

GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
Budget and Finance Committee Meeting
MINUTES
August 13, 2019

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

ABSENT: Stella Kalfas Allan Ruter
(Board)

STAFF: Vickie L. Novak, Library Director
Jane Berry, Assistant Director
Christine Klimusko, Business Manager

GUESTS: Linda Burns, Head of Reader Services
Mark Depa, Head of Facilities
Hilary Gabel, Director of Communications
Richard Kalinski, Consultant, Associated Technology Partners
Karen Kee, Head of Circulation
Barbara Littlefield, Head of Youth Services
Teri Room, Head of Technical Services
Jean Sanders, Head of Reference Services

1. CALL TO ORDER AND ROLL CALL

President Vega called the meeting to order at 6:01 p.m. and the roll was called.

2. PUBLIC COMMENTS

None at the time.

3. DEPARTMENT HEAD PRESENTATIONS

- a. Administration – 0991
 - i.) Library Director

Library Director Novak presented the Administration Department’s proposed FY2020 budget. Novak highlighted the increased expenses. IMRF will increase from 9.54% to 12.24% next year, which will be offset by a decrease in health insurance premium

costs. The Memorandum of Understanding between the Library and the Village expires this year. Novak has spoken with Village Administrative Director, Amy Ahner, who is working on a three-year MOU contract renewal, which will be in effect for 2020 through 2022. General Liability Insurance and Workers Compensation coverages are expected to increase between 8% and 12% for 2020. Final figures will be available in early November. The Village has invited the Library to participate in the Village's MetLife Dental coverage. Novak is recommending the Library move to the Village's dental program, as the coverage is better than the Library's current dental coverage and there will be a cost savings to the Library, as monthly premiums will be lower than the Library's current dental program.

ii.) Assistant Director

Assistant Director Berry presented a 2-year security camera proposal to the Trustees. The first phase of the proposal would replace old analog cameras with digital cameras and purchase additional cameras to be located in the Marketplace, the Innovation Center, the new Tween area located in Youth Services and the Periodical Lounge, which will be located on the second floor in 2020. The additional cameras will require the Library to upgrade the video recorder, which is currently at capacity and out of warranty. The new recorder will replace the old equipment with a 24-terrabit network recorder and will allow additional cameras to be added to the system in 2021, as outlined as Phase 2 of the proposal.

b. Communications – 0992

Director of Communications, Hilary Gabel, presented the proposed FY2020 Budget for the Communications Department. The proposed budget includes inflationary increases for postage and printing. The Communications Department's 2020 Budget also includes the Library's 90th Anniversary Celebration expenses. Gabel worked with Library Director Novak and the Public Relations & Marketing Committee in preparing the 90th Anniversary budget.

c. Technical Services – 0993

Head of Technical Services, Teri Room, presented a flat budget for the Technical Services Department for FY2020. Room reallocated funds to Professional Fees, in order to update and refresh the Library's website.

d. Reader Services – 0994

The Reader Services FY2020 Budget includes a 4% increase in the Department's overall operating budget. The increase would fund additional electronic resources and books/materials. Head of Reader Services, Linda Burns, explained that this increase will allow the Reader Services Department to purchase additional downloadable materials - digital books and audio books - which are in great demand and additional copies of popular print titles for the Marketplace. Burns included additional funds in Travel and Training for the ALA and PLA Conferences. Both conferences will be held in the Midwest next year. This would allow Burns to send multiple staff members to the conferences, where in past years only one staff member was able to attend a conference that was not in the Chicagoland area.

e. Circulation – 0995

Head of Circulation, Karen Kee, explained that the overall Circulation Budget for FY2020 will be flat. By reallocating expenses, Kee will be able to cover an increase in Maintenance Expense for existing equipment, and cover the additional maintenance expense for a new self-check system to be purchased in 2019.

