

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

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

ABSENT: Carol Schmitt
(Board)

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

GUESTS: Roleeta Nandan, League of Women Voters

1. CALL TO ORDER AND ROLL CALL

President Ruter called the meeting to order at 7:02 p.m. and the roll was called.

President Ruter asked Trustee Goldstein to serve as Secretary Pro Tem.

2. APPROVAL OF MINUTES
(a) Regular Meeting of February 21, 2019

MOTION Moved by Goldstein, seconded by Vega, to approve the Minutes of the February 21, 2019 Board Meeting.

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

3. PUBLIC COMMENTS

None at this time.

President Ruter re-ordered the agenda at this time.

5. EXAMINATION OF FINANCIAL STATEMENTS AND STATISTICS
(a) Revenues, Expenditures and Fund Balances through January, 2019

Fund balances are trending positively. Cash and Investments on hand represent 53.09% of budget.

There is little activity to report relative to Revenues in 2019, inasmuch as this is the first month of the fiscal year. A total of 0.4% of the projected annual revenues was collected in January, the largest amounts being from Meeting Room Fees and Personal Property Replacement Tax.

Department expenditures are very light, as might be anticipated. Administration has spent the least of its total budget, coming in at 1.7%. Building and Grounds Maintenance has spent the most at 5.3%. The highest total expenditures for the month of January are from the Contractual category with 4.7% spent. The lowest amount of funds expended is from Other Charges, with expenditures of 0.1%. An aggregate total of 2.2% of Appropriated Funds has been spent through January.

(b) Update re: Operational Fund Balances – C. Klimusko

Business Manager Klimusko walked the Trustees through the January, 2019 Operating Budget financial statements generated in MUNIS by the Village.

Trustee Kalfas arrived at 7:14 p.m.

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

Library Director Novak reported that there was very little activity with regards to the Pro Forma Special Projects Budget in March.

6. PRESIDENT'S REPORT

President Ruter attended and participated in the League of Women Voter's Candidate Forum, held Saturday, March 16th, at the Library. He thanked staff for hosting and the League of Women Voters for organizing the event. Ruter distributed the Implementation Plan and peoples' response was positive.

Ruter shared an article from a recent edition of the ALA magazine regarding gender

data collection. Library Director Novak explained that the Library does not collect gender data.

The next article Ruter presented was regarding libations in the Library. According to the article, libraries are hosting after hour events that include/allow alcoholic beverages.

The Library has received a letter from Secretary of State Jesse White, announcing the Library's 2019 Per Capita Grant has been awarded in the amount of \$55,865.00.

7. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

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

Trustee Miller joined the meeting at 7:32 p.m.

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

President Ruter re-ordered the agenda at this time.

4. APPROVAL OF WARRANTS – J. Miller

Trustee Miller reviewed the Warrants for March 21, 2019. He 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 for March 21, 2019 in the amount of \$115,018.41.

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

8. BOARD COMMITTEE REPORT

(a) Strategic Planning Committee

i.) Update on Consultant Search – A. Ruter

Committee Chair Vega explained that Trustee Ruter has spearheaded this search. He has sifted through many responses and has come up with a short list of potential candidates.

Ruter fielded 19 serious inquiries. He explained that five written proposals were submitted and he has narrowed it down to three possible candidates. He hopes the Strategic Planning Committee will interview the candidates in early April.

(b) Building & Grounds Committee

i.) Set Meeting Date

Facilities Department Head Mark Depa has received three engineering quotes regarding the parking lot/parking garage issues. The Building & Grounds Committee should review the proposals and select a contractor to assess the situation. Director Novak will work with the Committee members to determine a date and time.

9. UNFINISHED BUSINESS

None at this time.

10. NEW BUSINESS

(a) Update on Special Projects – Marketplace & Innovation Center – V. Novak and Trustees

President Ruter asked the Trustees to refer to Library Director Novak's board report. Ruter asked Novak the level of weeding that will need to be completed. Novak reported that, based on current projections, weeding will be at the moderate level; the Library will not have to reduce the collection as much as previously thought. President Ruter questioned the 75% use of shelf space. Library Director Novak explained that patrons complain when books are shelved on the bottom shelves. Patrons find that it is difficult to read the call numbers on the spines when looking for book on the bottom shelf and patrons do not like to get down on their hands and knees to get these books. As a result, the library staff try not to use the bottom shelves unless absolutely necessary.

Ruter asked why the periodicals are being relocated to the second floor. Novak explained that there will not be enough room on the first floor for the magazines and newspapers, with the addition of the Innovation Center. The most current issue of the daily newspapers will remain on the first floor in the Marketplace.

Ruter questioned the maximum capacity of 48 for the Innovation Center. This will eliminate the need for a second door to the Innovation Center, allowing more room for counter space and storage. Lastly, Ruter asked where Dewberry will locate the food and drink center. Novak explained that Dewberry suggests that the food/drink area be located where the café was originally going to be located before it was removed when square footage was reduced. The thought is to locate it where the current vending machines are, where water lines and electrical outlets are available.

Library Director Novak and the Special Projects Committee visited Glenbrook South High School on Monday, March 21st. They toured the high school's Maker Space. Mike Sinde, Career and Tech Education, is excited that the Library is creating its Innovation Center; he has offered to act in a consulting capacity, as needed, free of charge. He has firsthand experience with types of equipment, quick service response time, and discounts on equipment and supplies.

(b) Progress Report – Implementation Plan

Included in the Board Pack is the year-to-date Progress Report for the 2019

Implementation Plan. Library Director Novak worked with Director of Communications, Hilary Gabel, to set up the report and format. Department Heads will update the template as tasks are completed. The progress report will be included in the board packet each month.

(c) Acceptance of IPLAR 2019

MOTION Moved by Johnson, seconded by Kalfas, to accept the 2019 IPLAR as presented.

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

(d) Approval of Resolution in Honor of Diane Comen

MOTION Moved by Miller, seconded by Goldstein, to approve the Resolution in Honor of Diane Comen.

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

11. OTHER

Trustee Kalfas will not attend the August and September Board Meetings.

President Ruter asked Library Director Novak to pull out last year's budget calendar for planning purposes for the 2020 budget cycle.

12. ANNOUNCEMENTS

None at this time.

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 8:17 p.m.

Respectfully submitted,

**Wendy Goldstein, Secretary Pro Tem
Glenview Public Library Board of Trustees**