

**Glenview Public Library Board of Trustees Meeting**  
**MINUTES**  
**December 10, 2020**  
**Virtual Meeting**

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

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

**GUESTS:** Maggie Bosley, Finance Director, Village of Glenview  
Tara Call, League of Women Voters  
Roleeta Nandan, League of Women Voters

**1. CALL TO ORDER AND ROLL CALL**

President Vega called the meeting to order at 6:30 p.m. and the roll was called. Vega explained that because this is a virtual meeting, all votes would be taken as a roll call vote, in compliance with the Open Meetings Act.

**2. APPROVAL OF THE MINUTES**

**a. Rescheduled Regular Meeting of November 12, 2020**

**MOTION** Moved by Johnson, seconded by Schmitt, to approve the minutes of the Regular Meeting of November 12, 2020.

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

### **3. PUBLIC COMMENTS**

None at this time.

### **4. APPROVAL OF WARRANTS**

Trustee Johnson reviewed the warrants for December 10, 2020 and itemized those warrants and checks greater than \$5,000.00. He also reviewed all checks written by the Business Office for the month of November.

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

**MOTION** Moved by Johnson, seconded by Ruter, to approve the Warrants for December 10, 2020 in the amount of \$335,210.06.

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

### **5. EXAMINATION OF FINANCIAL REPORTS & STATISTICS**

- a. Glenview Public Library YTD Financial Report for October 2020

Library Director Dorfman walked the Trustees through YTD October 2020 Financial Reports. Revenue is currently tracking at 85% of budget. Property Taxes collected to date are tracking at 99% when compared to budget. The Make Whole payment will be reflected in the November 2020 financial statements. Total revenue for 2020 is expected to be slightly below budget.

- b. Third Quarter 2020 Budget Projections

The Library's Third Quarter Projection is included in the Board Packet this month. The projection compares the 2020 Budget to the 2020 Year End Projection; the projection reflects the actual revenues and expenses through October 2020 and a forecast for the last quarter of 2020.

- c. **October 2020 Expenses by Category**
- d. **October 2020 Cash Flow Report**
- e. **Cash and Investments through October 2020**
- f. **COVID-19 Expense Summary**

**Library Director Dorfman reviewed the YTD October 2020 Expenses by Category, Cash Flow Report and Cash and Investments. Business Manager Klimusko addressed COVID-19 Expense Summary. Klimusko explained that COVID-19 related purchases have slowed as the Library has been able to build up its inventory on gloves, masks and disinfecting wipes. PPE supplies will be re-ordered as needed moving forward.**

- g. **Innovation Center and Marketplace Special Project Report**

**Library Director Dorfman presented a summary of costs and change orders approved for the Innovation Center and Marketplace Special Project. Dorfman anticipates the project to come in approximately \$40,000 under budget. She explained that the Library spent less than expected on contingency and equipment. Dorfman reviewed the special project numbers with Village Finance Director Bosley and Business Manager Klimusko. During the review, Bosley suggested the Library transfer \$251,600 from the Library's Operating Fund to the Special Reserve Fund to cover flooring, upholstery and moving expenses charged to the Special Reserve Fund. Village Finance Director Maggie Bosley will address this topic during the 2021 Miscellaneous Funds Budget presentation.**

## **6. PRESIDENT'S REPORT**

**President Vega thanked Trustees and library staff who participated in the Glenview Chamber of Commerce's Reverse Holiday Parade on Saturday November 28<sup>th</sup>.**

**As discussed at a previous meeting, President Vega has prepared a video message to staff. Her message focuses on the accomplishments staff made during the pandemic and thanks staff for their hard work during a difficult time. Library Director Dorfman will include the video link with her Monday Minute email next week.**

President Vega congratulated Assistant Director Jane Berry on her 37<sup>th</sup> anniversary at Glenview Public Library.

**ACCEPTANCE OF STAFF REPORTS AND STATISTICS**

- a. Library Director's Report
- b. Statistical Summary
- c. Limited Capacity Building Visit and Appointments
- d. 2020 Implementation Plan Summary

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

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

**7. UNFINISHED BUSINESS**

- a. Issue Analysis: Assessment of Library Services Under Tier 3

Library Director Dorfman reviewed the Assessment of Library Services under Tier 3 presented at the November 12<sup>th</sup> Board Meeting. At that time, the Board agreed to close the Library to patrons as the State of Illinois moved to Tier 3 Mitigations on November 20<sup>th</sup>. Library Director Dorfman provided updated regional COVID-19 statistics and trends to the Board. Based on the latest information, Dorfman recommends the Library remain closed to patrons until area schools return to the classroom, scheduled for January 18, 2021. Dorfman stipulated that the Library would open sooner to patrons should the State of Illinois move to Tier 2 Mitigation prior to January 18<sup>th</sup>.

