

GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
July 16, 2020
7:00 PM

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

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

Guests: Lynne Peters, Consultant, Strategic HR Solutions
Linda Burns, Head of Reader Services

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. PRESIDENT'S REPORT

President Vega welcomed Lindsey Dorfman as the new Library Director.

President Vega reordered the agenda at this time.

10. NEW BUSINESS

- (a) Presentation by Lynne Peters, Strategic HR Solutions re: 2020 Job Classification & Compensation Study**

President Vega introduced Strategic HR Solutions Consultant Lynne Peters. Peters has been working with Library Director Novak and the Department Heads while preparing the 2020 Job Classification & Compensation Study. Peters explained to the Board the process of evaluating the Library's pay program review and compensation recommendations. Peters explained the objectives of the study. The Library uses a pay range schedule that indicates the minimum, midpoint, maximum of a particular pay range. In particular, she explained how pay structure is different from employee pay increase. Peters indicated the pay structure needs to be increased for the Library

to remain competitive. Pay increases reflect the Library's budget for pay increases. Peters established the structure in 2005. From 2007 to 2020, the pay structure was adjusted from 0.07% to 5.3%, depending on the year. The Library conducted pay-program comprehensive reviews in 2008, 2012, 2016 and 2020.

Library Director Novak and the Management Team were asked to identify any positions that needed to be evaluated. This included jobs that have changed and/or changes in grade that necessitated a review. Newly created positions require the Job Information Questionnaire Committee to review and compare the new positions with comparable positions within the Library in order to be added to the grade scale.

Peters then explained to the Trustees the job evaluation process. She also reviewed the job-pricing component of the study. Peters looked at the Library Survey of HR Sources and a private Library Director's Survey to get applicable information from eight (8) area libraries. Peters compared the market price tags to the Library's actual 2020 pay structure in the context of the Library's desire to remain above average in compensation and thus competitive and stated repeatedly that we are in the notably high end in our pay structure. Consequently, she determined that any adjustment is unnecessary at this time.

Based on the surveys, conversations with Library Director Novak, the Department Heads, and input from the JIQ Committee, Peters' presented her recommendations to the Board of Trustees.

President Vega asked the Trustees if they were comfortable with making a decision regarding Peters' recommendations at this time. Trustee Johnson would like to get Library Director Dorfman's input before the Library Board makes any decisions. Dorfman will review and make her recommendations to the Board.

MOTION Moved by Ruter, seconded by Johnson, to approve the minimum wage adjustment as presented this evening, to be in compliance with the State of Illinois minimum wage of \$10/hour, effective July 1, 2020.

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

3. APPROVAL OF MINUTES

- (a) Special Meeting of June 4, 2020
- (b) Regular Meeting of June 18, 2020
- (c) Special Meeting of June 29, 2020

MOTION Moved by an omnibus motion, Johnson, seconded by Schmitt, to approve the minutes of the Special Board Meeting of June 4, 2020, the Regular Board Meeting of June 18, 2020, and the Special Board Meeting of June 29, 2020, as amended.

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

4. PUBLIC COMMENTS

None at this time.

5. APPROVAL OF WARRANTS - All

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

MOTION Moved by Ruter, seconded by Johnson, to approve the Warrants for July 16, 2020 in the amount of \$315,953.63.

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

6. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

(a) Revenues, Expenditures and Fund Balances through May 2020

Library Director Dorfman reviewed the Library's May 2020 year-to-date financial reports. She remarked that fund balances remain consistent. Revenues are trending a bit lower than expected; revenues are at 53% of budget and not 55% as expected after five months of the year. Fines, fees and room rental revenues are down due to the Covid-19 related Library closure from late March through May. The Library cash flow projection remains within the Library's Cash Flow Policy through 2022.

Trustee Ruter remarked that the Village of Glenview property tax bills due August 3, 2020 include a message to residents that if necessary, residents can make the August 3rd payment in three installments with no interest or penalty.