f. Youth Services – 0996

The Youth Service proposed FY2020 Budget is flat, except for special circumstances/special projects. The special circumstances/special projects for 2020 include a summer intern for the Summer Reading Program and updated/revamped preschool kit collection. The special circumstances/special projects costs come to an increase of \$7,000. Head of Youth Services, Barbara Littlefield, has reallocated funds to allow for additional books and materials for the Marketplace, to cover the cost of the Beanstack software, Travel and Training expense so staff can attend ALA and PLA and any unanticipated costs for the new Tween area.

g. Reference Services – 0997

The Reference Department has proposed a flat budget for FY2020. Head of Reference, Jean Sanders, has reallocated funds to cover an increase in Training and Travel expenses in order to send staff to ALA – Chicago and PLA in Nashville. By eliminating an old, outdated microfiche machine with no parts available and no longer under a maintenance agreement, Sanders will be able to purchase a new microfiche machine for \$6,500 and will receive a \$1,200 discount for a trade-in on the old, outdated machine.

h. Building & Grounds/Facilities – 0998

The Facilities proposed FY2020 Budget included an increase in Building Maintenance. Head of Facilities, Mark Depa, explained that the increase in the maintenance expenses for 2020 includes \$9,000 for the exterior surface detailing cleaning. The 2020 Department Budget also includes an increase in utilities expenses – gas, electric and water - and janitorial supplies.

i. IT/Technology – 0999

ATP Consultant, Rich Kalinski, reviewed the 2019 Information Technology projects and FY2020 proposed expenditures. As a result of a cost savings for the Community Room’s audio system upgrade, Kalinski will be able to fund a few additional IT based projects (scanner upgrade, Adobe Photoshop software and additional self-check system) this year. Kalinski will also be able to fund several new initiatives (TBS towers debit/credit cards for copiers and print stations) next year without an increase to Information Technology’s FY2020 Budget.

j. Maker Services – 0984

Library Director Novak recommends that the Maker Services Department become a new department within the Library. By establishing Maker Services as its own department, maker activities become the primary focus of departmental staff and are not secondary to other services or public service desk responsibilities. The Maker Services Department will staff the Innovation Center for a suggested 40 hours per week. Hours of operation are predicated on the ability to offer adequate staffing during all hours of operation. These hours represent a ratio of 3.3 staff per hours of service (not taking into account vacation, sick time, etc.) This is felt to be a reasonable number initially, and is one that can be supported almost entirely by the salary funds available from the reallocation of three full-time staff positions in Technical Services that are vacant due to retirements, that have not been filled. This is, however, very much on the moderate side, given the Northbrook Public Library is open 43 hours per week with a 6.4 ratio of staff per hours of service. One closed day scheduled each week will allow for maintenance of the equipment and training on the equipment, as well as staff meetings and administrative tasks. Novak suggested the Department consist of a full-time Department Head, a full-time Assistant and three part-time staff positions. There is no available space in the Library to house the Maker Services staff. TS Department Head Teri Room and Novak have come up with a plan to incorporate the Maker Services Staff into the TS Workroom. There are several available cubicles and Novak has been able to work with the designer to create a “separate Maker Service work area” within TS. The budget packet includes a suggested equipment list for the maker area. The

equipment cost is included in the construction budget. The budget packet includes a preliminary Maker Services operating budget for FY2020.

k. Capital Repair & Replacement – 83090990

None at this time.

4. Compilation of Proposed Library Operating Budget Scenarios

Business Manager Klimusko walked the Trustees through the Consolidated Financial spreadsheets for 2018 Actual, 2019 Budget and proposed FY2020 Budget.

5. Confirm Date for Next Budget Meeting

The next Budget Meeting date will be determined at the August 15, 2019 Board Meeting.

6. OTHER

None at this time.

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

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

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

7. EXECUTIVE SESSION

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

The meeting returned to Open Session at 9:28 p.m.

8. ADJOURNMENT

There being no additional business to be brought before the Budget & Finance Committee, President Vega requested a motion to adjourn.

MOTION Moved by Johnson, seconded by Goldstein, to adjourn.
Voice vote taken. All ayes. No nays. Motion carried.

The meeting adjourned at 9:35 p.m.

Respectfully submitted,

Carol Schmitt, Secretary
Glenview Public Library Board of Trustees