

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES**

**A G E N D A**

**Meeting Date: November 21, 2019**

**7:00 PM**

**Glenview Public Library**

**Conference Room**

Public participation is encouraged. The public may comment on the agenda items or sub-items marked with an asterisk (\*). If you wish to comment on a given item or sub-item, please fill out a Public Participation Request and place it in the box before the start of the meeting. Please fill out a separate form for each item or sub-item you wish to address. Your comments will be limited to a maximum of three minutes on any given item or sub-item.

Members of the public may also make comments, regarding items not on the regular agenda, at the point on the agenda labeled Public Comments. Such comments will also be limited to a maximum of three minutes each.

In addition, members of the public may also make longer presentations, regarding items not on the regular agenda, at the point on the agenda labeled Public Presentation. These shall be scheduled by pre-arrangement with the Library Director two weeks in advance of the meeting at which the presentation is to be made. Such presentations shall be limited to a maximum of 10 minutes each. A maximum of one presentation per meeting will be allowed, and such presentations will be scheduled on a first-come/first-serve basis.

1. Call to Order & Roll Call
2. Approval of Minutes
  - \* (a) Budget & Finance Meeting October 21, 2019
3. \* Public Comments
4. Report from Friends of the Glenview Library – S. Ellis
5. Report from the Library Foundation Board – K. Vega
6. \* Approval of Warrants – M. David Johnson

7. **Examination of Financial Reports and Statistics**
  - \* (a) **Revenues, Expenditures and Fund Balances through September 2019**
  - (b) **Update re: Pro Forma Special Projects Budget – November 2019**
8. **\* President’s Report**
9. **Acceptance of Staff Reports and Statistics**
  - (a) **Library Director’s Report**
  - (b) **Statistics for September, 2019**
  - (c) **Electronic Statistics for October 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**
10. **Board Committee Reports**
11. **\* Unfinished Business**
12. **\* New Business**
  - (a) **Presentation from Dewberry re: Bid Results Summary**
  - (b) **Award Contract for Library Moving Services**
  - (c) **Award Contract for Flooring Replacement**
  - (d) **Award Contract for Construction of the Innovation Center**
  - (e) **Award Contract for Furniture Procurement**

- (f) Award Contracts for Shelving and Signage
  - (g) Presentation of Executive Session Minutes Review Schedule – W. Goldstein
  - (h) Adoption of “A Resolution for the Release of Certain Closed Session Minutes
  - (i) Approval of Proposal from Lynn Peters, Strategic HR Solutions, for Job Classification Structure Review and Revision
  - (j) Approval of Contract Extension with Associated Technology Partners for Technical Support and Consulting Services, FY2020
  - (k) Approval of Memorandum of Understanding with Village of Glenview, 2020-2022
  - (l) Approval of Annual Insurance Renewal Package from LIRA – V. Novak
  - (m) Appointment Scott Davis as a Director to the Foundation Board
  - (n) Discussion re: change in Board Meeting Schedule – K. Vega
  - (o) Progress Report – Implementation Plan
13. \* Other
14. Announcements
15. Executive Session
- (a) Per Section 2(c)(1) of the Open Meetings Act – Personnel
16. Adjournment