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

The Pro Forma Special Projects Budget through June 2020 was included in the Board Packet. President Vega noted that there is a shortfall when reviewing the total costs

of the Marketplace and Innovation Projects. Novak noted that funds from IMET, lower legal fees and contingency should offset the shortfall.

Trustee Ruter is concerned that the Library continues to list \$50,000 of Foundation funds as earmarked for the Special Projects. He feels the Foundation needs funds so that it can function.

- (c) Update re: COVID-19 Costs

As requested by the Board, Business Manager Klimusko prepared a list of Covid-19 related expenses incurred through June 2020. Going forward, this list will be updated and included in the Board Packet.

- 6. ACCEPTANCE OF STAFF REPORTS AND STATISTICS – Consent Agenda
 - (a) Library Director’s Report
 - (b) Statistics for June 2020
 - (c) Electronic Statistics for June 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
 - (j) Report from Associated Technology Partners

Trustee Ruter asked if the Library could eliminate one of the storage pods. Library Director Dorfman will check with Head of Circulation Karen Kee to see if the storage pods can be removed. Trustee Johnson noted that Governor Pritzker has divided the State of Illinois into 11 districts and that Glenview is no longer included with the city of Chicago.

Trustee Ruter commended Head of Circulation Kee and her staff for their outstanding customer service. Ruter mentioned the increase in Reference statistics. He also remarked that the Marketplace looks splendid. President Vega commended the Reader Services staff’s great customer service.

MOTION Moved by Johnson, seconded by Blanchard, to accept the Consent Agenda as presented.

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

Library Director Dorfman gave a brief summary of her first few days at the Library.

She walked into her office to find a beautiful bouquet of flowers and a welcome sign. The Department Heads also managed to organize a welcome lunch that adhered to social distancing guidelines. Dorfman was able to walk around the Library and get to know the staff and the building.

8. UNFINISHED BUSINESS

None at this time.

9. COMMITTEE REPORTS

(a) Update from Committee Chairs re: Status of Pre-Budget Meetings

Trustee Schmitt reached out to the Marketing & Public Relations Committee members and has scheduled a meeting. Trustee Johnson will coordinate a Building and Grounds Committee meeting. Trustee Kalfas will organize a Technology Committee meeting. The committees have been instructed to discuss and report back to the Board if the committee has any financial needs or considerations to be included in 2021 Budget.

10. NEW BUSINESS

(b) Report on Marketplace and Innovation Center Projects

Library Director Dorfman reported that work is mostly complete. The Innovation Center furniture has been delivered and installed. The only item to be completed for the Innovation Center is the exterior design wall.

Trustee Johnson asked if there is a projected opening date for the Innovation Center. Library Director Dorfman will speak with Head of Innovation Services, Deanna Musurlian to see if she has a date in mind. Assistant Director Berry noted that she and Musurlian have interviewed several candidates for the Assistant Head of Innovation Services and they have not yet met the right candidate. The position has been reposted on ILA's and RAILS' websites and on local college career - planning centers.

(c) Implementation Plan Update

The Implementation Plan was updated through June. Trustee Ruter thanked Assistant Director Berry for her help in the Sunrise Rotary Club donation to the Library.

(d) Approval of Contract from Viator Coffee Solutions

The Trustees reviewed the Viator Coffee Solutions Contract and there was a discussion regarding how Viator will calculate the daily minimum sales. Trustee Blanchard was asked to correct the contract language regarding this topic.

MOTION Moved by Johnson, seconded by Ruter, to table the approval of the Contract from Viator Coffee Solutions until the August Board Meeting.

