

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
April 18, 2019**

<b>PRESENT (Board)</b>	<b>Wendy Goldstein John Miller Carol Schmitt</b>	<b>M. David Johnson Allan Ruter Kathy Vega</b>
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**(Via Conference Call) Stella Kalfas**

<b>STAFF (Present)</b>	<b>Vickie L. Novak, Library Director Jane Berry, Assistant Director Christine Klimusko, Business Manager</b>
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<b>GUESTS</b>	<b>Roleeta Nandan, League of Women Voters Doug Pfeifer, Dewberry &amp; Associates Linda Burns, Head of Reader Services Rich Kalinski, Head of Information Technology Teri Room, Head of Technical Services Jean Sanders, Head of Reference Services</b>
<b>(Via Conference Call)</b>	<b>Hilary Gabel, Director of Communications</b>

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

**President Ruter called the meeting to order at 6:32 p.m. and the roll was called.**

**President Ruter re-ordered the agenda at this time.**

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

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

**Director of Communications Hilary Gabel joined the meeting via conference call at this time.**

**The meeting moved to Closed Session at 6:35 p.m.**

**13. Executive Session**

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

The meeting returned to Open Session at 6:42 p.m.

**MOTION** Moved by Schmitt, seconded by Goldstein, to approve the request to change the Communications Project Coordinator from part-time to full-time.

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

President Ruter reordered the agenda at this time.

**2. APPROVAL OF MINUTES**

- (a) Regular Meeting of March 21, 2019**

**MOTION** Moved by Goldstein, seconded by Vega, to approve the Minutes of the Regular Board Meeting of March 21, 2019, as presented.

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

**3. PUBLIC COMMENTS**

None at this time.

President Ruter reordered the agenda at this time.

**6. PRESIDENT'S REPORT**

Library Director Novak and President Ruter will review last year's budget calendar and prepare the calendar for the FY2020 budget cycle. President Ruter asked the Trustees to please let Library Director Novak of any firm travel dates you may have for this summer and fall.

President Ruter reordered the agenda at this time.

**4. APPROVAL OF WARRANTS – J. Miller**

Trustee Miller reviewed the Warrants for March 21, 2019. He found them to be in

order and itemized those warrants and checks greater than \$5,000.00.

**MOTION** Moved by Miller, seconded by Schmitt, to approve the Warrants for April 18, 2019 in the amount of \$250,952.43.

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

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

**(a) Revenues, Expenditures and Fund Balances through February, 2019**

Library Director Novak reviewed the year to date financial reports through February, 2019. Fund balances are trending positively. Cash and Investments on hand represent 58.60% of budget, up slightly from the previous month.

There has been a bit more activity in the revenue line this month. A total of 13.6% of the projected annual revenues have been received in February. The most significant amounts are in the Current Property Taxes, Library Fines and Investment Income.

Department expenditures are still light, as might be anticipated this early in the fiscal year. Administration has spent the least of its total budget with 5.97% expended. Building and Grounds Maintenance has spent the most at 12.4%.

The highest total expenditures for the month of February are from the Personnel line with 10.1% spent. The lowest amount of funds expended is from Other Charges, with expenditures of 0.3%. An aggregate total of 6.5% of Appropriated Funds has been spent through February. Appropriated Funds includes the library's Operating Budget, as well as the Gift Fund, the Capital Contribution Fund, the Capital Reserve Fund and the Debt Service and Bond and Interest Funds.

**(b) Update re: Operational Fund Balances – C. Klimusko**

Business Manager Klimusko reviewed the Library's Revenue and Miscellaneous Revenues Funds through February, 2019. Klimusko walked the Trustees through the MUNIS revenue reports.

**(c) Revised Pro Forma Special Projects Budget – April, 2019**

Library Director Novak noted that there was very little activity this month. Revenue is slightly higher due to several small donations.

President Ruter reordered the agenda at this time.

10. NEW BUSINESS

(a) Introduction of Jean Sanders, Head of Reference

Library Director Novak introduced Jean Sanders, the new Head of Reference Services. The Trustees introduced themselves. Sanders gave the Trustees a brief overview of her professional background and stated that she is pleased to be at the Glenview Library and is looking forward to being back in the Chicago area.

Trustee Kalfas joined the meeting via conference call at this time.

