

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES**

Meeting Date: July 18, 2019

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

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

GUESTS: Roleeta Nandan, League of Women Voters
Steve Ellis, Friends of the Glenview Public Library
Doug Pfeifer, Dewberry & Associates

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVAL OF MINUTES
(a) Regular Meeting of June 20, 2019

MOTION Moved by Goldstein, seconded by Ruter, to approve the Minutes for the Regular Board Meeting of June 20, 2019.

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

3. PUBLIC COMMENTS

None at this time.

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

Friends of the Glenview Public Library Past-President, Steve Ellis, attended the Board Meeting. He will be the Friends' representative and he will attend the Library's Board meetings when he is able. He was pleased to announce that the Friends of the Glenview Public Library are celebrating their 80th Anniversary this

year. He was also pleased to let the Board know that the Friends are having a very good year in the Used Book Store and the Friends hope to increase their annual donation to the Library this year. The Friends are also looking for volunteers to work with them.

President Vega reordered the agenda at this time.

11. NEW BUSINESS

(a) Presentation from Dewberry on Special Projects

Doug Pfeiffer, Dewberry & Associates, presented a preview of the design concepts for the Market Place and the Innovation Center. Pfeiffer, along with Beth Keppler, will present the final design concepts, furniture, flooring and color selections at the August 15th Board Meeting.

Pfeiffer stated that bid documents will be ready for review by the end of August. Ideally, Pfeiffer would like Library Director Novak and the Management Team to review the documents and make sure nothing has been overlooked. The plan is to go out to bid in late September/early October. The bidding process typically allows contractors 6 weeks to prepare their bids. This will allow Pfeiffer to set up meetings with interested parties, allow bidders to walk the space and then submit their bid. Pfeiffer expects to have the bidding process completed by the beginning of November.

The flooring and moving bids for the re-carpeting project will be separate from the construction company bids. Pfeiffer plans to meet with some flooring companies in the next few weeks. The replacement of carpeting will touch all areas in the Library, both public areas, workrooms, and offices. Right now, the best plan is to start on the second floor, working from the south end of the floor and moving north. This will allow the reconfiguration of furniture on the second floor and provide for the move of collections and periodicals from the first floor to the second. It has been suggested that the meeting rooms could be used as a staging area. The media collection would be temporarily out of commission until the Marketplace is available for the A/V materials.

For the re-carpeting on the first floor, Pfeiffer suggests working from the north end of the building to the south, starting in the Youth Services Department and working toward the front of the building. Pfeiffer estimates that it will take three straight months of work for carpeting. There are ways to speed up the flooring work, such as

doing double shifts, but this would add to the cost with overtime compensation. Pfeiffer walked the Trustees through the design and layout of the Marketplace. The Trustees expressed their concern with regard to the loss of some seating around the fireplace and requested Doug look into additional seating configurations.

Pfeiffer then reviewed the design and layout of the Innovation Center. The use of acoustical products on the ceiling and wall will define spaces within the Innovation Center. Electrical sources will drop down from ceiling, eliminating the need for floor outlets. Storage and cabinetry layouts were also discussed.

5. APPROVAL OF WARRANTS – A. Ruter

Trustee Ruter reviewed the Warrants for July 18, 2019. He found them to be in order and itemized those warrants and checks greater than \$5,000.00

MOTION Moved by Ruter, seconded by Johnson, to approve the Warrants of July 18, 2019 in the amount of \$192,377.02.

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

6. EXAMINATION OF FINANCIAL REPORTS & STATISTICS

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

Library Director Novak reviewed the Financial Statements through May, 2019. Fund balances are very strong. Cash and Investments on hand represent 68.06% of budget. There has been little activity in the revenue line this month, now that the first installment of the property tax receipts has been posted. A total of 46.4% of the projected annual revenues has been received in the month of May – up only 1.0% from the previous month. 55.3% of property tax revenues have been collected, which is typical for the first installment. Savings Interest and Meeting Room Fees are trending well ahead of projections.

Department expenditures are all below the 41.6% mark five months into the fiscal year. Building & Grounds maintenance is the highest at 41.0%. Administration has spent the least of its total budget, at 21.2%.

The highest total expenditures for the month of May are from the Personnel line with 35.3% spent. The lowest amount of funds expended is from Capital Outlay, with

expenditures of 4.3%. An aggregate total of 27.0% of Appropriated Funds has been spent through May. 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 – July, 2019

Library Director Novak gave a brief overview of the Pro Forma Special Projects Budget through July, 2019.

7. PRESIDENT'S REPORT

President Vega participated in Glenview's 4th of July Parade and shared with the Trustees what a huge success it was. President Vega thanked the Trustees, Library Director Novak, library staff and trustee family members who participated on behalf of the Library.

8. ACCEPTANCE OF STAFF REPORTS & STATISTICS

- (a) Library Director's Report**
- (b) Statistics for June, 2019**
- (c) Electronic Statistics for June, 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 Kalfas, seconded by Schmitt, to accept the Staff Reports and Statistics as presented.

