorandum of Understanding Between the Glenview Public Library and the Village of Glenview

MOTION Moved by Trustee Ruter, seconded by Trustee Clonts, to present the Memorandum of Understanding to the Village of Glenview with a mutually

agreeable termination clause between the Glenview Public Library and the Village of Glenview for the periods of 2023, 2024 and 2025.

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

13. OTHER

- a. January Board Meeting**

The Board agreed to change the date of the January Board Meeting to Wednesday, January 25, 2023.

14. ANNOUNCEMENTS

- a. December Warrants – M. David Johnson**
- b. January Warrants – Allan Ruter**
- c. Holiday Parade – Saturday, November 26th**

MOTION Moved by Trustee Johnson, seconded by Trustee Schmitt, to move to Executive Session per Section 2(c)(1) of the Open Meetings Act – Personnel.

Roll call vote was taken.

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

The meeting was moved to Closed Session at 7:40 p.m.

Library Director Dorfman, Assistant Director Room, and Business Manager Klimusko were excused at this time.

15. EXECUTIVE SESSION

- a. Per Section 2 (c) (1) of the Open Meetings Act – Personnel: Library Director’s Annual Evaluation**

The meeting returned to Open Session at 8:03 p.m.

MOTION Moved by Trustee Ruter, seconded by Trustee Johnson, to change the Library's Director title, and salary effective January 1, 2023.

Roll call voice taken. Trustee Clonts, Trustee Johnson, Trustee Ruter, Trustee Vega, and Trustee Rosenblum. Motion carried.

Library Director Dorfman returned to the meeting at this time.

Business Manager Klimusko returned to the meeting at this time.

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 Ruter to adjourn.

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

The meeting adjourned at 8:05 p.m.

Respectfully submitted,

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