

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
March 19, 2020**

PRESENT: M. David Johnson Allan Ruter
(Board) Carol Schmitt Kathy Vega

(Via Go To Meeting) Tom Blanchard Wendy Goldstein

ABSENT: Stella Kalfas
(Board)

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

GUESTS: Deanna Musurlian, Head of Innovation Services
John Keister, Consultant, John Keister and Associates

1. CALL TO ORDER AND ROLL CALL

President Vega called the meeting to order at 6:30 p.m. and the roll was called.

2. APPROVAL OF MINUTES
(a) Regular Meeting of February 20, 2020

MOTION Moved by Johnson, seconded by Schmitt, to approve the minutes of the Regular Meeting of February 20, 2020.

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

3. PUBLIC COMMENTS

No at this time.

4. FOUNDATION UPDATE – K. Vega

President Vega reported that the Foundation met on March 3rd. The Foundation

created several committees: Fundraising, Strategies and Marketing. Each Director has been asked to identify another potential Director. The Foundation will prepare an article to be included in summer Lines.

5. APPROVAL OF WARRANTS – A. Ruter

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 of March 19, 2020 in the amount of \$363,174.40.

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

6. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

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

Library Director Novak reviewed the financial report and statistics through January 2020. She noted that the deadline for real estate tax payments has been pushed back as a result of the COVID-19 outbreak.

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

Two additional expenses have been included in the Pro Forma Special Projects Budget. The first is a change order for the panic bar hardware for the glass doors for the innovation center. The second change order is for the soffit.

7. PRESIDENT'S REPORT

President Vega thanked everyone for attending the meeting, given the current circumstances with COVID-19. The Board will have to see where we are regarding the April Board Meeting. The Trustees will have to communicate via email. Governor Pritzker has relaxed the Open Meetings Act requirements temporarily to allow virtual meetings.

8. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

(a) Library Director's Report

(b) Statistics for February 2020

- (c) Electronic Statistics for February 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 Ruter, seconded by Johnson, to accept the Staff Reports and Statistics, as presented.

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

9. COMMITTEE REPORTS

- (a) Public Relations & Marketing Committee
 - i.) Report on Meeting of March 13, 2020

Committee Chair Schmitt gave a brief overview of the Public Relations & Marketing Committee Meeting held on March 13, 2020. The Committee discussed the possibility of changing the Gala date from December 4th to an earlier date in October or November. The Committee is uncertain at this time whether to move the date up.

- (b) Ad Hoc Executive Search Committee
 - i.) Report on Meeting of March 4, 2020

The Ad Hoc Executive Search Committee met on Friday, March 4th. The Committee worked on the job description and reviewed several Executive Search firms. A list of

firms was compiled based on other libraries that have recently completed a search for a Library Director. The Committee recommends that John Keister and Associates is the firm to engage in this task.

ii.) Approval of Minutes of March 4, 2020 Meeting

MOTION Moved by Ruter, seconded by Schmitt, to approve the Minutes of the Ad Hoc Executive Search Committee of March 4, 2020.

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

10. UNFINISHED BUSINESS

Trustee Johnson had requested input from staff to prepare a Policy for childrens' programming. He asked if there was an update at this time. Library Novak said that she would get back to staff and ask that they meet and prepare their suggestions which she will forward to Trustee Johnson.

11. NEW BUSINESS

(a) Introduction of Deanna Musurlian, Head of Innovation Services

Library Director Novak introduced Deanna Musurlian, the new Head of Innovation Services. Novak is fast tracking Musurlian's hire due to potential closure for COVID-19. She will start tomorrow. IT has set up a laptop for her, and she will attend the Department Head meeting tomorrow morning. Novak invited Musurlian to address the Trustees. The Trustees introduced themselves to Musurlian. Musurlian gave a brief summary of her background and work history.

(c) ACCEPTANCE OF COFFEE CART PROPOSAL FROM VIATOR COFFEE SERVICES

The Board reviewed the Coffee Cart Proposal from Viator Coffee. Vega noted that she is concerned about the hours the cart will be open. She feels that their proposed schedule is not long enough each day. She suggested that Viator stagger the hours, or perhaps do a split shift; open mornings and again later in the afternoon and early evenings. Library Director Novak will reach out to Viator and see if they can arrange the cart hours accordingly.

MOTION Moved by Johnson, seconded by Ruter, to table this discuss until

additional information can be obtained.

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

(c) Implementation Plan Update

The 2020 Implementation Plan Update is included in the Board Packet for review. Updates are in red.

