

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
September 19, 2019**

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

ABSENT: Stella Kalfas
(Board)

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

1. CALL TO ORDER AND ROLL CALL

President Vega called the meeting to order at 6:32 p.m. and the roll was called.

2. APPROVAL OF MINUTES
(a) Regular Meeting of August 15, 2019

MOTION Moved by Schmitt, seconded by Goldstein, to approve the minutes of the regular Board Meeting of August 15, 2019.

Voice vote taken. Blanchard, Goldstein, Johnson, Schmitt and Vega voted aye. No nays. Ruter abstained. Motion carried.

3. PUBLIC COMMENTS

None at this time.

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

None at this time.

5. APPROVAL OF WARRANTS – C. Schmitt

Trustee Schmitt reviewed the Warrants of September 19, 2019 and found them to be in order. She itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Schmitt, seconded by Goldstein, to approve the Warrants of September 19, 2019 in the amount of \$262,853.75.

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

6. EXAMINATION OF FINANCIAL REPORTS & STATISTICS

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

Fund balances are very strong. Cash and Investments on hand represent 70.87% of budget. This increase is due to early payments of the second installment of property taxes.

Within the past thirty days, nearly 20% of the total of additional property tax revenues were received, with much more anticipated before the end-of-August deadline. Meeting room fees are trending well above projections, with 117% received with five months remaining in the fiscal year. Circulation collection fees, copies, personal property replacement tax and miscellaneous revenues are also trending ahead of projections.

Department expenditures are below the 58.3% mark seven months into the fiscal year, with the exception of Building & Grounds maintenance. This department is at the highest level expended at 62.4%. Administration has spent the least of its total budget, at 30.3%.

The highest total expenditures for the month of July are from the Personnel line with 49.7% spent. The lowest amount of funds expended is from Capital Outlay, with expenditures of 8.9%. An aggregate total of 37.5% of Appropriated Funds has been spent through July. 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 – September, 2019

The Pro Forma Special Projects Budget was presented through September. The construction bids should be out by September 30th. The furniture and carpeting bids should be out by October 7th. Potential contractors will have 30 days to bid and will be instructed to submit the bid to the Business Office. There will be a public bid opening at the Library in the Conference Room at 2:00 PM on October 29th. The bids will be reviewed and references will be checked by Dewberry before making a recommendation to the Board.

7. PRESIDENT’S REPORT

None at this time.

8. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

- (a) Library Director’s Report
- (b) Statistics for August, 2019
- (c) Electronic Statistics for August, 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 Ruter, to accept the Consent Agenda as presented.

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

9. BOARD COMMITTEE REPORTS

(a) Strategic Planning

i.) Report on Foundation Development – A. Ruter

Committee Chair Ruter and Trustee Vega had a conference with Paul Milano and Laura Wynman. The original term of the KEES contract has concluded. Milano will continue working for the next several weeks. KEES has provided the Board of Trustees with a number of resources. In the next several months, the Directors will need to resign from the Glenview Public Library Foundation. The Library Attorney will have to make sure that if the Foundation were to disband, that the Library's board would be reinstated as the Board of Directors to the Foundation.

(b) Bylaws & Policies Committee

i.) Present the Following Policies for Board Approval:

a. Policy on Unattended Children

Chair Goldstein explained that the Bylaws & Policies Committee felt that 20 minutes would be a more appropriate timeframe in which to search for an unattended child's parent or guardian. This change to the Unattended Children Policy will keep the timeframe of 20 minutes consistent, whether a child is unattended during the day or at closing.

MOTION Moved by Committee to approve the changes to the Unattended Children Policy, as recommended.

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

b. Study Room Policy

Chair Goldstein reported that the Committee discussed the proposed changes to the Public Use of Study Rooms Policy, as recommended by the Reference Department. The Committee recommends the changes in which cardholders may only have one advance reservation at a time. Previously, cardholders were allowed to make advance reservations limited to one, two-hour use session per day and limited to three (3) reservations per week.

MOTION Moved by Committee, to approve the changes to the Study Room Policy as presented.

MOTION Moved by Johnson, seconded by Ruter, to amend the recommendation to extend this as test through November, and revisit this policy at the December Board Meeting.

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

c. Motion re: Procedure for Board Committee Action when Additional Information Becomes Evident

The Committee presented the following wording to be adopted as procedure for all Board Committees:

When a Committee votes to present an item to the Board of Trustees for action and, subsequently, information arises which may cause the Committee to alter its position on that item, then the Committee Chairperson shall defer the presentation and convene a new Committee meeting for the purpose of reconsideration of the item.

MOTION Moved by Johnson, seconded by Ruter to approve the procedure for Library Board Committees.

Roll call vote taken. Goldstein, Johnson, Ruter, Schmitt and Vega voted aye. Blanchard voted nay. Motion carried.

The Board discussed the proposed procedure and it was determined that the trustees would prefer the word “shall” be changed to “may”.

MOTION Moved by Johnson, seconded by Ruter, to approve the procedure, as amended.

Roll call vote taken. Goldstein, Johnson, Ruter, Schmitt and Vega voted aye. Blanchard voted nay. Motion carried.

10. UNFINISHED BUSINESS

None at this time.

11. NEW BUSINESS

(a) Acceptance of Donation of Artwork

MOTION Moved by Johnson, seconded by Goldstein, to accept the artwork donated by Glenview resident Susan Hayhurst.

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

(c) Progress Report – Marketplace & Innovation Center

Dewberry designer Beth Keppler prepared a sample design/layout for the exterior wall of the Innovation Center for Trustee review. The Trustees agreed that the word “innovate” should be included on the wall and perhaps a more sophisticated, modern and intergenerational approach should be incorporated. Library Director Novak will take these suggestions back to Keppler and request another design.

