

Glenview Public Library Board of Trustees
MEETING MINUTES
October 15, 2020
Virtual Meeting

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

ABSENT: **Allan Ruter**
(Board)

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

GUEST: **Roleeta Nandan, 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 6:34 p.m. and the roll was called.

2. APPROVAL OF MINUTES

a. Regular Meeting of September 3, 2020

MOTION Moved by Johnson, seconded by Goldstein, to approve the minutes of the September 3, 2020 meeting.

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

b. Regular Meeting of September 17, 2020

MOTION Moved by Johnson, seconded by Goldstein, to approve the minutes of the September 17, 2020 meeting.

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

3. PUBLIC COMMENTS

None at this time.

4. APPROVAL OF WARRANTS – S. Kalfas

Trustee Kalfas reviewed the warrants for October 15, 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 Goldstein, to approve the warrants of October 15, 2020 for \$252,087.82.

Trustee Schmitt joined the meeting at 6:41 p.m.

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

5. EXAMINATION OF FINANCIAL REPORTS & STATISTICS

- a. Glenview Public Library YTD Financial Report for August 2020**
- b. August 2020 Expenses by Category**
- c. August 2020 Cash Flow Report**
- d. Cash and Investments through August 2020**
- e. August 2020 PMA Statements**
- f. COVID – 19 Expense Summary**
- g. Innovation Center and Marketplace Project Report**

Library Director Dorfman walked the Trustees through the Library's YTD Financial Reports and Statistics through August 2020. The Library has collected 75.6% of our total budgeted revenue through August. This is down slightly from last year, likely as a result of interest penalties for late payments of the second installment of property taxes, normally due August 3, will now be postponed until October 1.

Expenses are tracking down from last year as well as the Library was closed for three (3) months earlier this year due to the pandemic. The Library also has a number of unfilled open positions – so salary expenses are less than budget at this time.

COVID-19 expenses continue to increase. The September expenses include a deep clean for the entire building due to a staff member testing positive for COVID-19 as well as the purchase of additional sneeze guards and disinfecting supplies.

Library Director Dorfman presented an update on the ongoing construction project. The Library is waiting for delivery of a booth for the Teen Scene. Dorfman spoke with Dewberry Designer Beth Keppler regarding the status of the Maker Wall. Keppler reported that there was a problem with the stain; the stain did not work well with the type of wood selected for the Maker Wall. The issue has since been resolved. The Maker Wall should be delivered and installed next week. Keppler will work with Head of Facilities Mark Depa to place the furniture throughout the Library according to the original plan design. Keppler and Depa should have this completed by October 28th. Once the furniture is place and the Marker Wall is installed, the project can be closed out.

6. PRESIDENT'S REPORT

President Vega attended the Village of Glenview's Virtual Budget Workshop II on October 14. Village Finance Director Maggie Bosley presented the Library's FY2021 Preliminary Budget to the Village Trustees. Vega thought the meeting was productive. Library Director Lindsey Dorfman also attended the meeting virtually and answered several questions from the Village Trustees. Village Trustees raised the issue that the Library's FY2021 proposed Operating Expenses will exceed the Library FY2021 proposed Revenues. President Vega and Library Director Dorfman

explained to the Board that the Library's primary focus will be to get its operating expenses more in line with revenues, targeting a net zero budget next year.

Trustee Kalfas asked President Vega for an update on the Glenview Public Library Foundation. President Vega shared that the Foundation met in September and the Foundation is in the process of determining how the Foundation will operate, its structure, and how to raise funds. Kalfas asked if the Foundation has explored various fundraising options, such as a telethon or a Zoom or Facebook event, to tie into the Library's 90th Anniversary. Vega explained that the Library will be retooling the 90th Anniversary to "The Next 90 Years" theme next year. Vega explained that the Foundation is considering all options.

7. ACCEPTANCE OF STAFF REPORTS & STATISTICS

- a. Library Director's Report
- b. Statistical Reports for September 2020
- c. 2020 Implementation Plan Summary

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

Library Director Dorfman hosted her first staff Town Hall meetings last month. Dorfman shared her thoughts and listened to staff concerns. It was suggested that the Library survey the staff with regards to COVID-19 concerns. Dorfman followed up on the suggestion and put together a brief, but comprehensive survey. Staff were asked to complete the survey and the survey results have been tabulated. According to the survey, staff feel the Library is doing a good job handling COVID-19. Dorfman also asked staff what their biggest concerns were at this time. The responses were enlightening. Dorfman feels this question and the responses give the Trustees a sense of what staff are feeling and struggling with during the pandemic. Library Director Dorfman shared the responses with the Trustees prior to the meeting. Dorfman is assembling a COVID-19 team consisting of staff members to help implement some of the other suggestions made by staff.

Dorfman discussed the future use of the Library van with Department Heads. The Department Heads agreed the van should be kept and used by Library staff for outreach, homebound services and school visits. The Communications Department will work with Innovation Services Department to create a magnetic logo to be placed on the van to promote the Library.

Assistant Director Berry is working with the Departments Heads to update the Person-in-Charge Manual.

Director of Communications Hilary Gabel worked with the Innovation Services staff to repurpose several existing GPL directional signs and in the process saved the Library approximately \$2,000.

A new statistical report was added to the monthly board packet. The Limited Capacity Visit Appointments Report will give the Trustees a monthly breakdown of building usage while services are limited by day, week and month. Visits increased from August to September, in part due to adding Saturday hours.

