

**Glenview Public Library Board of Trustees Meeting**  
**MINUTES**  
**December 15, 2022**  
**Conference Room – 6:30 p.m.**

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

**PRESENT:** Ruth Rosenblum  
**(Virtually)**

**ABSENT:** Winifred Clonts

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

**GUESTS:** Michael Call  
Tara Call, League of Women Voters  
Jeremy Omus, GBS Student  
Kyle Mills, GBS Student

**1. CALL TO ORDER AND ROLL CALL**

President Pro Tem Blanchard called the meeting to order at 6:36 p.m. and the roll was called.

**2. APPROVAL OF THE MINUTES**

a. Regular Meeting of November 17, 2022

**MOTION** Moved by Trustee Ruter, seconded by Trustee Johnson, to approve the minutes of November 17, 2022, as revised.

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

**3. PUBLIC COMMENT**

None at this time.

**4. APPROVAL OF THE DECEMBER 2022 WARRANTS**

- a. Warrant Summary
- b. Warrants Greater than \$5,000

Trustee Johnson reviewed the warrants for December 15, 2022, and listed those warrants and invoices greater than \$5,000.00.

**MOTION** Moved by Trustee Johnson, seconded by Trustee Ruter, to approve the Warrants for December 15, 2022, in the amount of \$407,181.57.

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

**5. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS**

- a. Fund Income Statements October 2022
- b. October 2022 Cash Flow Report
- c. Cash and Investment Balances

Business Manager Klimusko reported revenue through October is \$4,934,916.86 or 58.52% of the library's 2022 budgeted revenue. Property tax revenue collected to date is \$4,463,057.77 or 54.10% of budgeted property tax revenue.

October YTD expenditures total \$6,000,495.31 or 70.09% of the budget. The cash balance at the end of October is \$3,681,140 and Cash & Investments total \$5,625,078.24.

**6. PRESIDENT'S REPORT**

None at this time.

## **7. LEGISLATIVE REPORT**

**None at this time.**

## **8. FOUNDATION UPDATE**

**None at this time.**

## **9. ACCEPTANCE OF STAFF REPORTS AND STATISTICS**

- a. Library Director's Report**
- b. Statistical Summary**

**WBEZ reporter Adora Namigadde interviewed Library Director Dorfman yesterday for an article she is writing regarding censorship. The interview will be part of a news report that will include interviews with staff from the Chicago Public Library and the Lincolnwood Public Library. Dorfman explained that Chicago Public Library is a sanctuary library and makes a point of including banned books in its collection. Lincolnwood Public Library has received a number of book challenges recently. While GPL is not a sanctuary library, staff are working to educate the community about banned books and the Library's collection development plan goal is to offer a diverse collection.**

**The Library's new website went live for patron preview last week. The process is going well and staff are helping patrons log in and navigate the new site.**

**The Glenview History Center project is moving forward. The Village shared a draft of the agreement and Dorfman will share the agreement with the Board next month. The Village's 2023 budget was passed and it includes \$200,000 allocated for the History Center.**

**Material Services Director Karen Kee has received approval for the Library to become a passport acceptance facility.**

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

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

**10. COMMITTEE REPORT**

- a. Strategic Planning Committee Update
  - i. Approval of 2023 Strategic Objectives

The Strategic Planning Committee met earlier this week to review the Strategic Objectives for 2023. Committee Chair Vega is pleased with the Strategic Objectives for 2023 and recommends Board approval.

**MOTION** Moved by Committee to approve the 2023 Strategic Objectives.

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

**11. UNFINISHED BUSINESS**

None at this time.

**12. NEW BUSINESS**

- a. Adoption of 2023 Compensation Structure

Library Director Dorfman presented the Library's salary structure for FY 2023. She explained that she worked with HR Source earlier this year to incorporate the library's new department structure, as well as new job titles resulting from the restructure. HR Source's salary structure recommendation came in lower than the library's current structure implemented in 2020. Library Director Dorfman has revised HR Sources salary structure to better meet the needs of the library for 2023.

**MOTION** Moved by Trustee Johnson, seconded by Trustee Ruter, to adopt the 2023 Compensation Structure as presented.

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

**b. Approval of Full and Part-time Salaries for FY 2023**

The Board reviewed the full time and part time salaries for FY 2023 and agreed there was no need for a vote. Salaries are included in the FY2023 Operating Budget and will be approved accordingly.

