

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
February 20, 2020
7:00 PM**

PRESENT (Board)	Wendy Goldstein M. David Johnson Kathy Vega	Stella Kalfas Carol Schmitt
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ABSENT (Board)	Tom Blanchard	Allan Ruter
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PRESENT (Staff)	Vickie L. Novak, Library Director Jane Berry, Assistant Director Christine Klimusko, Business Manager
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GUESTS	Roleeta Nandan, League of Women Voters Jean Draths, North Shore Chapter of the Hearing Loss Association of America Adele Kabins, Glenview Resident
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1. CALL TO ORDER AND ROLL CALL

President Vega called the meeting to order at 7:08 p.m. and the roll was called.

2. APPROVAL OF MINUTES

(a) Regular Meeting of January 16, 2020

MOTION Moved by Goldstein, seconded by Johnson, to approve the Minutes of the Regular Board Meeting of January 16, 2020.

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

President Vega re-ordered the agenda at this time, as Public Comments tie into New Business.

3. PUBLIC COMMENTS

Jean Draths introduced herself and explained that she was at the Board Meeting to talk about hearing loop technology and the importance of a hearing loop to the community. Draths is hearing-impaired and learned about hearing loops through the North Shore Chapter of Hearing Loss Association of America. Drafts explained how beneficial the use of a hearing loop is for the hearing impaired. The hearing loop allows effortless hearing. The use of a hear loop would allow hearing-impaired individuals to participate in many of the programs held at the Library. She also mentioned that hearing loops have been installed at several of the Glenview area churches and neighboring libraries.

11. NEW BUSINESS

(c) Report on Hearing Loop – J. Berry

Assistant Director Jane Berry has contacted two companies that specialize in hearing loops - DRS Sound Inc. and Thunder Hearing and Sound - and their quotes have been included in the Board Packet. DRS Sound's quote totals \$29,461. Thunder's quote is \$20,500. Mark Depa and Jane Berry met with Steve Thunder of Thunder Hearing and Sound. Steve Thunder was very knowledgeable and he will provide training to Library Staff. The ideal time to install the hearing loops would be prior to the installation of the new carpeting in the Multi-Purpose Room and both East and West Community Rooms.

This expenditure has not been budgeted. The Trustees discussed funding options. The Board asked Berry to follow up with Thunder to see if there are annual maintenance fees or recalibration fees.

Library Director Novak and Assistant Director Berry will coordinate the installation of the hearing loop with the carpet installers when the time comes.

MOTION Moved by Johnson, seconded Kalfas, to empower Library Director Vickie Novak to determine funding and the purchase and installation of hearing loops in the Library's three public meeting rooms, at a cost not to exceed \$25,000.

Roll call vote taken. Goldstein, Johnson, Kalfas, Schmitt and Vega voted aye. No nays. Motion carried.

4. REPORT FROM THE FRIENDS OF THE GLENVIEW LIBRARY – S. Ellis

None at this time.

5. APPROVAL OF WARRANTS – C. Schmitt

Trustee Schmitt reviewed the Warrants of February 20, 2020 and found them to be in order. She itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Schmitt, seconded by Kalfas, to approve the Warrants of February 20, 2020 in the amount of \$398,624.20.

Roll call vote taken. Goldstein, Johnson, Kalfas, Schmitt and Vega voted aye. No nays. Motion carried.

6. Examination of Financial Reports and Statistics

(a) Revenues, Expenditures and Fund Balances through December 2019

Library Director Novak gave a brief review of the Library's Financial Reports and Statistics through December 31, 2019. She noted that these reports are preliminary financial statements and the final year-end numbers would be available upon completion of the 2019 audit.

Business Manager Christine Klimusko noted that several construction related deposit checks written in February and have been included in this month's warrants. Village Finance Director Maggie Bosley requested that Library Trustees review the manual check register each month for those checks written directly from the Business Office. A check detail register is included with the monthly warrants. The check detail register should be reviewed and initialed, in the same manner that the Village checks and warrant reports are reviewed.

(b) Update re: Pro Forma Special Projects Budget – February 2020

Library Director Novak review the Pro Forma Special project Budget through February and explained that there is a \$6,000 variance at this time. Equipment and supplies to be purchased for the Innovation Center should come to the budgeted amount of \$125,000.

