

GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
September 3, 2020
6:30 p.m.

PRESENT: Tom Blanchard Wendy Goldstein M. David Johnson
(Board) 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: Maggie Bosley, Finance Director, Village of Glenview

1. CALL TO ORDER AND ROLL CALL

President Vega brought the meeting to order at 6:35 p.m. and the roll was called.

President Vega asked the Trustees to wear their masks throughout the meeting and reminded the Trustees that they may call in if they are uncomfortable meeting in person.

2. APPROVAL OF MINUTES

A. Regular Meeting of July 16, 2020

MOTION Moved by Johnson, seconded by Schmitt, to approve the minutes of the Regular Board Meeting of July 16, 2020 as amended.

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

3. PUBLIC COMMENTS

None at this time.

4. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

A. Revenues, Expenditures and Fund Balances through June 2020

President Vega commented on financial reports. Vega was highly complementary of the new financial statement format and thanked Library Director Dorfman and Business Manager Klimusko for the work they put into preparing the new format. Library Director Dorfman thanked Village Finance Director, Maggie Bosley, for all of the time she has spent with Dorfman reviewing the Library's financial statements and the budget process.

Library Director Dorfman walked the Trustees through the Year-to-Date June 2020 financial statements.

Trustee Ruter commented on the amount of revenue collected through property taxes. Property Taxes collected through August are at 87% of budget; last year at this time, taxes collected were at 97% of budget. Village Finance Director Bosley is closely monitoring property tax collections and will continue to provide the most up-to-date information to the Library.

B. Update re: Pro Forma Special Projects Budget – June 2020

The Pro Forma Special Projects Budget report was retooled. Library Director Dorfman explained that this format should give the Trustees a better idea of where the project stands through August 31st. The projection includes a savings in legal fees, equipment, and project contingency.

The Trustees discussed the Glenview Public Library Foundation. Trustee Ruter and President Vega requested that a summary of GPL Foundation revenues and expenses be prepared for the September 17 Board Meeting.

C. Update re: COVID-19 Costs

A summary of COVID-19 related costs through August 2020 was included in the Board Packet for Trustee review.

D. 2020 End of Year Projections

Library Director Dorfman presented the 2020 year-end projection. The projection will be updated and presented to the Trustees on a quarterly basis. Dorfman highlighted a few of the line items and noted that the Library should come in

approximately \$180,000 under budget.

President Vega reordered the agenda at this time.

8. NEW BUSINESS

A. Presentation by Village Finance Director Bosley re: 2019 CAFR

Village Finance Director Maggie Bosley presented the 2019 Comprehensive Annual Financial Report (CAFR). Baker, Tilly, Virchow, Krause, LLP, completed the annual audit and found that as of December 31, 2019, the 2019 Financial Statements fairly presents the financial position of the Village of Glenview and the Glenview Public Library. This year's audit was conducted virtually due to the pandemic. Library Director Dorfman expressed her thanks for all the work staff put in to support a virtual, independent audit. The Village and Library received a clean and unmodified audit report.

Bosley summarized the Library's ending Operating Fund Cash Balance at December 31, 2019 at \$4,587,477. This balance is well within the Library's Cash Balance Policy of maintaining two (2) months of operating expenditures on hand at any given time. Revenue for 2019 totaled \$7,893,917 and expenditures totaled \$6,987,283. Transfers into the Operating Fund totaled \$150,828 and funds transferred out of the Operating Fund totaled \$217,122. The transfer was made from the Operating Fund to the Library's Capital Repair and Replacement Fund. Bosley also reviewed the Library's Gift Fund balances at December 31, 2019. The 2019 CAFR document can be found on the Village's website at: <http://www.glenview.il.us>.

Bosley announced that the Village Budget Workshop II, originally scheduled for October 1st, has been rescheduled to October 14th. The Library's Preliminary FY2021 Budget will be presented at this workshop and this will be a virtual meeting.

President Vega thanked Village Finance Director Bosley for the presentation of the 2019 CAFR.

5. PRESIDENT'S REPORT

None at this time.

6. UNFINISHED BUSINESS

None at this time.

7. Committee Reports

A. Bylaws & Policies Committee

1. Report on Meeting of August 20, 2020

Chair Goldstein reviewed the meeting of August 20, 2020. The Committee discussed the policy for programs for children and the policy on unattended children. Library Director Dorfman would like the Department Heads to review the two policies and see if the policies could be combined into one document. Once the Management Team has reviewed the policy, Library Director Dorfman will send it to the Bylaws & Policies Committee for their review and edits. Once completed, the policies will be presented to the Trustees for approval. The Committee is working on a timetable for reviewing and updating policies that have not been recently reviewed.

2. Approval of Bylaws Amendment – Electronic Attendance at Meetings

MOTION Moved by Committee to approve the Amendment to the Glenview Public Library Bylaws regarding Electronic Attendance at Meetings.

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

3. Notification of Bylaws Amendment – Review of Warrants

The Bylaws and Policies Committee is giving the Board of Trustees a 30-day notice of changes to the Bylaws relating to the review of warrants. This amendment will be approved in October and will be in effect as of the November Board meeting.

