

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
January 17, 2019**

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

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| PRESENT (Staff) | Vickie L. Novak, Library Director Jane Berry, Assistant Director Christine Klimusko, Business Manager |
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Guest **Roleeta Nandan, League of Women Voters**

1. CALL TO ORDER AND ROLL CALL

President Ruter called the meeting to order at 7:00 p.m. and the roll was called.

2. PUBLIC COMMENTS

None at this time.

Trustee Kalfas arrived at 7:05 p.m.

3. APPROVAL OF MINUTES

(a) Regular Meeting of December 13, 2018

MOTION Moved by Johnson, seconded by Miller, to approve the Minutes of the Regular Board Meeting of December 13, 2018.

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

4. APPROVAL OF WARRANTS – A. Ruter & J. Miller

Trustee Miller and Trustee Ruter reviewed the Warrants for January 17, 2019. They

found them to be in order and itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Miller, seconded by Johnson, to approve the Warrants of January 17, 2019 in the amount of \$327,806.17.

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

5. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

(a) Revenues, Expenditures and Fund Balances through November, 2018

Fund balances are trending positively. Cash and Investments on hand equal 59.01% of budget. More than 100% of anticipated tax receipts for the current year have been received. Total current year collections are at 100.9%. This overage can be attributed, in part, to the "loss and cost" that the county adds to the levy each year. Prior year's property taxes are at 109.3% of projected amounts. 87.8% of total projected income has been received. The Make Whole revenue has not yet been posted to the library account. However, it was approved by the Village Board in December, so it should be reflected soon.

Expenditures in most departments are below the eleven-month target of 91.6%. Building & Grounds has spent the highest percentage of their annual budget at 101.2%. Reference is the lowest with 79.6% expended. The highest total expenditures for the month of November are from the Other Charges line with 94.6% spent. The lowest amount of funds expended is from Capital Outlay, with expenditures of 56.4%.

An aggregate total of 86.6% of Appropriated Funds has been spent through November. 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) Revised Pro Forma Special Projects Budget - January, 2019

Library Director Novak reviewed the updated Special Project Pro Forma spreadsheet through January, 2019.

6. PRESIDENT'S REPORT

President Ruter suggested the Trustees take a look at the new art exhibit in the Lobby. The artwork depicts scene of Glenview and Northbrook.

7. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

- (a) Library Director's Report**
- (b) Statistics for December, 2018**
- (c) Electronic Statistics for December, 2018**
- (d) Library Website Electronic Usage**
- (e) MyPC Reservation Service**
- (f) Electronic Payment Transaction**
- (g) Inter Library Loan**
- (h) Monthly Vending Summary from Mark Vend**
- (i) Drive-Up Window Usage**
- (j) 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**
- (k) Report from Associated Technology Partners**
- (l) Press Releases**
- (m) Miscellaneous Speak Ups**
- (n) Correspondence**
 - i.) Retirement of Diane Comen**

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

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

8. BOARD COMMITTEE MEETINGS

- (a) Public Relations & Marketing Committee – C. Schmitt**

i.) Report on Meeting of January 8, 2019

Public Relations & Marketing Committee Chair Carol Schmitt reported on the first 90th Anniversary Celebration meeting held January 8, 2019. The Committee discussed the invitation list, events and activities, the location and when the 90th Anniversary Celebration will take place. The tentative date for the Anniversary Celebration is Friday, December 4, 2020 and will focus on the Library's two new spaces – the MarketPlace and the Innovation Center. The date has been reserved on the Library's 2020 calendar. The Committee will meet in June to discuss a budget for the event, to be included in the Library's FY2020 Operating Budget.

**(b) Strategic Planning Committee – K. Vega
i.) Set Meeting Date**

The Strategic Planning Committee discussed possible meeting dates. It was determined that the Committee will review the 2019 Implementation Plan prepared by the Library's Management Team on Thursday, January 24th at 4:00 p.m. in the Conference Room. Upon review and edits by the Committee, the 2019 Implementation Plan will be presented to the Board at the February, 2019 Board Meeting for approval.

9. UNFINISHED BUSINESS

(a) Adopt Amended Library Operations Budget, FY2019

MOTION Moved by Johnson, seconded by Vega, to adopt the Amended FY2019 Operating Budget as presented, in the amount of \$8,430,000.00.

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

10. NEW BUSINESS

(a) Approval of Per Capita Grant – J. Berry

MOTION Moved by Johnson, seconded by Schmitt, to approve the Per Capita Grant as presented.

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

(b) Statement of Economic Interest Requirements – C. Klimusko

Business Manager Klimusko announced that the Statement of Economic Interest email request was completed. Trustees should receive an email from the Cook County Clerk's Office after March 1st requesting the Trustees complete the 2018 Statement of Economic Interest. The Statement must be completed before April 30th. Any Statement completed after April 30th will require the payment of a \$15.00 late fee.

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

Library Director Novak has spoken with Architect Doug Pfeiffer from Dewberry & Associates. Novak has arranged for three meetings between Pfeiffer and the Management Team – Tuesdays February 5th, 12th and 26th. In speaking with Pfeiffer, he feels that we will be able to adhere to the project calendar he submitted last fall. The project calendar consisted of eight months of design work and sixteen months of construction work, for a total of 24 months.

President Ruter asked that the Trustees visit the Northbrook Public Library and Indian Trails Public Library makerspaces. The two libraries are good examples of two different makerspace concepts.

(d) Update on Strategic Plan 2019 – Implementation Plan

Trustee Miller suggested that the Library prepare several poster-size versions of the Strategic Plan and display throughout the Library. It was also suggested that the Strategic Plan be added to the rotation on the LED screens located throughout the building.

11. OTHER

None at this time.

12. ANNOUNCEMENTS

(a) Winter Dinner – Saturday, January 19th – 5:30 p.m.

The annual Winter Dinner will be held at Maggiano's – Old Orchard Saturday, January 19th at 5:30 p.m.

- (b) ILA Legislation Day – Arboretum Club, Buffalo Grove, Monday, Feb 18th, 7:45 a.m. Breakfast; 8:30 a.m. Program

If you would like to attend, please contact Business Manager Klimusko by February 11th and she will make the reservation.

13. EXECUTIVE SESSION

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

None at this time.

14. ADJOURNMENT

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

MOTION Moved by Johnson, seconded by Vega to adjourn.

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

The meeting adjourned at 7:38 p.m.

Respectfully submitted,

Carol Schmitt, Secretary
Glenview Public Library Board of Trustees