

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
January 16, 2020**

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

**PRESENT
(Staff)** **Vickie L. Novak, Library Director
Jane Berry, Assistant Director
Christine Klimusko, Business Manager**

GUESTS **Roleeta Nandan, League of Women Voters**

1. CALL TO ORDER AND ROLL CALL

President Vega called the meeting to order at 7:00 p.m. and the roll was called.

**2. APPROVAL OF MINUTES
(a) Regular Meeting of December 16, 2019**

MOTION Moved by Goldstein, seconded by Ruter, to approve the minutes of the Regular Board Meeting of December 16, 2019.

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

3. PUBLIC COMMENTS

None at the time.

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

None at this time.

5. REPORT FROM THE LIBRARY FOUNDATION BOARD – K. Vega

Board President Vega reported that the Glenview Public Library Foundation Board of Directors held their first board meeting on January 7th. Library Director Novak gave a brief presentation. The Board officers were elected and a meeting schedule was determined. The Executive Committee plans to meet on January 22nd.

6. APPROVAL OF WARRANTS – S. Kalfas

Trustee Kalfas reviewed the Warrants of January 16, 2020 and found them to be in order. She itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Kalfas, seconded by Ruter, to approve the Warrants of January 16, 2020 in the amount of \$191,985.93.

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

7. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

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

Library Director Novak gave a brief review of the November 2019 Financial Statements. Novak mentioned a recent communication that she received from Village Finance Director Maggie Bosley regarding the IMET settlement. The Library has received \$51,011.61, which is approximately 55% of the IMET loss.

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

The Trustees reviewed the Pro Forma Special Projects Budget through January, 2020.

8. PRESIDENT'S REPORT

None at the time.

9. ACCEPTANCE OF STAFF REPORTS & STATISTICS

- (a) Library Director's Report**
- (b) Statistics for December 2019**
- (c) Electronic Statistics for December 2019**
- (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 for December, 2019, as presented.

It was suggested that the monthly Department Head Executive Summaries be eliminated from the Board Packet. Department Head monthly reports should be shortened to highlight special programs or events and significant variances that occurred during the month. Library Director Novak will pass this information onto the Department Heads.

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

10. COMMITTEE REPORTS

None at this time.

11. UNFINISHED BUSINESS

- (a) Update from Sunday Hours Committee

Library Director Novak spoke with the Sunday Hours Committee. The Committee will have a report to present to the Board at the February Board Meeting.

- (b) **Review Revised Warrant Schedule for FY2020**

The Trustees reviewed the revised Warrant Schedule for FY2020.

12. NEW BUSINESS

- (a) **Resolution of Annual Determination to Library System Regarding Provision of Library Services to Non-Residents**

MOTION Moved by Ruter, seconded by Goldstein, to approve the Resolution of Annual Determination to Library System Regarding Provision of Library Services to Non-Residents.

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

- (b) **Progress Report – Marketplace & Innovation Center**

Library Novak reported that several contracts have been signed. Novak has been working with Eric Singer, construction attorney for Ice Miller. Singer has reviewed the contracts for Novak. Novak has also been working with the Library’s Management Team regarding the suggested Library closures. Dick Benda from Hallett will attend the January Department Head Meeting to answer any questions the Department Heads have regarding the moving of office furniture and shelving.

- (c) **Progress Report – Implementation Plan**

The December updates have been included in the 2019 Implementation Plan Progress Report.

- (d) **Approval of Per Capita Grant – FY2020 – J. Berry**

MOTION Moved by Kalfas, seconded by Blanchard, to approve the Per Capita Grant as presented by Assistant Director Berry.

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

- (e) **Review of Critical Path Analysis from Dewberry**

As requested in December, Doug Pfeiffer of Dewberry and Associates prepared a Critical Path Analysis for the Board which was included in the January Board Packet.

13. OTHER

Trustee Ruter suggested the Board consider changing the 90th Anniversary and the Grand Opening of the Marketplace and Innovation Center, with the date TBD.

14. ANNOUNCEMENTS

- (a) **Winter Dinner, Maggiano's at Old Orchard, Saturday, January 25 at 5:30 p.m.**
- (b) **Set Meeting for Building & Grounds Committee Meeting to Review Options for Snow Melt Systems with WJE**
- (c) **Strategic Planning Committee Meeting – Tuesday, January 21, 3:00 p.m.**

15. EXECUTIVE SESSION

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

None at this time.

16. ADJOURNMENT

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

MOTION Moved by Ruter, seconded by Kalfas, to adjourn.

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

The meeting adjourned at 8:12 p.m.

Respectfully submitted,

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