4. Review and Approval of Telework Policy

Committee Chair Goldstein gave a brief overview of the Telework Policy. Library Director Dorfman explained that Assistant Director Berry did a considerable amount of research regarding this policy and had been working on a telework policy prior to the COVID-19 pandemic. The policy became even more relevant due to the pandemic. The policy will allow staff to work from home if their position allows them to do so.

Library Director Dorfman explained a recent situation within the Reader Services Department. A staff member called in sick with COVID - 19 - like symptoms. Dorfman called IDPH and was instructed to conduct contact tracing within the

Reader Services Department to determine which staff the sick staff member had contact with. Based on protocol, Dorfman sent the relevant Reader Services staff home (approximately 50%). With the Telework Policy in place, fewer staff members would have had contact with other staff members if they were able to work from home. The policy has been reviewed by the Library Attorney Mike Roth and the Management Team.

MOTION Moved by Committee to approve the Telework Policy as amended by the Trustees.

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

5. Approval of Meeting Minutes from October 14, 2019

MOTION Moved by Johnson, seconded by Goldstein, to approve the minutes from the Bylaws & Policies Committee Meeting from October 14, 2019.

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

6. Approval of Meeting Minutes from February 5, 2020

Moved by Johnson, seconded by Goldstein, to approve the minutes from the Bylaws & Policies Committee Meeting of February 5, 2020.

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

B. Executive Search Committee

1. Approval of Meeting Minutes from March 4, 2020

MOTION Moved by Johnson, seconded by Schmitt, to approve the minutes of the Executive Search Committee Meeting of March 4, 2020.

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

C. Public Relations & Marketing Committee

1. Report on Meeting of July 22, 2020

Chair Schmitt reported on the July 22nd Public Relations and Marketing Committee meeting. The Committee has asked Director of Communications, Hilary Gabel, to

obtain quotes for the production of a video highlighting the Library and its services to the community.

2. Approval of Meeting Minutes from March 1, 2020

MOTION Moved by Schmitt, seconded by Ruter, to approve the minutes from the Public Relations & Marketing Committee Meeting of March 14, 2020.

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

D. Building & Grounds Committee

1. Report on Meeting of August 6, 2020

Committee Chair Johnson gave a short summary of the Building & Grounds Committee meeting held on August 6th.

2. Approval of Meeting Minutes from February 14, 2020

MOTION Moved by Schmitt, seconded by Johnson, to approve the minutes from the Building & Grounds Committee Meeting of February 14, 2020.

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

E. Strategic Planning Committee Meeting

1. Approval of Meeting Minutes from January 21, 2020

MOTION Moved by Ruter, seconded by Vega, to approve the minutes of the Strategic Planning Committee Meeting from January 21, 2020.

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

8. NEW BUSINESS

B. Discussion of Department Head Budgets

The Trustees reviewed the summary of those special projects or circumstances for 2021 budget.

C. Salary Projections

Library Director Dorfman put together several documents for the Trustees' review and consideration as they determine the salary increase pool for 2021. The first document was the Cost of Living Increase for the Chicago area. The COLA for 2020 is 1%.

The second document is a summary of salary recommendations from Consultant Lynne Peters for 2021. The Board approved two of the recommendations in August that were not salary related. Library Director Dorfman would like the Board to consider the other recommendations. The cost associated with those recommendations, which are job reclassifications, totaled approximately \$33,000.

The third document is from the Illinois Library Association – Serving our Public 4.0 – Standards for Illinois Public Libraries. ILA suggests that personnel-related expenses should not exceed 70% of the Library's total operating costs per year.

Another document Library Director Dorfman put together was comparative salary data from the Library's 2018 IPLAR Report, which is the most current information available. Dorfman selected area libraries that have a similar size with regard to GPL's population and budget. Dorfman also presented the average cost per FTE.

D. 2021 Proposed Budget

Library Director Dorfman presented several different budget scenarios for Board consideration. She presented a 2021 Budget with no salary increases, a 2.0% salary increase, 2.5% salary increase, 3.0% salary increase and a 3.5% salary increase, as well as a 2021 Budget that includes special circumstances as well as the same salary increases. President Vega noted that the Library's 2021 Operating Budget is greater than the 2021 Budget Revenues, even if there is no salary increase [in large part due to the pandemic].

Trustee Ruter would like to see this summary revised for the next Board meeting to include 1%, 1.5%, 2.0% and 2.5% salary increases, and to include the special circumstances.

9. OTHER

The Library will be open Saturdays starting September 19th and will be open from 9:00 a.m. to 5:00 p.m.

The Glenview Park District, in conjunction with School District 34, is hosting an alternative learning program for those students who require a more structured classroom environment during the pandemic. One POD is currently meeting in Community Room East and the program seems to be going well.

10. EXECUTIVE SESSION

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

None at this time.

11. ANNOUNCEMENTS

The next Board Meeting will be held on Thursday, September 17th in the Community Room and will begin at 6:30 p.m.

Assistant Director Berry has not received the annual Per Capita Grant assignments from the State of Illinois yet and hopes to have an update at the October Board Meeting.

12. 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.

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

The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Tom Blanchard, Secretary
Glenview Public Library Board of Trustees