

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
August 15, 2019**

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

ABSENT: Stella Kalfas Allan Ruter
(Board)

PRESENT: Vickie L. Novak, Library Director
(Staff) Jane Berry, Assistant Director
Christine Klimusko, Business Manager

GUESTS: Maggie Bosley, Finance Director, Village of Glenview
Beth Keppler, Dewberry & Associates
Doug Pfeifer, Dewberry & Associates
Linda Burns, Head of Reader Services
Teri Room, Head of Technical Services

1. CALL TO ORDER AND ROLL CALL

President Vega called the meeting to order at 7:03 p.m. and the roll was called.

2. APPROVAL OF MINUTES

(a) Regular Meeting of July 18, 2019

MOTION Moved by Goldstein, seconded by Schmitt, to approve the Minutes of the Regular Meeting of July 18, 2019.

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

3. PUBLIC COMMENTS

None at this time.

4. REPORT FROM THE FRIENDS OF THE GLENVIEW LIBRARY– S. Ellis

None at this time.

President Vega re-ordered the agenda at this time.

11. NEW BUSINESS

(a) Presentation from the Village Finance Director Bosley re: 2018 CAFR

Village Finance Director, Maggie Bosley, presented the 2018 Comprehensive Annual Financial Report. Baker, Tilly, Virchow, Krause, LLP completed the annual audit and they found that the 2018 Financial Statements fairly presents the financial position of the Village of Glenview and the Glenview Public Library as of December 31, 2018. The Village and Library received a clean and unmodified audit report. Bosley summarized the Library's ending Operating Fund Cash Balance at 12/31/18 of \$4,575,974; this balance is well within the Library's Cash Balance Policy of two (2) months of operating expenditures on hand at any given time. Bosley also reviewed the Library's Gift Fund balances at 12/31/18. Bosley mentioned that the 2018 CAFR document can be found on the Village's website at: <http://www.glenview.il.us>.

(b) Presentation from Dewberry & Associates re: Marketplace and Innovation Center

Beth Keppler from Dewberry presented the final design concepts and finish selections for the Marketplace and Innovation Center. She brought a design board that included samples of materials that will be used in the Innovation Center. She also brought the carpet samples that will be used through the library, workrooms and offices. Doug Pfeiffer presented the revised budget for the two new spaces, along with the costs of re-carpeting the library and the re-upholstery of chairs throughout the Library. The estimate is approximately \$60,000 more than originally presented last fall, but this includes a 10% contingency. Pfeiffer will be comfortable reducing the contingency to 5% once bids are received and awarded.

5. APPROVAL OF WARRANTS – T. Blanchard

Trustee Blanchard reviewed the Warrants of August 15, 2019 and found them to be in order. He itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Blanchard, seconded by Schmitt, to approve the Warrants of

August 15, 2019 in the amount of \$228,854.75.

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

6. EXAMINATION OF FINANCIAL REPORTS & STATISTICS

(a) Revenues, Expenditures and Fund Balances through June, 2019

Fund balances are very strong. Cash and Investments on hand represent 62.36% of budget.

There has been minimal activity in the revenue line this month, now that the first installment of the property tax receipts has been posted. A total of 46.6% of the projected annual revenues has been received. Meeting Room Fees, Corporate Personal Property Replacement Tax and Miscellaneous Income are trending well ahead of projections.

With the exception of Building & Grounds maintenance, Department expenditures are all below the 50.0% mark halfway through the fiscal year. Building & Grounds maintenance is slightly above this mark at 51.9%, due to a number of unanticipated mechanical issues. Administration has spent the least of its total budget, at 25.7%.

The highest total expenditures for the month of June are from the Personnel line with 42.6% spent. The lowest amount of funds expended is from Capital Outlay, with expenditures of 6.6%. An aggregate total of 32.5% of Appropriated Funds has been spent through June. 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: Pro Forma Special Projects Budget – August, 2019

Novak presented the monthly update of the Pro Forma Special Projects Budget. There were no questions at this time.

7. PRESIDENT'S REPORT

President Vega would like to consider the possibility of extending Library hours on Sundays. She would like to look at all options, without adding staff hours or additional costs to the Library. This topic will be added to next month's agenda for discussion.

8. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

- (a) Library Director's Report
- (b) Statistics for July, 2019
- (c) Electronic Statistics for July, 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 Goldstein, to accept the Staff Report and Statistics, as presented.

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

9. BOARD COMMITTEE REPORTS

- (a) Strategic Planning
 - i.) Report re: Revitalization of the Foundation – A. Ruter

President Vega referred to the report from KEES Consultant, Paul Milano, included in the Board Packet. Milano will provide a monthly update regarding the revitalization of the Foundation and the search for Foundation Trustees.