(d) REPORT ON THE MARKETPLACE AND INNOVATION CENTER

Library Director Novak explained that the overall project is going well. The carpeting in Youth Services and the Teen Scene looks fantastic. The contractors are working together and are coordinating schedules nicely. Unfortunately, the new carpeting in several areas had to be removed in order to cut the concrete to add additional outlets, but it will be replaced.

There continue to be issues regarding the main floor carpet. The primary “field” carpet is being run in two dye lots - one dye lot per floor. Joe Rose, the rep from America’s Flooring, called Vickie last Friday and told her that they cannot find the first run of the carpet. The carpeting has been manufactured and should be on a truck enroute to Chicago. American’s Flooring cannot locate the carpeting. Joe moved this issue up to the regional manager on Tuesday. Novak received an email Wednesday advising her thatTarkette,the manufacturer, – has located the first run, is putting it on a truck, and it is expected to arrive Monday. Installation should begin Tuesday. The second production run has an expected delivery date of April 28th. This is the carpet for the second floor. America’s Flooring has assured Library Director Novak that there will sufficient attic stock for both dye lots.

President Vega reordered the agenda at this time.

(f) APPROVAL OF CONTRACT WITH JOHN KEISTER AND ASSOCIATES

President Vega introduced John Keister, Executive Search Consultant from John Keister and Associates. Keister walked the Trustees through his background and experience and explained how he works to find the best candidates for a Library Director position. Keister will have to alter this process slightly, due to the COVID-19 outbreak. Normally he would spend a day with staff and managers. Keister will

contact managers via Zoom video conferences. He will also set up a website highlighting Glenview Public Library and the Village of Glenview. He will have the Trustees and Management Team preview the website, to ensure that he has captured the essence of the Library and Glenview.

Keister does not do formal interviews and he does not rely solely on resumes. He likes to try to find out what is behind the resume. He has multiple points of contact. Once he has 10 or 12 candidates, he will meet them locally. If the candidates are not local, he will Skype or Zoom with the candidates. He wants to get to know the candidate in their natural state. He tends to come up with four or five essay questions and draw out the candidate that way. Once he has four or five candidates, he will ask the Board if they would like to interview the candidates. He will work with the Trustees as to how to interview the candidates. He tends to like to have a dialog or conversation with the candidate and not just present the normal interview questions candidates expect.

As for a timeline, Keister is aware of Novak's last day and will try to get someone on board by the end of June. However, due to the current COVID-19 situation and the down turn in the economy, it may be difficult to get candidates.

Keister would like to set up phone calls with the Trustees to get their input regarding what they are looking for in a Library Director. Trustee Johnson would prefer contact via email.

MOTION Moved by Johnson, seconded by Schmitt, to approve the contract with John Keister and Associates in the amount of \$18,600 as presented.

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

(e) Discussion re: Library Protocols relating to COVID-19

MOTION Moved by Ruter, seconded by Schmitt, to accept all of the Director's recommendations and to amend the proposal to include the Board's intention that construction should proceed as planned and that the Facilities staff will be compensated at time and a half while in the building.

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

(f) Approval of Enrollment in New Wellness Program with Village of Glenview

Business Manager Klimusko explained that the Library have participated in the Village's PUSH for Wellness program for several years. Due to raising costs, the Village put out an RFP for a new wellness program last fall. CHC has been chosen by the Village to replace PUSH for Wellness beginning in April. The program will have an annual payout, with various ways to obtain points towards participant goals.

The Village has decided to offer the program to all Village employees, anticipating participation will be 25%. The Village is also inviting spouses/significant others to participate. This would be quite costly to the Library to offer participation to all Library employees and the funds are not in this year's budget. Klimusko explained that only those employees with health insurance through the library are permitted to participate in the current PUSH program. Klimusko provided a spreadsheet depicting the cost to the library based on various participation levels.

MOTION Moved by Ruter, seconded by Johnson, to adopt the new CHC Wellness Program at the same level we are currently offering through the PUSH for Wellness program.

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

(g) Discussion re: Maker Wall Design

Included in the Board Packet are multiple designs for the Maker Wall, prepared by Dewberry Designer Beth Keppler. The Board of Trustees reviewed the three designs and then stepped out of the Multipurpose Room to go over to the Innovation Center so see how the designs will look in that area.

Upon returning, the Trustees determined that they would prefer the sample with the blue wall with the white background and colored letters – the middle design on the presentation.

MOTION Moved by Johnson, seconded by Schmitt, to approve the second version of the Innovation Center Design Wall.

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

12. OTHER

Business Manager Klimusko reminded Trustees to complete their 2019 SEI requirements. Cook County Clerk's office sent out emails earlier this week.

13. ANNOUNCEMENTS

None at this time.

14. EXECUTIVE SESSION

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

None at this time.

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 9:10 p.m.

Respectfully submitted,

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