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

9. BOARD COMMITTEE REPORTS

(a) Bylaws & Policies

ii.) Removal of DVD/Blu-Ray Rental Fees

Trustee Goldstein, Chair of the Bylaws and Policies committee reported on the items discussed at the meeting. The Management Team has suggested that the Library eliminate the \$1.00 DVD/Blu-Ray rental fee. The elimination of the \$1.00 DVD rental fee was suggested during the Internal Assessment process and was also endorsed by John Huber during his study. This ties into the 2019 Implementation Plan to remove accessibility barriers to collections for patrons. The Committee recommends that the \$1.00 DVD/Blu-Ray Fee be eliminated.

iii.) Approval of Changes to Circulation Matrix

The Management Team also suggested that the Library simplify its loan periods and fine structure. Periodicals would go from a 7-day loan period to a 21-day loan period, without a renewal. J-kits, launch pads and Play-a-Ways would go from a 7-day loan period to a 14-day loan period. After review and discussion, the Bylaws & Policies Committee recommends the elimination of the \$1.00 DVD rental fee and the acceptance of the revised Circulation Matrix and Borrowing Policies, as presented.

MOTION Moved by the Bylaws & Policies Committee to approve the elimination of the DVD/Blu-Ray rental fees and the approval of the changes to the Circulation Matrix.

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

i.) Official 30-Day Notice of Bylaws Amendments

Bylaws and Policies Committee Chair Goldstein walked the Trustees through the proposed amendments to the Bylaws. The first change to the Bylaws states that Board Meetings will start at 7:00 p.m., on the first and third Thursdays of the month.

The Committee recommends that official board business be addressed at the third Thursday of the month Board Meeting. Lastly, with regard to the actual Board Meeting, the Committee recommends that newly elected trustees would be sworn in and the Election of Officers would be held during the third Thursday in May, in years when this applies.

The Committee reviewed Section 8 of the Bylaws – Purchase Contracts – and recommends the change of the \$20,000 limit as previously recommended by the Illinois Municipal Code, Chapter 65, Illinois Compiled Statutes to \$25,000, to correspond with the changes made to the statute last year.

The Committee also recommends that Board Meeting Agendas be posted for Trustee review 6 days prior to the meeting; Trustees will have the opportunity to make suggested additions or amendments to the agenda 72 hours prior to the meeting and the official Agenda will be posted 48 hours prior to the meeting.

Library Director Novak received several other recommendations from Library Attorney Roth late last night, and communicated them to Committee Chair Goldstein. It was determined that Attorney Roth's suggestions will be reviewed by the Bylaws and Policies Committee at a future meeting.

MOTION Moved by Johnson, seconded by Ruter, to amend the motion to change Article 4 Section 9 Subsection C to read, "the proposed agenda shall be posted at least 48 hours in advance of the holding of the meeting in conformance with the Open Meetings Act, and will be the official agenda for the meeting," and recommend Article 4 Section 9 Item D be removed from the Bylaws.

Roll call vote taken. Tom Blanchard, Wendy Goldstein, Stella Kalfas, M. David Johnson, Allan Ruter, Carol Schmitt and Kathy Vega voted aye. No nays. Motion carried.

(b) Strategic Planning

i.) Report re: Revitalization of the Foundation – A. Ruter

Trustee Ruter referred to the update from Paul Milano, KEES 2 Success, included in the Board Packet. Ruter expects a monthly report from Milano and will share the monthly report with the Board.

- (c) Technology Committee
 - i.) Next Meeting: Tuesday, July 23, 2019 at 7:00 p.m.

The Technology Committee Meeting will be held Tuesday, July 23rd at 7:00 p.m. in the Conference Room. Trustee Goldstein will not be able to attend this meeting.

- (d) Public Relations & Marketing
 - i.) Set Meeting Date

The Public Relations & Marketing Committee will meet on Wednesday, July 24th at 3:30 p.m. in the Conference Room.

- (e) Building & Grounds
 - i.) Set Meeting Date

The Building & Grounds Committee will meet on Thursday, July 25th at 4:00 p.m.

10. UNFINISHED BUSINESS

None at this time.

11. NEW BUSINESS

- (b) Progress Report – Implementation Plan

The Progress Report of the 2019 Implementation Plan was updated through July, 2019 and included in the Board Packet for Trustee review. President Vega had asked Library Director Novak to highlight the monthly updates in yellow for easier review, which was done this month, and the Trustees appreciated this change.

- (c) Acceptance of 2019 IPLAR – J. Berry

Assistant Director Berry presented the Final Draft of the 2019 IPLAR report. This report includes the audited financial information for the Library as of December 31, 2018. Assistant Director Berry had previously presented the 2019 IPLAR earlier this year, but with unaudited figures. Now that the annual audit is complete, Berry has updated the document and will resubmit to the State of Illinois.

MOTION Moved by Johnson, seconded by Schmitt, to accept the IPLAR report as amended.

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

12. OTHER

Trustee Ruter will not attend the August 1st Board Meeting. Trustee Kalfas will not attend the August 1st, August 13th, August 15th or September 5th meetings.

13. ANNOUNCEMENTS

(a) Board Meeting August 1, 2019, 7:00 p.m.

The next Board Meeting will be held on Thursday, August 1st at 7:00 p.m.

(b) Department Head Budget Presentations – Tuesday, August 13 - 6:00 p.m.

The Department Head Budget Presentations will be held on Tuesday, August 13th. The meeting will begin at 6:00 p.m. in the Multi-Purpose Room.

14. EXECUTIVE SESSION

None at this time.

15. ADJOURNMENT

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

MOTION Moved by Kalfas, seconded by Johnson, to adjourn.

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

The meeting adjourned at 9:43 p.m.

Respectfully submitted,

Carol Schmitt, Secretary
Glenview Public Library Board of Trustees