The Implementation Plan has been updated through September. Each Department is working very hard to meet the Strategic Plan Goals this year.

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

8. BOARD COMMITTEE REPORTS

a. Public Relations and Marketing Committee

1. Report from September 16, 2020 meeting

Public Relations and Marketing Committee Chair Schmitt gave a report from the September 16, 2020 Public Relations and Marketing Committee meeting.

Director of Communications Hilary Gabel presented several video production proposals for a video focusing on the Library and its services. The video will feature the new Marketplace, the Innovation Center and other library services. The video will be used for promotion and fundraising. The project is scheduled for 2021.

- b. **Bylaws & Policies Committee**
 - 1. **Approval of Recommended Amendment to Article VI, Section 4**

Bylaws and Policies Committee Chair Goldstein presented the amendment to the Bylaws. The Committee presented the amendment last month, as changes to the Bylaws require a 30-day notice. The change will be made to Article VI, Section 4 and will read “All Library bills over \$5,000 and all checks not generated by the Village of Glenview shall be reviewed by a member of the Board prior to the meeting at which the bills are presented for payment.”

MOTION Moved by Goldstein, seconded by Johnson, to approve the Amendment to Article VI - Financial Administration - Section 4 of the Bylaws.

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

- 9. **UNFINISHED BUSINESS**
 - a. **Discussion: Proposed FY 2021 Operating Fund Budget**

Library Director Dorfman presented the Library FY2021 Operating Budget in a new format. This report includes the Library’s latest revenue projection for this year. The 2021 Budget includes the 1% COLA increase the Board approved last month. Dorfman explained that there will be a decrease in fines, fees, and copier revenue due limited services as a result of the pandemic.

Dorfman reviewed several of the expenses for next year. Printing costs will increase due to expanding the newsletter by four additional pages.

Janitorial services costs are expected to increase. Head of Facilities Mark Depa will prepare an RFP for library-wide daily cleaning services to explore possible mitigation options.

Dorfman explained that electronic resources will increase next year, to better service those patrons who prefer downloadable materials. This increase will be offset by a decrease in the books and materials budget line.

Included in the budget is an anticipated increase of \$25,000 in general liability insurance next year.

b. First 2020 Budget Amendment: Glenview Public Library Foundation Fund

Last month, the Trustees approved the transfer of \$20,000 from the Foundation to the Gift Fund. Library Director Dorfman followed up with Village Finance Director Maggie Bosley. Bosley prepared the First Budget Amendment for 2020 and the Amendment is included in the Board Packet for Trustee review and approval.

MOTION Moved by Johnson, seconded by Schmitt, to approve the First Budget Amendment to the 2020 Library Budget, which will transfer \$20,000 from Fund 825 - GPL Foundation Fund to Fund 820 – Gift Fund.

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

10. NEW BUSINESS

a. Appoint Trustee to Conduct Executive Session Review

Trustee Blanchard and Trustee Kalfas volunteered to review the Executive Session Meeting Minutes. Business Manager Klimusko will coordinate the review with Trustees Blanchard and Kalfas.

b. Acceptance of AT&T Parking Space Agreement - FY2021

Library Director Dorfman presented the AT&T Parking Space Agreement for FY2021 between AT&T and the Library. This agreement is a one-year renewal for four (4) parking spaces. AT&T will continue to allow library patrons to use the spots when

visiting the Library. The contract has not changed over prior years, other than the contract term of January 1, 2021 to December 31, 2021.

MOTION Moved by Schmitt, seconded by Johnson, to approve the AT&T Parking Space Agreement for FY2021.

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

11. OTHER

Trustee Goldstein remarked that Library Director Dorfman has submitted her goals to the Trustees for review. Goldstein asked if the Trustee would like to change the evaluation format at this time. Dorfman submitted her goals for the first 4 months and she will submit a self-evaluation next month. Goldstein wanted to make sure the Trustees are satisfied with this current process. Trustee Goldstein will collate the Trustees responses. The Trustees are encouraged to include comments and feedback, along with a numeric grade. Vega and Dorfman also agreed that her 2021 goals will be prepared and ready for Trustee review in December.

Trustee Kalfas is a strong advocate to freedom of speech and to allow people to read and watch what they choose. Netflix is presenting a movie called "Cuties" that she feels exploits children. Kalfas has cancelled her Netflix account because of this type of programming. She feels that the Library should take a stand as she feels it is a moral issue and a not political issue. She would like the Board to make a statement. Trustee Johnson would be willing to support Trustee Kalfas's suggestion to write a letter to Netflix to object to the program

President Vega does not think a letter or statement to Netflix is within the role of the Glenview Public Library Board of Trustees. Goldstein, Blanchard and Schmitt agree with President Vega.

President Vega will present the Library's FY2021 Budget to the Village of Glenview's Board of Trustees at the Village Board Meeting Thursday, November 5th. It has not been determined if this meeting will be held in person or virtually.

Library Director Dorfman asked the Trustees for feedback regarding this month's Board Packet. She explained that the October Board Packet was compiled using Adobe Pro and then uploaded to Box.com. BoardBook Premier does not offer an app for the new version of the Board Packet saving the library \$4,000 a year. The Board of Trustees had no difficulty accessing this month's board packet and agreed to the new format.

12. ANNOUNCEMENTS

None at this time.

13. EXECUTIVE SESSION

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

None at this time.

14. ADJOURNMENT

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

MOTION Moved by Johnson, seconded Schmitt, to adjourn.

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

The meeting adjourned at 7:50 p.m.

Respectfully submitted,

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