(b) Presentation from Dewberry re: Marketplace and Innovation Center  
i.) Review and Provide Input on Project Progress for the Marketplace and Innovation Center

Doug Pfeiffer presented the latest version for the design concepts for the Marketplace and Innovation Center. His presentation included floorplans and 3D renderings highlighting improved traffic flow throughout the Library's first floor. Pfeiffer walked the Trustees through the Marketplace, explaining which collections will be relocated to the second floor. He also walked the Trustees through the 5 zones – Learning, Production, Make, Planning and Fab - in the Innovation Center.

The Innovation Center will include monitors on the walls for instruction and information. Movable storage, white boards and a “wet works” area will be located in the space. Furniture will be on casters, allowing flexibility within the Innovation Center.

Pfeiffer is comfortable with the timeline and the budget he originally presented to the Board last year. He feels that even though several additional areas will be transformed that were not included in his original proposal, the project should come in close to the originally projected number.

It was suggested that the second floor carpeting be replaced prior to moving the Periodicals and World Languages collections to the second floor. This would eliminate the need to “touch” the collection twice, saving time and money. This will be taken into consideration when looking at moving options.

- (c) Approve Contract Amendment Authorizing Dewberry to Proceed with Next Phases of the Project

**MOTION** Moved by Johnson, seconded by Schmitt, to authorize Dewberry to proceed with Item 3 - Furniture Selection + Design Documentation; Item 4 – Final Phasing Strategy; Item 5 – Bidding and Contract Negotiations; Item 6 – Carpet Replacement Project Management; Item 7 – Construction Contract Administration; and Item 8 – Move Management, as presented in the Dewberry Contract Amendment dated April 11, 2019.

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

- 7. Acceptance of Staff Reports and Statistics
  - (a) Library Director’s Report
  - (b) Statistics for March, 2019
  - (c) Electronic Statistics for March, 2019
  - (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

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

Voice vote taken. All ayes, no nays. Motion carried.

**8. Board Committee Reports**

**(a) Strategic Planning Committee**

**i.) Report on Consultant Search – A. Ruter**

The Strategic Planning Committee met Thursday, April 11, 2019 to interview three finalists that submitted proposals regarding the revitalization of the Library’s Foundation. The three companies were Millennia Consulting, Fast Forward Libraries and KEES (Kistner Eddy Executive Services). The Committee has reached a consensus and is recommending that the Library Board move forward with KEES. The Committee feels that KEES has the right combination of skills, experience and strategy.

**ii.) Authorization to Proceed with Contract to Engage Foundation Consultant**

**MOTION** Moved by Vega to move forward with contract negotiation with KEES.

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

**(b) Building & Grounds Committee**

**i.) Approval of Minutes of April 2, 2019 Meeting**

**MOTION** Moved by Johnson, seconded by Miller, to approve the Minutes of the Building & Grounds Committee meeting of April 2, 2019.

Voice vote taken. Johnson and Miller voted aye. Ruter abstained. Motion carried.

**ii.) Report on Meeting of April 2, 2019**

The Building and Grounds Committee met on Tuesday, April 2<sup>nd</sup>, to review proposals from three design and engineering firms that were tasked to review the water issues in the parking deck. The Committee reviewed proposals from Desmen Design Management, WJE (Wiss, Janney, Elstner Associates Inc.) and WGI, Inc.

The Committee asked WJE to expand upon their proposal, in order for the Committee to have comparable proposals to review. WJE did as they were requested and their

proposal came in \$2,000 less than the next closest bidder. The Committee has reached a consensus and recommends that the Library retain the services of WJE to assess the site, perform field testing, summarize their findings and prepare a remediation strategy, in order for the Library to move forward to make the needed repairs to the parking structure.

- iii.) Approve Recommendation re: Contractor to Perform Parking Lot Analysis

**MOTION** Moved by Johnson to approve the hiring of WJE.

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

**10. NEW BUSINESS**

- (d) Progress Report – Implementation Plan

The 2019 Implementation Plan Progress Report through April, 2019 was included in the Board Packet.

**9. UNFINISHED BUSINESS**

None at this time.

**11. OTHER**

None at this time.

**12. ANNOUNCEMENTS**

- a. LACONI Trustee/Administration Banquet – Friday, May 10, 6:00 PM at Hotel Arista in Naperville, IL

**14. ADJOURNMENT**

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

**MOTION** Moved by Vega, seconded by Goldstein, to adjourn.

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

**The meeting adjourned at 9:00 p.m.**

**Respectfully submitted,**

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