**c. Adoption of the Amendment to the 2022 Special Reserve (Fund 830) Budget**

Library Director Dorfman presented an issue analysis regarding the 2022 Special Reserve Fund. The façade project came in greater than we budgeted, and there have been some HVAC issues that needed to be addressed this year. Dorfman is requesting a budget amendment at this time.

**MOTION** Moved by Trustee Vega, seconded by Trustee Schmitt, to adopt the Budget Amendment to the 2022 Special Reserve Fund 830 in the amount of \$85,445.00.

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

**d. Review of the 2023 Special Reserve (Fund 830) Budget**

Library Director Dorfman reviewed Special Reserve expenditures for 2022 and a preview of the planned Special Reserve expenditures for 2023. This review is normally completed by the Building and Grounds Committee, however due to illness, the Committee was not able to meet, and the review will be done this evening.

**e. Adoption of 2023 Special Fund Budgets**

**MOTION** Moved by Trustee Johnson, seconded by Trustee Ruter, to approve the 2023 Miscellaneous Budgets as follows:

Fund 810 – Friends of the Glenview Library in the Amount of \$116,225.00.

Fund 820 - Gift in the amount of \$124,345.00;

Fund 825 – GPL Foundation in the amount of \$6.00;  
Fund 830 – Special Reserve in the amount of \$485,957.00; and  
Fund 850 – Debt Service in the amount of \$679,219.00.

Trustee Ruter requested that the minutes include a note that he is supportive of Library Director Dorfman’s work with the Friends and the Foundation for transparency in their organization’s financials.

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

**f. Adoption of the 2023 Operating Budget**

**MOTION** Moved by Trustee Johnson, seconded by Trustee Schmitt, to approve the FY2023 Operating Budget in the amount of \$8,682,648.00.

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

**g. Approval of 2023 Parking Easement Contract with AT&T**

**MOTION** Moved by Trustee Johnson, seconded by Trustee Schmitt, to table the approval of the 2023 Parking Easement Contract with AT&T until next month.

Voice vote taken. No nays. Motion carried.

**h. Approval of 2022/2023 General Liability and Workers’ Compensation Coverage**

**MOTION** Moved by Trustee Johnson, seconded by Trustee Vega, to approve the 2022/2023 General Liability and Workers’ Compensation coverages in the amount of \$84,130.73.

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

- i. **Review of and Discussion of Serving Our Public 4.0 Standards for Illinois Public Libraries**

Library Director Dorfman and library administration reviewed *Serving our Public 4.0 Standards for Illinois Public Libraries* this fall. An annual review is required by State of Illinois statute and the checklist is included in the Board Packet. During the review, Library Director Dorfman noted staff are currently working on emergency procedures and plan for next year.

- j. **Adoption of 2023 Board Meeting Schedule**

**MOTION** Moved by Trustee Johnson, seconded by Trustee Ruter, to approve the 2023 Board Meeting Schedule.

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

- k. **Adoption of 2023 Closed Dates**

**MOTION** Moved by Trustee Johnson, seconded by Trustee Vega, to approve the 2023 Closed Dates, as amended.

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

### 13. **OTHER**

- a. **January Board Meeting – Wednesday, January 25, 2023**

### 14. **ANNOUNCEMENTS**

- a. **January Warrants – Allan Ruter**
- b. **February Warrants – Kathy Vega**
- c. **New Website Launch - January 11, 2023**

**MOTION** Moved Trustee Ruter, seconded by Trustee Schmitt, to move to Executive Session, Per Section 2(c)(1) of the Open Meetings Act – Personnel.

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

**The meeting moved to Closed Session at 7:55 p.m.**

**15. EXECUTIVE SESSION**

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

**The meeting returned to open session at 8:13 p.m.**

**MOTION Moved by Trustee Johnson, seconded by Trustee Ruter, to approve 2022 bonuses, as discussed in Executive Session.**

**Roll call vote taken. Trustee Blanchard, Trustee Johnson, Trustee Ruter, Trustee Schmitt, Trustee Vega, and Trustee Rosenblum voted ayes. No nays. Motion carried.**

**16. ADJOURNMENT**

**There being no additional business to be brought before the board, President Pro Tem Blanchard requested a motion to adjourn.**

**MOTION Moved by Trustee Johnson, seconded by Trustee Ruter, to adjourn.**

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

**The meeting adjourned at 8:15 p.m.**

**Respectfully submitted,**

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