

GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
Board Meeting
MINUTES
August 13, 2020

PRESENT: Tom Blanchard Wendy Goldstein
(Board) Stella Kalfas M. David Johnson
Allan Ruter Carol Schmitt
Kathy Vega

PRESENT: Lindsey Dorfman, Library Director
(Staff) Jane Berry, Assistant Director
Christine Klimusko, Business Manager

GUESTS: Linda Burns, Head of Reader Services
Mark Depa, Head of Building & Grounds
Hilary Gable, Director of Communications
Rich Kalinski, Consultant, Associated Technology Partners
Karen Kee, Head of Circulations
Barbara Littlefield, Head of Youth Services
Deanna Musurlian, Head of Innovation Services
Teri Room, Head of Technical Services
Jean Sanders, Head of Reference Services

1. CALL TO ORDER AND ROLL CALL

President Vega called the meeting to order at 5:30 p.m. and the roll was called.

2. PUBLIC COMMENTS

None at this time.

3. APPROVAL OF WARRANT – A. Ruter

Trustee Ruter reviewed the warrants and itemized those warrants and checks greater than \$5,000.00.

Trustee Kalfas joined the meeting at 5:39 p.m.

MOTION Moved by Ruter, seconded by Johnson, to approve the Warrants of August 13, 2020 in the amount of \$508,767.57.

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

4. ACCEPTANCE OF STAFF REPORTS AND STATISTICS – CONSENT AGENDA

- (a) Library Director’s Report**
- (b) Statistics for July 2020**
- (c) Electronic Statistics for July 2020**
- (d) Library Website Electronic Usage**
- (e) MyPC Reservation Services**
- (f) Inter Library Loan**
- (g) Monthly Vending Summary from Mark Vend**
- (h) Drive-up Window Usage**
- (i) Report from Associated Technology Partners**

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

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

5. UNFINISHED BUSINESS

- (a) Approval of 2020 Job Classification & Compensation Study**

Library Director Dorfman distributed Lynne Peter’s Pay Program Review and Recommendations report.

MOTION Moved by Johnson, seconded by Schmitt to approve the pay structure adjustments recommended by Lynne Peters as well as reclassifying three (3) unit supervisor positions from non-exempt to exempt positions.

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

President Vega tabled the balance of the job classification and compensation recommendations made by Lynne Peters until the September 3rd Board Meeting.

6. NEW BUSINESS

(a) Department Head Budget Presentations Administration – 0991

Library Director Dorfman presented the Administration Department's proposed FY2021 Budget. Dorfman highlighted the increased expenses. The Library's general liability insurance is expected to increase by approximately \$25,000. This is due to a national insurance rate increase. The FY2021 scheduled transfer to the Capital Repair & Replacement Fund will increase by \$70,000, from \$287,224 in 2020 to \$357,224 in 2021.

Communications – 0992

The Communications Department's FY2021 Budget will include an increase in printing costs, as the quarterly newsletter will increase from 16 to 20 pages per issue according to Director of Communications Hilary Gabel. Gabel also explained that the department's 2021 budget includes a retirement party for former Library Director Vickie Novak as well as a welcome party for new Library Director Lindsey Dorfman. The FY2021 Communications' Budget also includes funds for the Library's 90th Anniversary Gala, which was postponed this year due to the pandemic.

Technical Services – 0993

Head of Technical Services Teri Room presented a flat FY2021 budget for the Technical Services Department. Room mentioned that there may be some website design work in 2021 and that the 2021 budget should allow for that work.

Reader Services – 0994

The Reader Services Department has reviewed the way library patrons are using the library and has determined that the Reader Services FY2021 Budget should be distributed accordingly. The electronic resources budget will be increased, based on the downloadable usage seen this year. The Audio-visual budget will be decreased accordingly to offset the increase in additional electronic resources. Head of Readers Services, Linda Burns, has been working with Head of Reference, Jean Sanders, and has agreed to transfer \$14,000 to Reference for additional reference titles. Burns made a special request of \$7,600 for Collection HQ, which is a collection management software that she feels would be a very valuable tool for her staff.

Circulation – 0995

The Circulation Department's FY 2021 Budget includes an increase in professional services for tuition reimbursement for a staff member working towards her MLIS. Head of Circulation Karen Kee also explained that there is a small increase in equipment maintenance costs for the library's self-check equipment and SenSource door counters maintenance agreements.

Youth Services – 0996

Head of Youth Services, Barbara Littlefield, has also looked at how patrons are using YS materials. She proposed an increase in the YS Electronic Resources budget to reflect the increased usage in downloadables. Barbara has included a special request for \$10,000. This would be used in an Intergovernmental Agreement with School District 34. The Library would collaborate with the School District to provide enhanced cross-community programming, expand upon the successful partnership with D39 Wilmette to offer library card registration as part of the school registration process, and would support the library's strategic plan.

Reference Services – 0997

The FY2021 Reference Services budget includes a \$14,000 increase in the budget for books. Head of Reference, Jean Sanders, worked with Head of Reader Services, Linda Burns, on this transfer of funds. Non-fiction collection management will transfer from Reader Services to Reference, also with the corresponding funds. While Reader Services is increasing their electronic resources, Reference is decreasing their electronic resources and shifting those funds to purchase additional books and pamphlets for 2021.

Facilities– 0998

Head of Facilities, Mark Depa, presented the Facilities Department's FY2021 Budget. He included an increase for building maintenance expenses for FY2021. This increase will cover contracted cleaning services, systems and equipment repairs, required testing, inspections, and certifications.

Information Technology – 0999

ATP Consultant Rich Kalinski reviewed the FY2020 IT expenses. This year's budget

included copy and printer upgrades to accept debit/credit cards. The FY2021 budget will be slightly lower due to a decrease in Library-Wide Information System expenses.

Innovation Services – 0981

Head of Innovation Services, Deanna Musurlian, presented the FY2021 budget for Innovation Services. Musurlian explained that because the Innovation Center has not yet opened, and without having any operating information, she relied on Library Director Novak’s FY2020 Budget as a guide. Musurlian has not spent the entire \$125,000 equipment budget for the Innovation Center this year and has requested the remaining \$40,000 be rolled over to FY 2021. Musurlian has also included \$20,000 for public information expenses relating to programing in 2021, along with computer supplies, equipment maintenance, and additional machinery & equipment.

(b) Compilation of Proposed Library Operating Budget Scenarios

Business Manager Klimusko presented the FY2021 Consolidated Operating Budget scenarios to the Trustees.

7. OTHER

Trustee Goldstein mentioned that Our Lady of Perpetual Help Catholic School will open full time next week and the library should be aware that the students might believe they can come to the library after school.

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

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

The meeting moved to Closed Session at 7:30 p.m.

8. EXECUTIVE SESSON

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

The meeting returned to Open Session at 7:41 p.m.

9. ANNOUNCEMENTS

President Vega asked the trustees to review Trustee Ruter's updated Board Meeting calendar. The next meeting will be held on Thursday, September 3rd. Village Finance Director Maggie Bosley will present the FY2019 CAFR.

10. ADJOURNMENT

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

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

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

The meeting adjourned at 7:46 p.m.

Respectfully submitted,

**Tom Blanchard, Secretary
Glenview Public Library Board of Trustees**