**MOTION** Moved by Johnson, seconded by Ruter, to approve the recommendation as presented. Reopening under appropriate measures

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

## **8. NEW BUSINESS**

### **a. Approval Miscellaneous Funds Budgets – M. Bosley**

Village of Glenview Finance Director Maggie Bosley presented the Glenview Public Library's Miscellaneous Fund Budgets for FY 2021. The Library's Miscellaneous Funds include: Fund 810 – Friends of the Library Fund; Fund 820 – Gift Fund; Fund 825 – GPL Foundation Fund; Fund 830 – Special Reserves (Capital Repair and Replacement) Fund; and Fund 850 – Debt Service Fund. Bosley reviewed each fund, highlighting the fund's 2020 budget, the 2020 projection and the 2021 budget.

While reviewing the Special Reserve Fund (aka Capital Repair & Replacement) – Fund 830 – Bosley suggested the Library transfer \$251,600 from the Library's Operating Fund – Fund 805 - to the Capital Repair and Replacement Fund 830 to cover the cost of flooring, furniture and moving costs. Flooring, furniture and moving costs were charged to the Special Reserve Fund while the funds to cover those expenses were originally transferred to the Operating Fund.

**MOTION** Moved by Johnson, seconded by Schmitt, to approve the Glenview Public Library's 2021 Miscellaneous Funds Budgets as follows:

**Fund 810 – Friends of the Library Fund in the amount of \$78,766;**

**Fund 820 – Gift Fund in the amount of \$107,190;**

**Fund 825 – GPL Foundation Fund in the amount of \$80,878;**

**Fund 830 – Special Reserve (Capital Repair & Replacement) Fund in the amount of \$435,111;**

**Fund 850 – Debt Service Fund in the amount of \$603,662.**

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

President Vega thanked Village Finance Director Bosley for her presentation and Bosley left the meeting at this time.

- b. Adoption of 2021 Board Meeting Schedule
- c. Adoption of 2021 Warrant Schedule

**MOTION** Moved by Schmitt, seconded by Goldstein, in an omnibus motion to adopt the 2021 Board Meeting Schedule and 2021 Warrant Schedules as presented.

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

- d. Adoption of 2021 Closed Dates

The Board reviewed the 2021 Library Closed Dates. There was a discussion regarding several dates. The 2021 Closed Date Schedule was tentatively approved and will be reviewed at the January Board Meeting.

**MOTION** Moved by Ruter, seconded by Blanchard, to tentatively adopt the 2021 Closed Dates Schedule.

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

- e. Approval of Full-Time and Part-Time Salaries for FY 2021

**MOTION** Moved by Schmitt, seconded by Johnson, to approve the Full-Time and Part-Time Salary Increases for Fiscal Year 2021.

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

- f. Approval of Library Operations Budget FY 2021

**MOTION** Moved by Ruter, seconded by Goldstein, to approve the Glenview Public Library FY2021 Operating Budget in the amount of \$8,403,240.37.

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

Trustee Ruter left the meeting at this time.

**g. Approval of Library Director's Goals for FY 2021**

**MOTION** Moved by Schmitt, seconded by Kalfas, to approve the 2021 Goals for Library Director Dorfman as presented.

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

**h. Review of Changes to the Bylaws – Meeting Start Time**

Bylaws & Policies Chair Wendy Goldstein presented the change in board meeting start time from 7:00 p.m. to 6:30 p.m. This change to the Bylaws was first presented at the November 12<sup>th</sup> Board Meeting and subsequently only 28 days have passed. There is a 30-day waiting period for changes to the Bylaws. Therefore, Goldstein explained, the Board of Trustees will approve this change at the January 21, 2021 Board Meeting.

**9. OTHER**

President Vega reminded fellow Trustees that the Village will accept 2021 election paperwork on Monday December 14<sup>th</sup>.

**10. ANNOUNCEMENTS**

None at this time.

**MOTION** Moved by Blanchard seconded by Johnson, to move to Executive Session per Section 2(c)(1) of the Open Meetings Act – Personnel and Section 2(c)(21) of the Open Meetings Act - Executive Session Meeting Minutes Review.

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

The meeting moved to Closed Session at 8:02 p.m.

**11. EXECUTIVE SESSION**

- a. Per Section 2 (c) (1) of the Open Meetings Act – Personnel
- b. Per Section 2 (c) (21) of the Open Meetings Act – Executive Session Minutes Review

The meeting returned to Open Session at 8:05 p.m.

**MOTION** Moved by Schmitt, seconded by Goldstein, to approve Resolution 20-03 Regarding the Release of Minutes of Certain Closed Meeting Minutes for Public Inspection.

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

**12. ADJOURNMENT**

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

Moved by Johnson, seconded by Blanchard, to adjourn.

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

**The meeting adjourned at 8:08 p.m.**

**Respectfully submitted,**

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