7. PRESIDENT'S REPORT

Trustee Vega distributed personalized 90th Anniversary Library Cards to the Trustees and Administrative Team.

Trustee Goldstein circulated a recent article stating libraries are more popular than movie theaters are at this time.

8. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

- (a) Library Director's Report**
- (b) Statistics for January 2020**
- (c) Electronic Statistics for January 2020**
- (d) Library Website Electronic Usage**
- (e) MyPC Reservation Service**
- (f) Inter Library Loan**
- (g) Monthly Vending Summary from Mark Vend**
- (h) Drive-Up Window Usage**
- (i) Staff Reports**
 - i) Assistant Director**
 - ii.) Head of Circulation**
 - iii.) Director of Communications**
 - iv.) Information Technology**
 - v.) Head of Reader Services**
 - vi.) Head of Reference Services**
 - vii.) Head of Technical Services**
 - viii.) Head of Youth Services**
- (j) Report from Associated Technology Partners**
- (k) Press Releases**
- (l) Miscellaneous Speak Ups**
- (m) Correspondence**

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

The Board of Trustees reported that they like the shorter department head reports. Library patrons were very happy with the coffee cart. Several Speak-Ups regarding the coffee cart were included in the Board Packet. Patrons would like to see the coffee cart on a more permanent basis. Library Director Novak will meet with the coffee cart vendor next month to discuss a long term contract.

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

9. COMMITTEE REPORTS

(a) Strategic Planning Committee

i.) Review of and Approval of Implementation Plan 2020

President Vega distributed a sample of the 2020 Implementation Plan. The Strategic Planning Committee reviewed the Implementation Plan prepared by the Management Team.

MOTION Moved by Johnson, seconded by Schmitt, to approve the Implementation Plan 2020, as presented.

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

(b) Bylaws & Policies Committee

i.) Presentation of the Following Policies for Approval

a. Art Policy

The Bylaws & Policies Committee reviewed the Art Policy. The Committee eliminated unnecessary wording and simplified the document.

MOTION Moved by Committee to approve the Art Policy, as revised.

Roll call vote taken. Goldstein, Johnson, Kalfas, Schmitt and Vega voted aye. No nays. Motion carried.

b. Recording of Meetings

The Committee updated the Recording of Meetings Policy. The Trustees questioned whether the Board must announce the meeting is being recording at the start of the meeting? Members of the public must announce that they intend to record the meeting. The Board asked Library Director Novak to clarify with Library Attorney Roth if we need to announce the meeting is being recorded.

MOTION Moved by Committee to approve the Recording of Meetings Policy as amended.

Roll call vote taken. Goldstein, Johnson, Kalfas, Schmitt and Vega voted aye. No

nays. Motion carried.

c. Conflict of Interest

MOTION Moved by Committee to approve the addition of an Abstract to the Conflict of Interest Policy.

Chair Goldstein noted that the Committee agreed to add a cover sheet that summarizes all of the legal references in the Library's Conflict of Interest Policy. There have been several changes to the law since 2007, when the policy was last reviewed.

Roll call vote taken. Goldstein, Johnson, Kalfas, Schmitt and Vega voted aye. No nays. Motion carried.

d. Revisions to Bylaws

MOTION Moved by Committee to approve the revisions to the Bylaws as amended.

Chair Goldstein explained that several small changes were made. The redlined version of the Bylaws is included in the Board Packet.

Roll call vote taken. Goldstein, Johnson, Kalfas, Schmitt and Vega voted aye. No nays. Motion carried.

- (c) Legislation Committee**
 - i.) Report on ILA Legislation Day**

Trustee Kalfas reported on the ILA Legislation Day Breakfast 2020, held at the Arboretum Club in Buffalo Grove. Kalfas suggested that the Library consider charging a fee for the use of Study Rooms to groups that are not residents or businesses in Glenview.

- (d) Building & Grounds Committee**
 - i.) Report on Meeting of February 14, 2020**

Chair Johnson reported that the Committee met with Brian Greve of WJE and reviewed the preliminary plans and specifications for the parking lot and parking

garage remediation project on Friday, February 14.

ii.) Approval to Proceed with Bid Documents & Bid Process for Parking Lot Remediation

MOTION Moved by Committee to proceed with Bid Documents and Bid Process for Parking Lot Remediation.

