

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
6:30 P.M.
September 17, 2020**

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

ABSENT: Stella Kalfas
(Board)

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

GUESTS: Mark Depa, Head of Building & Grounds

1. CALL TO ORDER AND ROLL CALL

President Vega brought the meeting to order at 6:34 p.m. and the roll was called.

2. APPROVAL OF MINUTES

A. Regular Meeting of August 13, 2020

MOTION Moved by Goldstein, seconded by Schmitt, to approve the minutes of the Regular Meeting of August 13, 2020.

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

President Vega reordered the agenda at this time.

4. PUBLIC COMMENTS

None at this time.

5. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

A. Revenue, Expenditures and Fund Balances through July, 2020

Library Director Dorfman presented the Financial Reports and Statistics summary through YTD July 2020. The 805 Operating Fund Revenue summary was updated to reflect the comparison to the prior year's percentage of revenues collected.

The Cash Flow Balance prepared from Village Finance Director Maggie Bosley has been updated through July 2020. Based on the updated cash flow forecast, the library will remain in compliance with the Operating Fund Balance Policy through 2022. Dorfman also reviewed the Investment Balances and Expenditures through July, 2020.

B. Update re: Pro Forma Special Projects Budget

There is no change in the Pro Forma Special Projects Budget from September 3, 2020 report.

Library Director Dorfman updated the Board of Trustees regarding the delay on the installation of the Maker Wall. Dorfman spoke with Dewberry & Associates Design Consultant Beth Keppler. The contractor needs an additional three weeks to complete the components for the wall. The design wall was originally promised for September 7 and is now expected in to be delivered in early October. Dorfman will contact Poblocki to check on the status of the wall.

Dorfman reported that Keppler will return to place the furniture throughout the Library according to the original design once all of the furniture is received. The Library is waiting on the back portion of the booths in Youth Services. The Trustees would like to keep the furniture out on the floor; they asked if the Facilities Team would be able to place a sign or ribbon to indicate that certain pieces of furniture are not accessible due to social distancing restrictions.

C. Update re: COVID-19 Costs

The COVID-19 Cost Summary Report has been updated to include the most recent deep cleaning and purchase of personal protective equipment. Library Director Dorfman stated that the Library plans to apply for the Cook County Covid-19 Grant.

Trustee Kalfas joined the meeting via conference call at 6:50 p.m.

3. APPROVAL OF WARRANTS – S. Kalfas

Trustee Kalfas reviewed the warrants for September 17, 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 Schmitt, to approve the warrants of September 17, 2020 for \$249,303.76.

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

Trustee Kalfas left the meeting at 6:55 p.m.

6. PRESIDENT’S REPORT

President Vega updated the Board regarding the Library’s 2021 Budget Presentation to the Village. Vega met with Village Board President, Jim Patterson, on Sunday. Patterson mentioned to Vega that the November 3rd Village Board Meeting may be held in person. The Village Budget Workshop scheduled for October 14th will be virtual.

Vega has begun working on the Library’s FY2021 Budget Presentation. The presentation will highlight the Library’s achievements for 2020 including the several special projects that were completed on time and on budget. She will also include the Library’s response to COVID-19 – including the number of materials checked out, the number of digital downloads, and virtual program attendance. Vega will state that the Library is not requesting a levy increase, although revenue is expected to be lower in 2021 and operating expenses will increase slightly.

7. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

- Library Director’s Report
- Statistics for July 2020
- 2020 Implementation Plan
- Report from Associated Technology Partners

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

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

8. COMMITTEE REPORTS

A. Building & Grounds Committee

1. Report from August 6, 2020 Meeting

Building and Grounds Committee Chair Johnson reviewed the meeting of August 6, 2020. He noted that the Innovation Center, Marketplace and parking remediation projects were completed on time and on budget.

Chair Johnson turned the meeting over to Head of Facilities Mark Depa. Depa distributed several handouts. Depa explained that the concrete pavers surrounding the library are beginning to deteriorate and pose a trip and fall hazard. Depa has included photos of the deterioration. He has met with two contractors. Each contractor suggested a phased approach to replacing the pavers. Phase one would address the east side and east entrance for a cost of \$78,000. If the library agrees to reuse 70% to 80% of the blue slate tiles, the cost of the repairs would be reduced to \$54,000 for phase one. Phase two would include the south side of the building and would cost \$99,000; if the library were to reuse blue slate tiles, that cost would be reduced to \$63,000. Depa suggested that phase one work be completed in 2021, and phase two in 2022. If necessary, this project could extend over three or four phases.

