

**Glenview Public Library Board of Trustees
MINUTES
November 12, 2020
Virtual Meeting**

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

ABSENT: Stella Kalfas
(Board)

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

GUESTS: Winifred Clonts, Glenview Resident
Roleeta Nandon, League of Women Voters
Tara Call, League of Women Voters

1. CALL TO ORDER AND ROLL CALL

President Vega called the meeting to order at 6:33 p.m. and the roll was called. President Vega explained that because this is a virtual meeting, all votes will be taken as a roll call vote, in compliance with the Open Meetings Act.

2. APPROVAL OF MINUTES

a. Regular Meeting of the October 15, 2020

MOTION Moved by Johnson, seconded by Blanchard, to approve the minutes of the Regular Meeting of October 15, 2020 as amended.

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

3. PUBLIC COMMENTS

None at this time.

4. APPROVAL OF NOVEMBER 12, 2020 WARRANTS

Trustee Johnson reviewed the warrants and itemized those warrants and checks greater than \$5,000.00, as well as those checks written by the Business Office for the month of October.

MOTION Moved by Johnson, seconded by Ruter, to approve the Warrants for November 12, 2020 in the amount of \$1,782,662.48.

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 September 2020
- b. September 2020 Expenses by Category
- c. September 2020 Cash Flow Report
- d. Cash and Investments through September 2020
- e. COVID-19 Expense Summary
- f. Innovation Center and Marketplace Project Report

Library Director Dorfman walked the Trustees through the YTD September 2020 financial reports. Dorfman noted that the Library's Cash Fund Balance continues to remain within the Fund Balance Policy of two months of cash on hand.

Business Manager Klimusko reviewed the COVID-19 costs through October. The library purchased additional gloves and sneeze guards, and is currently looking into the purchase of air purifiers for staff workrooms.

Dewberry and Associates Designer Beth Keppler was in the library last week. Based on the original design plan, she placed all of the new and reupholstered furniture throughout the library. The Maker Wall has been installed.

6. PRESIDENT'S REPORT

President Vega recapped the Library's FY2021 Budget presented to the Village of Glenview Board of Trustees on Thursday, November 5th. The presentation was well received. The Village of Glenview Board of Trustees were impressed with the

library's journey over the past year. Vega explained that the library's two big projects, the parking lot remediation and the interior renovation, were completed on time and on budget, under some of the most unusual circumstance. The library found innovative ways to serve the public during the pandemic. Staff continues to work on efficiencies, searching for new revenue streams, and plans to be more financially sustainable over the long term.

7. 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, Ruter, Schmitt and Vega voted aye. No nays. Motion carried.

8. UNFINISHED BUSINESS

None at this time.

9. NEW BUSINESS

- a. Approval of Annual Insurance Renewal Package for LIRA

Library Director Dorfman and Business Manager Klimusko attended the LIRA's bi-annual full membership meeting November 12. The LIRA Management Team presented the annual insurance renewal summary to members. The cost of 2020/2021 general liability insurance and workers' compensation coverage for Glenview Public Library will total \$80,546. The increase is 20% greater than last year. At the full membership meeting in July, member libraries were told to expect an increase of 30%; so the 20% increase was welcome news.

MOTION Moved by Johnson, seconded by Ruter, to approve the 2020/2021 general liability and workers' compensation insurance coverage in the amount of \$80,546.

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

b. Review and Approve the Plan for Library Service Under the State of Illinois's Tiered Mitigations

Library Director Dorfman presented the Plan for Library Service Under the State of Illinois's Tiered Mitigation Plan. The Management Team has been working on this document for a several months. The state guidelines have changed several times and without notice. The document presented this evening includes Tier 1, Tier 2 and Tier 3 mitigation suggestions. Should the Library move to Tier 3, the library will continue to offer drive-up window and telephone services from 9:00 a.m. to 9:00 p.m. Monday through Friday, and 9:00 a.m. to 5:00 p.m. Saturday. Virtual programming will continue as planned. Patrons can also access Wi-Fi from the library's parking lot.

Illinois Department of Public Health has recommended the State of Illinois move to Tier 3 service level for a three-week period as of November 20th. Library Director Dorfman is recommending that the Library move to Tier 3, which is in line with area school districts. The Park District will continue to use the Community Room East for POD learning. The Board of Trustees will reassess the situation at the December 10th Board Meeting. Dorfman spoke with several area Library Directors and she has found that Northbrook Public Library will close to patrons tomorrow; Glencoe Public Library, Palatine Public Library and Des Plaines Public Library will close to the public next week.

