

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
February 21, 2019**

PRESENT (Board)	Wendy Goldstein	Stella Kalfas
	M. David Johnson	John Miller
	Allan Ruter	Carol Schmitt
	Kathy Vega	

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

GUESTS	Roleeta Nandan, League of Women Voters
	Tom Blanchard, Glenview Resident

1. CALL TO ORDER AND ROLL CALL

President Ruter called the meeting to order at 7:21 p.m. and the roll was called.

2. APPROVAL OF MINUTES
(a) Regular Meeting of January 17, 2019

MOTION Moved by Kalfas, seconded by Miller, to approve the Minutes of the January 17, 2019 Board Meeting.

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

3. PUBLIC COMMENTS

President Ruter welcomed the guests and asked the guests to introduce themselves. Tom Blanchard is running for the open Library trustee position. Roleeta Nandan is the League of Women Voters' representative.

4. APPROVAL OF WARRANTS – K. Vega

Trustee Vega reviewed the Warrants for February 21, 2019. She found them to be in order and itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Vega, seconded by Schmitt, to approve the Warrants of February 21, 2019 in the amount of \$226,279.29.

Roll call vote taken. Goldstein, Kalfas, 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 December, 2018

Library Director Novak reported that fund balances are trending positively. Cash and Investments on hand equal 66.64% of budget. Property tax collections for both the Current Year and Prior Year are excellent. Current year taxes have been received totaling 101.1% of estimated levy totals, while 111.9% of Prior Year's taxes have been collected. The Make Whole payment in the amount of \$1,117,755.56 has been posted to the library's account. This brings total revenues for FY2018 to 102.8% of projected income, which is a very good place to be.

Two departments exceeded their annual budgets by small amounts: Communications at 100.9% and Building & Grounds Maintenance at 111.4%. This is not a huge concern, however, as these expenditures have been more than offset by the savings reflected in remaining departments. Please keep in mind that these numbers represent the unaudited totals, which could change slightly.

An aggregate total of 95.4% of Appropriated Funds has been spent through December. 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 Balance – C. Klimusko

Business Manager Klimusko distributed the Library's Preliminary YTD December, 2018 Financial Statements and explained how the preliminary YTD 2018 actual figures compared to 2018 budgeted numbers.

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

Library Director Novak walked the Trustees through the most current Pro Forma Special Projects Budget and pointed out the changes from the previous month.

6. PRESIDENT'S REPORT

President Ruter shared two thank you letters: the first from the V A Hospital for Valentines for Vets and the second from the Illinois Holocaust Museum.

The League of Women Voters' Candidate Forum will be held at in the Community room at the Library on Saturday, March 16th. The event will begin at 1:15 p.m.

7. ACCEPTANCE OF STAFF REORTS & STATISTICS

- (a) Library Director's Report**
- (b) Statistics for December, 2018 FINAL and January, 2019**
- (c) Electronic Statistics for January, 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**
 - i.) Retirement of Diane Comen**

MOTION Moved by Kalfas, seconded by Schmitt, 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 – K. Vega**

i.) Report on Meeting of January 24, 2019

Strategic Planning Committee Chair Vega distributed sample copies of the 2019 Implementation Plan. She explained that the Committee met on January 24, 2019 to review the proposed 2019 Implementation Plan. Once the Committee reviewed and edited the Implementation Plan, the Plan was then sent to the Communications Department for graphic design work. The 2019 Implementation Plan will go to the printer who will print the final version in booklet form and will be made available to patrons throughout the Library.

iii.) Approval of Minutes from January 24, 2019 Meeting

MOTION Moved by Vega, seconded by Ruter, to approve the Minutes of the Strategic Planning Committee Meeting of January 24, 2019.

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

ii.) Approval of Implementation Plan

MOTION Moved by Vega to approve the 2019 Implementation Plan.

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

(b) LEGISLATIVE COMMITTEE

i.) Report on Legislative Meet-Up – J. Miller

Trustee Miller attended the annual Legislative Meet-Up Breakfast held at the Arboretum Club, Buffalo Grove, on Monday February 18th. Trustee Miller gave a brief summary of the various legislative issues that were discussed at the breakfast.

(c) Public Relations & Marketing Committee

i.) Approval of Minutes from January 8, 2019 Meeting

MOTION Moved by Schmitt to approve the Minutes of the Public Relations & Marketing Committee Meeting of January 8, 2019.

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

9. UNFINISHED BUSINESS

None at this time.

10. NEW BUSINESS

(a) Update on Special Projects – Marketplace & Innovation Center

Library Director Novak gave a brief summary of the recent meetings between the Management Team and Doug Pfeiffer. Library staff will need to do aggressive weeding this spring and summer. In the proposed configuration, the Library will be losing 60 bays of shelving, which is the equivalent of space to house 12,960 books. Novak has arranged for tours at two of the area schools – one that is in the process of creating its MakerSpace, and the other which has a well-established program. Staff has asked that the traffic flow issues around the Circulation Desk also be studied as the Library moves forward with the MarketPlace and Innovation Center.

(b) Resolution of Annual Determination to Library System Regarding Provision of Library Services to Non-Residents

MOTION Moved by Goldstein, seconded by Kalfas, to approve the Resolution of Annual Determination to Library System Regarding Provision of Library Services to Non-Residents.

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

11. OTHER

None at this time.

12. ANNOUNCEMENTS

None at this time.

MOTION Moved by Johnson, seconded by Miller, to move to Executive Session Per Section 2(c)(10 of the Open Meetings Act – Personnel.

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

The meeting moved to Closed Session at 8:44 p.m.

13. EXECUTIVE SESSION

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

The meeting returned to Open Session at 8:53 p.m.

14. ADJOURNMENT

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

MOTION Moved by Kalfas, seconded by Vega, 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