

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES**

**A G E N D A**

**Meeting Date: March 19, 2020**

**6:30 PM**

**Glenview Public Library**

**Conference Room**

Public participation is encouraged. The public may comment on the agenda items or sub-items marked with an asterisk (\*). If you wish to comment on a given item or sub-item, please fill out a Public Participation Request and place it in the box before the start of the meeting. Please fill out a separate form for each item or sub-item you wish to address. Your comments will be limited to a maximum of three minutes on any given item or sub-item.

Members of the public may also make comments, regarding items not on the regular agenda, at the point on the agenda labeled Public Comments. Such comments will also be limited to a maximum of three minutes each.

In addition, members of the public may also make longer presentations, regarding items not on the regular agenda, at the point on the agenda labeled Public Presentation. These shall be scheduled by pre-arrangement with the Library Director two weeks in advance of the meeting at which the presentation is to be made. Such presentations shall be limited to a maximum of 10 minutes each. A maximum of one presentation per meeting will be allowed, and such presentations will be scheduled on a first-come/first-serve basis.

1. **Call to Order & Roll Call**
2. **Approval of Minutes**
  - \* (a) **Regular Meeting of February 20, 2020**
3. **\* Public Comments**
4. **Foundation Update – K. Vega**
5. **\* Approval of Warrants – A. Ruter**
6. **Examination of Financial Reports and Statistics**
  - \* (a) **Revenues, Expenditures and Fund Balances through January 2020**

- (b) Update re: Pro Forma Special Projects Budget – March 2020
- 7. \* President’s Report
- 8. Acceptance of Staff Reports and Statistics
  - (a) Library Director’s Report
  - (b) Statistics for February 2020
  - (c) Electronic Statistics for February 2020
  - (d) Library Website Electronic Usage
  - (e) MyPC Reservation Service
  - (f) Inter Library Loan
  - (g) Monthly Vending Summary from Mark Vend
  - (h) Drive-Up Window Usage
  - (i) Staff Reports
    - i) Assistant Director
    - ii.) Head of Circulation
    - iii.) Director of Communications
    - iv.) Information Technology
    - v.) Head of Reader Services
    - vi.) Head of Reference Services
    - vii.) Head of Technical Services
    - viii.) Head of Youth Services
  - (j) Report from Associated Technology Partners
  - (k) Press Releases
  - (l) Miscellaneous Speak Ups
  - (m) Correspondence
- 9. Committee Reports
  - (a) Public Relations & Marketing Committee
    - i.) Report on Meeting of March 13, 2020
  - (b) Ad Hoc Executive Search Committee
    - i.) Report on Meeting of March 4, 2020
    - ii.) Approval of Minutes of March 4, 2020 Meeting
- 10. \* Unfinished Business
- 11. \* New Business
  - (a) Introduction of Deanna Musurlian, Head of Innovation Services
  - (b) Acceptance of Coffee Cart Proposal from Viator Coffee Services

- (c) **Implementation Plan Update**
  - (d) **Report on Marketplace and Innovation Center Projects**
  - (e) **Discussion re: Library Protocols Relating to COVID-19**
  - (f) **Approval of Contract with John Keister & Associates**
  - (g) **Approval of Enrollment in New Wellness Program with Village of Glenview**
  - (h) **Discussion re: Maker Wall Design**
- 12. \* Other**
- 13. Announcements**
- 14. Executive Session**
- (a) **Per Section 2(c)(1) of the Open Meetings Act – Personnel**
- 15. Adjournment**