

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
October 17, 2019
7:00 PM**

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

ABSENT: Carol Schmitt
(Board)

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

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) Budget & Finance Meeting of August 13, 2019

MOTION Moved by Ruter, seconded by Goldstein, to approve the minutes of the Budget & Finance Committee Meeting of August 13, 2019.

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

(b) Regular Meeting of September 5, 2019

MOTION Moved by Goldstein, seconded by Johnson, to approve the minutes of the Regular Meeting of September 5, 2019.

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

(c) Regular Meeting of September 19, 2019

MOTION Moved by Ruter, seconded by Johnson, to approve the minutes of the Regular Meeting of September 19, 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 PUBLIC LIBRARY
– S. Ellis**

Steve Ellis reported that Used Bookstore sales remain strong and that they have welcomed a number of new volunteers to the bookstore. The Friends plan to have a yearend sale where all books are half-off.

5. APPROVE OF WARRANTS– S. Kalfas

Trustee Kalfas reviewed the Warrants of October 20, 2019 and found them to be in order. She itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Kalfas, seconded by Ruter, to approve the Warrants of September 19, 2019 in the amount of \$122,548.84.

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

6. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

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

Library Director Novak reports on the Financial Reports and Statistics through August 2019. Fund balances are very strong, given the recent property tax receipts. Cash and Investments on hand represent 80.48% of budget, which is the highest that it has been in all of 2019.

There has been significant activity in the revenue line this month, now that the second installment of the property tax receipts has been posted. A total of 82.6% of

the projected annual revenues has been received in the month of August. Property tax collections are at 99.3% of total. Meeting Room Fees, Corporate Personal Property Replacement Tax and Circulation Collection Fees are trending well ahead of projections. It is significant to note that the Library remains well within its Fund Balance Policy, which requires 2 months of operating expenditures on hand, with solid Cash Flow through the end of 2022.

With the exception of Building & Grounds maintenance, Department expenditures are all below the 66.6% mark halfway through the fiscal year. Building & Grounds maintenance is above this mark at 73.4%, due to a number of unanticipated mechanical issues. Administration has spent the least of its total budget, at 38.4%.

The highest total expenditures for the month of August are from the Contractual line with 61.4% spent. The lowest amount of funds expended is from Capital Outlay, with expenditures of 9.6%. An aggregate total of 45.2% of Appropriated Funds has been spent through August. 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 – October, 2019

Library Director Novak updated the Pro Forma Special Projects Budget with the latest estimates and contingency figure from Doug Pfeiffer of Dewberry and the first legal invoice.

7. PRESIDENT'S REPORT

President Vega has been working on her budget presentation for the November 5th Village Board Meeting. She has been working with Library Director Novak, Director of Communications Hilary Gabel and Graphic Designer Bronwyn Sill.

8. Acceptance of Staff Reports and Statistics

- (a) Library Director's Report
- (b) Statistics for September 2019
- (c) Electronic Statistics for September 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 Ruter, seconded by Kalfas, to accept the Consent Agenda as presented.

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

9. BOARD COMMITTEE REPORTS

None at this time.

10. UNFINISHED BUSINESS

None at this time.

11. NEW BUSINESS

- (a) Progress Report – Marketplace & Innovation Center

Library Director Novak reported that the bid announcement was placed in the Thursday, September 26th edition of the Glenview Announcements. Bid documents and drawings are available online through ABC Imaging. A pre-bid meeting was held on October 10th. Jeff Keppler and Beth Keppler of Dewberry & Associates were on hand to lead the tour of the building and answer any questions potential contractors may have. Fifteen contractors attended. There was a special mechanical contractors meeting on October 15th. The Bid Opening will be held in the Conference Room on Tuesday, October 29th, at 2:01 p.m.

(b) Progress Report – Implementation Plan

Library Director Novak noted that the Implementation Plan included in the Board Packet has been updated through September, 2019.

(c) Appoint Trustees to Conduct Executive Session Minute Review

Trustee Goldstein and Trustee Blanchard agreed to conduct the Executive Session Minute Review. Once they determine what date works best for them, Business Manager Klimusko will have the Executive Sessions minutes available for their review.

(c) Motion to Appoint New Directors to the Glenview Public Library Foundation, Inc.

MOTION Moved by Ruter, seconded by Johnson, to approve the following as Directors to the Glenview Public Library Foundation, Inc.:

Joanne Boufis, Rick Campbell, Jennifer Case, Mandy Chiarieri, Meg Costigan, Karen Hitzeman, Moyra Knight, Alexandra Lipscomb, Vittoria Logli, Jackie Lutz, William Macfadden and Amy Wattley.

Vega thinks that this list represents a good breadth of skills and experience and the openness to try something new. There are several other individuals interested in serving on the Foundation board.

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

(d) Motion to Remove Glenview Public Library Trustees from the Glenview Public Library Foundation Board of Directors

MOTION Moved by Johnson, seconded by Ruter, to remove the Glenview Public Library Trustees from the Glenview Public Library Foundation Board of Directors.

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

(f) Acceptance of AT&T Parking Space Agreement – FY2020

Library Director Novak has negotiated a one-year renewal of the AT&T Parking Space Agreement for fiscal year 2020.

MOTION Moved by Johnson, seconded by Kalfas, to accept the AT&T Parking Space Agreement for FY2020 as presented.

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

12. OTHER

Trustee Ruter shared a recent article in the Wall Street Journal regarding library fines and noted that many libraries are eliminating overdue fines.

13. ANNOUNCEMENTS

- (a) Budget Presentation to Village Board – Tuesday, November 5th, 7:30 p.m.**

President Vega reminded the Trustees that the Library's FY2020 Budget will be presented to the Village of Glenview Board of Trustees on Tuesday, November 5th.

- (b) State of the Village Address – Thursday, November 7th, 8:00 a.m. – 9:30 a.m. at Glenview Public Library**

The annual State of the Village Address will be held at the Glenview Public Library Thursday, November 7th, at 8:00 a.m.

MOTION Moved by Johnson, seconded by Kalfas, to move to Executive Session Per Section 2(c)(1) of the Open Meetings Act – Personnel and Per Section 2(c)(21) of the Open Meetings Act – Executive Session Minutes Review.

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

The meeting moved to closed session at 7:58 p.m.

14. EXECUTIVE SESSION

- (a) Per Section 2(c)(1) of the Open Meetings Act – Personnel**
- (b) Per Section 2(c)(21) of the Open Meeting Act – Executive Session Minutes Review**

The meeting returned to Open Session at 8:08 p.m.

MOTION Moved by Johnson, seconded by Kalfas, to approve the Minutes of the Closed Session Meetings of November 15, 2018 - Do Not Release; December 13, 2018 – Do Not Release; February 21, 2019 – Do Not Release; April 18, 2019 - Do Not Release and August 13, 2019 – Do Not Release.

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

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 Ruter, to adjourn.

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

The meeting adjourned at 8:10 p.m.

Respectfully submitted,

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