Roll call vote taken. Goldstein, Johnson, Kalfas, Schmitt and Vega voted aye. No nays. Motion carried.

iii.) Discussion re: Snow Options for Ramp & Next Steps

Brian Greve provided a summary of options to the Building and Grounds Committee that would address the snowmelt options for the garage ramp. The summary was included in the Board Packet. One option is a hydronic system, while the other option is an electric system. Both options cost much more than originally anticipated and are not within the Library's Capital Repair and Replacement budget. No further action will be taken at this time.

iv.) Approval of Proposal for RTU Issue

During a recent inspection of the two RTU units, it was determined that there is a mold issue within the insulation of the RTU ductwork. It was been suggested that the Library remove the damaged insulation. Head of Facilities, Mark Depa, has been working with the HVAC contractor Kroeschell. Depa and Kroeschell will be able to coordinate with the remediation of the insulation along with other repairs already approved for this year.

MOTION Moved by Committee to accept the Proposal from Kroeschell to address the RTU Insulation Issue.

Roll call vote taken. Goldstein, Johnson, Kalfas, Schmitt and Vega voted aye. No nays. Motion carried.

10. UNFINISHED BUSINESS

None at this time.

11. NEW BUSINESS

(a) Presentation of Fabric Samples – W. Goldstein & C. Schmitt

The final fabric selections were included in the Board Packet. Trustee Goldstein and Trustee Schmitt are members of the Building Committee, which was responsible for the selection of carpeting and reupholstery selections. They explained that several of the original fabrics that were chosen have been discontinued and substitutions have been made.

(b) Report from Sunday Hours Committee

President Vega tabled the discussion. She had requested additional information and options.

(d) Report – Marketplace and Innovation Center

Library Director Novak reported that the Marketplace and Innovation Center projects are moving along. Everything is going very well, with the exception of the carpeting. The carpet selected to cover approximately 60% to 70% of the Library has been discontinued and taken out of regular production. On a positive note, the Library's order exceeds the special order requirements. The special order was placed and the project has been placed in the production line order. Library Director Novak did suggest to Dewberry that an alternate carpet be selected, just in case the order cannot be filled. Dewberry Designer Keppler has been looking for a substitution; unfortunately, she has not been able to find another carpet available within the color palette that the Library has selected. The carpet order has been bumped up from the Warehouse Manager to the Regional Manager at Tarket. The Regional Manager should be able to move the order up in the production line. Manufacturing takes about one week, once the yarn is shipped from the mill. The flooring vendor expects a March delivery, but cannot promise a specific timeframe. Library Direct Novak distributed a color-coded floor plan of the Library. The highlighted area in red constitutes the 60% to 70% of the carpeting that is not available. The construction schedule may have to be adjusted until the carpeting is delivered, but everything will be done to avoid halting the project

Library Director Novak will reach out to Dewberry regarding the status of the design wall outside the Innovation Center. She will request that there is a design for the Board to approve at the March Board Meeting.

(e) Unique Management 2019 Annual Report

Included in the Board Packet is the Fiscal Year 2019 report from Unique Management.

12. OTHER

None at this time.

13. ANNOUNCEMENTS

None at this time.

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

Roll call vote taken. Goldstein, Johnson, Kalfas, Schmitt and Vega voted aye. No nays. Motion carried.

The meeting moved to Closed Session at 9:06 p.m.

14. EXECUTIVE SESSION

(a) Per Section 2(c)(1) of the Open Meetings Act – Personnel

The meeting returned to Open Session at 9:40 p.m.

MOTION Moved by Johnson, seconded by Schmitt, to accept with regret Library Director Vickie Novak’s resignation effective June 30, 2020, with a vote of great appreciation and a tenure of outstanding service.

Roll call vote taken. Goldstein, Johnson, Kalfas, Schmitt and Vega voted aye. No nays, motion carried.

15. ADJOURNMENT

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

MOTION Moved by Johnson, seconded by Schmitt to adjourn.

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

The meeting adjourned at 9:43 p.m.

Respectfully submitted,

**Carol Schmitt, Secretary
Glenview Public Library Board of Trustees**