- (b) Technology Committee
 - i.) Approval of Minutes from July 23, 2019 Meeting

By direction of the Board President, the Minutes will be reconsidered at the October 2019 Board Meeting, when all Committee members should be present.

ii.) Report on Meeting of July 23, 2019

Library Director Novak gave a brief summary of the Technology Committee Meeting in the absence of Chair Kalfas. Novak explained ATP Consultant Rich Kalinski summarized the 2019 projects that the Information Technology staff have completed and spoke about several additional projects they will be able to tackle before the end of the year. Kalinski also presented the 2020 proposed IT budget.

(c) Public Relations & Marketing

i.) Approval of Minutes from July 24, 2019 Meeting

MOTION Moved by Schmitt, seconded by Vega, to approve the Minutes of the July 24, 2019 Public Relations & Marketing Committee Meeting.

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

ii.) Report on Meeting of July 24, 2019

Trustee Schmitt reported on the meeting of July 24, 2019. She asked the Trustees to mark their calendars for Friday, December 4, 2020; this is the date selected for the Library's 90th Anniversary Celebration. A budget has been proposed for the event and will be incorporated into the Library's 2020 Operating Budget.

(d) Building & Grounds

i.) Approval of Minutes of July 25, 2019 Meeting

MOTION Moved by Schmitt, seconded by Johnson, to approve the Minutes of the July 25, 2019 Building & Grounds Committee Meeting.

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

ii.) Report on Meeting of July 25, 2019

WJE Associate Principal Brian Greve walked the Committee through the parking structure assessment. He briefly described the parking structure, concentrating on the concrete elements, the expansion joint seals and elastomeric joint sealants. He

provided a detailed photographic representation of the issues. He noted areas of failure and provided recommendations to address these failures, as well as an estimate of repair costs.

The Committee reviewed a suggestion from a Glenview patron to continue the parking space lines up the brick wall in the parking lot. The Building & Grounds Committee considered this suggestion and recommended not to proceed with this suggestion.

Facilities Department Head, Mark Depa, reported to the Building & Grounds Committee that an inspector from the Office of the State Fire Marshal stopped by the Library on June 27th to inspect and certify recently installed *Fulton Endura* boilers. The inspector cited two code violations: combustion air intakes for the boilers are below grade and existing emergency shutdown switch must be relocated to the outside of the first boiler room door, with another switch added outside of the second boiler room door. Depa explained that meeting the safety switch requirement will be accomplished by Facilities personnel. The air intake systems for the boilers will be more challenging. The current air intake system is in a well, 36" below grade, with a grate protecting the system. The inspector stated that code requires the air intake system be raised to 36" above grade, which will conflict with a window on the west side of the building. Depa added that the final resolution will be closer to 40" to accommodate the bend in the elbow of the piping. Depa has reached out to Kroeschell Engineering, who installed the boilers. Kroeschell went back to the supplier of the boilers, but they are unable to countermand any of the requirements. Kroeschell has been asked to come up with a solution in order to meet the code requirement. The Library has contacted Dewberry to design fencing around the air intake system once it is raised.

- (e) Bylaws & Policies
 - i.) Approval of Minutes from the July 3, 2019 Meeting

MOTION Moved by Goldstein, seconded by Schmitt, to approve the Minutes of the July 3, 2019 Bylaws & Policies Committee Meeting.

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

10. UNFINISHED BUSINESS

None at this time.

11. NEW BUSINESS

(c) Approval of Proposed Changes to Trustee Bylaws

MOTION Moved by Goldstein, seconded by Schmitt, to approve and accept the changes to the Bylaws of the Glenview Public Library, as revised.

Roll call vote taken. Blanchard, Goldstein, Schmitt and Vega voted aye. Johnson voted nay. Motion carried.

(d) Approval to Change Employee Dental Coverage to Village of Glenview's MetLife Plan

MOTION Moved by Johnson, seconded by Schmitt, to approve the change from the Glenview Public Library's current dental insurance provider, Guardian Dental, to MetLife, and change the coverage to an 85%/15% split between the Library and participating employees.

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

(e) Progress Report – Implementation Plan

The Implementation Plan has been updated through July, 2019 and is included in the Board Packet.

12. OTHER

(a) Approval of the Donation of Art Work.

A Glenview Patron has approached Library Director Novak and she has generously offered to donate a handcrafted wall hanging to the Library. Novak shared several photos with the Trustees. Based on the Library's Artwork Policy, the Board must approve the donation. As this requires a motion and a vote, it cannot be addressed at this time. The approval of the donation will be added to the September agenda for Board approval.

(b) Three proposed amendments to the Bylaws of the Glenview Public Library

Trustee Johnson distributed three proposed amendments to the Bylaws of the

Glenview Public Library to the Board of Trustees.

MOTION Moved by Johnson, seconded by Goldstein, an Omnibus motion to approve the three amendments to the Bylaws.

President Vega referred this matter to committee for review.

13. ANNOUNCEMENTS

None at this time.

14. EXECUTIVE SESSION

None at this time.

15. 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 Blanchard, to adjourn.

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

The meeting adjourned at 8:50 p.m.

Respectfully submitted,

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