(d) Progress Report – Implementation Plan

The Implementation Plan has been updated through August 2019 and included in the Board Packet for review.

(e) Discussion re: Sunday Hours

At the September 5th Board Meeting, President Vega asked the Trustees to consider extending the Library’s Sunday Hours and to be prepared to discuss at this evening’s Board Meeting. Vega has heard from many people in the community that they would like the Library to increase the number of hours the Library is open on Sunday. Vega would like to extend Sunday Hours, but at no additional cost to the Library. The Trustees discussed several options, including eliminating evening hours on Friday and adding those hours to Sunday. The Board has asked Library Director Novak to work with the Department Heads to see how the Library can best achieve this request.

(f) Consideration of the Following Budget Items:

i.) FY2020 Digest Summary

President Vega called the Trustees’ attention to the FY2020 Digest Summary included in the board packet. The summary itemizes those special projects/special circumstances by department, offset by department savings, to arrive at the increase

in the budget from 2019. Also included is a summary of personnel expenses and the increase in salaries based on 2.5%, 3.0% 3.5% and 4.0%.

ii.) FY2020 Proposed Budget Scenarios

The FY2020 Proposed Budget Scenario spreadsheet summarizes the current FY2019 budget and the four possible budget scenarios based on various salary pool levels for FY2020.

iii.) Salary Increase History

The Trustees reviewed the Salary Increase History spreadsheet. The spreadsheet listed the approved cost of living increase and the merit increase for each year from 2010 through 2019.

iv.) Budget History, 2011-2020

The Budget History spreadsheet from 2011 through 2020 included Salary & Related Expenses, Operating Expenses and the Total Operating Budget. The increase/decrease from prior year and the percentage of the increase/decrease was also included.

v.) Revenue Estimates for FY2020

Library Director Novak explained that Novak, Business Manager Klimusko and Village Finance Director Maggie Bosley met to review the current year's revenue projection and prepare the revenue estimates for the coming fiscal year.

(g) Determine Salary Pool for FY2020 Budget

i.) Presentation of NSLS Library Salary Survey Data – 2019

Library Director Novak distributed the results of her annual NSLS Library Salary Survey to the Trustees for their review.

ii.) Review of CPI Data

Library Director Novak distributed the CPI Data for the Chicagoland area. This information is the latest available through August 13, 2019.

MOTION Moved by Johnson, seconded by Ruter, to approve a salary pool for the

FY2020 Budget in the amount of 4.0%, comprised of a 1.5% Cost of Living Increase and a 2.5% merit increase.

Library Director Novak distributed a Source of Funds summary for the Fiscal Year 2020. Novak reported that the positive news is that if the Board is so inclined as to approve the special projects/special circumstance expenditures as presented by library managers in addition to the proposed additions to the personnel line, that the Library will still be well within its Fund Balance Policy for FY2020 and beyond. The Trustees reviewed the Cash Flow Balance for the next several years. The Library's Operating Fund Balance Policy requires two months of operating expenses at all times during year.

(b) Report on Meeting re: Capital Repair & Replacement Fund

Village Finance Director, Maggie Bosley, met with Library Director Novak, Business Manager Klimusko, Head of Facilities Depa and Budget & Finance Committee Chair Ruter. Chair Ruter explained that the Capital Repair and Replacement Fund has been smoothed for periodic increases.

MOTION Moved by Ruter, seconded by Goldstein, to amend Johnson's salary pool recommendation to 3.5%, consisting of a 1.5% merit increase and a 2.0% merit increase.

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

MOTION Moved by Johnson, seconded by Goldstein, to adjust the Library's salary schedule for FY2020 to reflect the 1.6% Cost of Living Increase in the Chicagoland area.

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

(h) Discussion re: PowerPoint Presentation for Village Budget Workshop

The Board of Trustees reviewed the draft of the Library's Budget Workshop presentation. Finance Director Maggie Bosley will present this preliminary FY2020 Budget on the Library's behalf on Tuesday, September 24th. The Budget Workshop

will begin at 7:00 p.m. and will be held at Village Hall. The Library will not be requesting a levy increase, other than the EAV of .88% at this time. The Operating Expense narrative has changed and will not be focusing on FTE. The focus will be on the Innovation Center and the Marketplace.

12. OTHER

Assistant Director Berry distributed several handouts pertaining to the Per Capita Grant, including Trustee Facts File Chapter 11. Trustee Schmitt volunteered to review Chapter 3: Personnel. Berry also mentioned that Web Junction provides a variety of training links. Outreach Services information will also be required. Links have been provided by the Digital Public Library of America and Illinois Digital Archives. Berry asked the Trustees to let her know when they have completed their Per Capita Grant assignments. The deadline is December 31, 2019.

13. ANNOUNCEMENTS

- (a) Village of Glenview Budget Workshop – Tuesday, September 24, 7:00 p.m.

The Budget Workshop will be held at the Village Hall and the Library is scheduled to be the first to present its preliminary budget.

- (b) Staff Training Day – Friday, October 11, 8:30 a.m. – 4:30 p.m.

Library Director Novak invited the Trustee to attend this year's Staff Training Day, which will be held on Friday, October 11th.

14. EXECUTIVE SESSION

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

None at this time.

15. ADJOURNMENT

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

MOTION Moved by Ruter, seconded by Schmitt, to adjourn.

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

The meeting adjourned at 9:15 p.m.

Respectfully submitted,

**Carol Schmitt, Secretary
Glenview Public Library Board of Trustees**