Depa gave a brief recap of the parking lot remediation project. The total cost of the remediation project is \$185,000, which included \$4,300 in change orders. This cost does not include the repairs to the parking deck planters. Weiss, Janey and Elsner will prepare a proposal to address the planter issue next year.

Lastly Depa addressed the pass-through on Glenview Road where people cut through the yews. The cost to install a fence/railing would run approximately \$29,000. The Village suggests that the Library install additional landscaping and signage.

9. UNFINISHED BUSINESS

A. 2021 Budget Discussion

Library Director Dorfman prepared a summary of local library salary increases for Fiscal Year 2021. Also included in the Board Packet is the Salary Increase Chronology for the GPL, GPL Budget History from 2016 through 2020, and the FY2021 Proposed Budget Scenario Summary. Dorfman walked the Trustees through each of the spreadsheets.

MOTION Moved by Johnson to approve a 2.5% salary increase pool consisting of a 1.0% COLA increase and 1.5% merit increase for FY2021.

Trustee Ruter would like to propose a 1.5% salary increase pool consisting of a 1.0% COLA increase and .5% merit increase for FY2021.

President Vega feels the Board did the right and responsible thing throughout the pandemic with the staff stay at home order. She proposes a salary increase of 1% to reflect the Cost of Living Adjustment in the Chicagoland area.

MOTION Moved by Ruter, seconded by Goldstein to approve a salary pool of 1.5% increase consisting of a 1.0% COLA and a .5% merit increase.

Trustee Ruter suggested that staff be awarded additional personal days in 2021. Full time staff would be awarded two additional personal days for 2021 and part time staff would be awarded one prorated personal day for 2021.

The Trustees further discussed the proposals of 1% and 1.5% salary increases. President Vega favors a 1% increase with the additional personal days. Trustee Blanchard agreed with the 1% increase and the additional time off. Trustee Schmitt is in favor of the 1% COLA.

MOTION Moved by Ruter, seconded by Goldstein, to amend his original proposal, to approve a 1% COLA salary increase for FY2021.

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

MOTION Moved by Ruter, seconded by Schmitt, to award two additional personal days to full-time staff and one prorated personal day for part-time staff for calendar year 2021.

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

President Vega thanked the Trustees for their contribution to this discussion. She understands that staff may be expecting more. She would like to express the Board's appreciation to the staff. To that end, President Vega will write a letter to staff, expressing the Trustees' appreciation and gratitude for their work during this

difficult year.

10. NEW BUSINESS

A. Discussion: Foundation Review

Business Manager Klimusko prepared several spreadsheets, as requested by President Vega, regarding donations to the Glenview Public Library Foundation and Foundation expenditures from 2016 through 2020. Currently there is a balance in the Foundation account of approximately \$50,000. The Trustees discussed how much should remain in the account for Foundation use and how much to transfer back to the library.

MOTION Moved by Vega, seconded by Johnson, to transfer \$20,000 from Fund 825 – GPL Foundation to Fund 820 – Gift Fund.

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

11. OTHER

Trustee Ruter remarked that he thought the Lobby art installation is great. He asked Library Director Dorfman to pass on his thanks to Director of Communications, Hilary Gabel, on the installation. The Library collaborated with the Glenview Art League this summer on this display. The theme focused on “Reading is Timeless” and participants were supplied with 6”x 6” canvases.

The library’s board packet software – BoardBook - was recently updated to a new version. Library Director Dorfman asked Trustees what they thought about the electronic board packet software. Several trustees mentioned that they could no longer view the board packet in QuickView. Several trustees like to download the entire packet as one document. Dorfman offered to research other electronic board packet software. She will report back to the Trustees at next month’s board meeting.

Village Finance Director, Maggie Bosley, worked with Library Board President Vega, Library Director Dorfman, and Business Manager Klimusko on the 2021 Preliminary Library Budget Workshop Presentation. Library Director Dorfman distributed a copy of the presentation to the Trustees at this time. Vega explained that there will be no tax increase for 2021 and the numbers will be finalized in the next few weeks. President Vega reordered the agenda at this time.

13. ANNOUCEMENTS

The Village Budget Workshop II will be held on October 14, 2020. Village Finance Director Maggie Bosley will present the Library's preliminary FY2021 budget at the workshop.

Trustee Goldstein announced that she would not run for reelection in 2021.

MOTION Moved by Johnson, seconded by Schmitt, to move to Executive Session per section 2(c)(1) of the Open Meetings Act – Personnel.

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

The meeting returned to open session at 8:50 p.m.

MOTION Moved by Vega, seconded by Schmitt, to award a one-time bonus as discussed during Executive Session.

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

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 by Schmitt, to adjourn.

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

The meeting adjourned at 8:50 p.m.

Respectfully submitted,

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