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

(e) Report on Library Reopening

Library Director Dorfman was pleased to report that the Library reopening is going very well. Sixteen hundred twenty six (1,626) patrons visited last week. Monday and Tuesday continue to be the busiest days. The Library has not been filled to capacity at any given time since re-opening. Dorfman reported that staff morale is good and the re-opening process is going smoothly. The Department Heads have not reported any major issues or concerns. Library Director Dorfman is working with IT Consultant Kalinski to eliminate a few more computers in the Tech Lab. Library Director Dorfman felt that the computers were a little too close to maintain social distancing in the Tech Lab. Head of Circulation Kee has agreed to open the book drop earlier, starting at 7 a.m. on Monday, Tuesday, Thursday and Friday mornings. Trustee Ruter asked if the Library is making any plans to open to the public on Saturday. Library Director Dorfman will seek input on this topic from the Department Heads.

Trustee Vega asked how staff are handling the overall pandemic atmosphere. Dorfman stated that the staff is doing well; however, there are some staff that are understandably nervous. Dorfman has received a number of comments from staff that they feel the Library is doing a great job keeping staff safe.

Trustee Ruter expressed concerns regarding vacation time for staff. He noted that more than half the year is over and staff should use their accrued vacation time. Dorfman will encourage staff to take their vacation time, as the library is not in a position to allow staff to carryover vacation time, pay the time out or incur staffing shortages in December.

11. OTHER

Trustee Goldstein noticed that Library Director Dorfman has been referring to herself as "Director." Goldstein pointed out that the bylaws refer to the position as "Library Director." Dorfman thanked for the clarification.

Assistant Director Berry relayed a message from former Library Director Novak that she sent a thank you card to the Board for her retirement gifts.

Motion Moved by Johnson, seconded by Schmitt, to move to Executive Session per Section 2(c) (1) Personnel

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

The meeting moved to closed session at 9:05 p.m.

12. EXECUTIVE SESSION

MOTION Moved by Johnson, seconded by Schmitt to return to open session.

The meeting returned to open session at 9:17 p.m.

President Vega asked Library Director Dorfman to prepare a document that will serve as a guide while the Library works through various Covid-19 related scenarios. Dorfman reached out to a neighboring library director, the Cook County Health Department and the Illinois Department of Public Health in preparing the document the Trustees have before them.

Dorfman reviewed the scenarios and made the recommendations as to how the Library will handle each scenario.

Library Director Dorfman's primary focus is to provide a safe environment to patrons and staff. She feels it is important that staff feels supported and comfortable while working in the Library. Dorfman expressed that the situation around Covid-19 is very fluid and the Library must be agile in its approach. All agreed that Dorfman's guidelines are subject to change as different scenarios will probably come up.

Trustee Johnson told Dorfman she should not hesitate to request a Special Meeting if there is a need for a Special Board Meeting.

The Department Heads have started working on a plan for a reduction in services if the Library needs to return to Phase 2. This is based on the premise that Governor Pritzker may shut down again if Covid-19 numbers begin to increase. Once the guidelines are completed, Dorfman will present it to the Board for their review. Dorfman would like to keep Drive-Up services available for patrons for as long as possible.

Trustee Johnson thanked Library Director Dorfman for preparing these scenarios and bringing this list to the Board's attention. He stated that it is within her purview to prepare Library procedures.

13. ANNOUNCEMENTS

President Vega and [the Village] Finance Manager Maggie Bosley are not able to attend the regular August Board meeting scheduled for Thursday August 20th. Vega suggested that the August Board Meeting be changed to August 27th. Trustee Ruter and Trustee Kalfas are not available on the 27th. After discussing dates, the Board agreed that the August Monthly Board Meeting would be held on August 13th with critical agenda items along with the Department Head's 2021 Budget Presentations. The meeting will begin at 5:30 p.m. and will be held in the Community Room. The Board will hold a Special Board Meeting on Thursday September 3rd. President Vega will contact [the Village] Finance Manager Bosley to see if she would be available to present the 2019 Comprehensive Annual Financial Report that evening.

14. ADJOURNMENT

MOTION Moved by Johnson, seconded by Blanchard, to adjourn.

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

The meeting adjourned at 9:47 p.m.

Respectfully submitted,

Tom Blanchard, Secretary
Glenview Public Library Board of Trustees