MOTION Moved by Johnson, seconded by Ruter , to approve the Plan for Library Service Under the State of Illinois's Tiered Mitigation and to move to Tier Three Services effective November 20, 2020.

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

c. Issue Analysis: The Employee Retention Plan During COVID-19 Lockdown

Library Director Dorfman presented the Employee Retention Plan During COVID-19 Lockdown. Dorfman began by stating that staff are very concerned about their employment should the State of Illinois mandate a stay-at-home order. Should the

state revert to a stay-at-home order again, it would be very important that the Library be ready to open as soon as the stay-at-home order is lifted. If the Library were to furlough or layoff staff, there would be a possibility that staff may not return to the library. This would make reopening more difficult. The Board reviewed the Employee Retention Plan and agreed with most of the plan presented this evening. The Board took issue with the proposal that staff who would work 50% of their schedule would be paid at 100% of their regularly scheduled hours. The Board agreed to change the plan to state that if staff are unable to fulfill their normal weekly scheduled hours and have exhausted their vacation time, the Library Director will consult with the Department Heads and will make another proposal to the Board.

MOTION Moved by Johnson, seconded by Ruter, to approve the Employee Retention Plan During COVID-19 Lockdown Plan as revised.

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

- d. Adoption of the Resolution to Adopt the COVID-19 Operational Plan and Policy for Glenview Public Library

MOTION Moved by Johnson, seconded by Ruter, to adopt the COVID-19 Operational Plan and Policy for Glenview Public Library.

Last week, Library Director Dorfman was approached by a patron who challenged the legitimacy of the Library's current one-hour time limit. Dorfman contacted Library Attorney Mike Roth to see if the library could enforce this policy. Roth asked Dorfman if the Board had passed a resolution supporting this one-hour time limit policy. Roth prepared the Resolution that is included in the Board Packet. After a lengthy discussion, the Board determined there is no need for a resolution at this time.

The motion was withdrawn by Johnson.

10. OTHER

Business Manager Klimusko confirmed that the Board will review the Library's 2021 Closed Dates Schedule, the 2021 Warrants Schedule and the 2021 Board Meeting Schedule at the December Board Meeting. The Trustees agreed to change the monthly board meeting start time to 6:30 p.m. effective January 2021. The Bylaws will be updated and presented for Board approval at the December Board Meeting. This will fulfill the 30-day notice requirement.

Full-time and part-time 2021 salaries will be reviewed and approved at the December 10th Board Meeting.

Trustee Schmitt asked when staff will be told of their 2021 salary increase. In the past, the Library Director prepares a personalized letter to staff to coincide with the first payroll in January. Library Director Dorfman asked President Vega if she would be willing to video record a brief message to library staff. Vega agreed and they will determine a time and place to prepare the video. Library Director Dorfman would like to let staff know about their 2021 increase in December, once the Board has approved the 2021 Salaries and the 2021 Operating Budget.

President Vega announced that she is planning to run for Board Trustee, as is Trustee Schmitt. There is no indication from Trustee Kalfas if she will run again. Trustee Ruter invited Winifred Clonts to attend this evening's meeting as she is considering running for the open trustee position that Trustee Goldstein will vacate next spring.

11. ANNOUNCEMENTS

- a. Holiday Downtown Drive Thru Event Saturday November 28th, 2020
4:30 pm to 6:00 pm

The Glenview Chamber of Commerce is sponsoring a Holiday Downtown Drive Through event. The Library will participate in the parade. Staff will decorate the Library and will be outside the Library waving and dressed in holiday gear. Library Director Dorfman invited the Trustees to join staff that afternoon. Trustees Schmitt and Ruter will participate. Trustees Goldstein and Vega will get back to Dorfman.

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

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

The meeting moved to Closed Session at 8:45 p.m.

12. 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 9:00 p.m.

MOTION Moved by Ruter, seconded by Johnson, to approve the Minutes of the following Executive Session Meetings as amended:

October 17, 2019 - Do Not Release; November 21, 2019 – Do Not Release; December 16, 2019 – Do Not Release; February 20, 2020 – Do Not Release; and June 4, 2020 – Do Not Release.

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

MOTION Moved by Johnson, seconded by Goldstein, to approve the salary consideration discussed during Executive Session.

Roll call vote taken. All ayes. No nays. Motion carried.

13. 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 Ruter, to adjourn.

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

The meeting adjourned at 9:09 p.m.

Respectfully submitted,

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