

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES**

**A G E N D A**

**Meeting Date: December 16, 2019**

**6:30 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) Regular Meeting of November 21, 2019
3. \* Public Comments
4. Report from Friends of the Glenview Library – S. Ellis
5. \* Approval of Warrants – M. David Johnson
- 76 Examination of Financial Reports and Statistics
  - \* (a) Revenues, Expenditures and Fund Balances through October 2019

- (b) Update re: Pro Forma Special Projects Budget – December 2019
- 7. \* President's Report
- 8. Acceptance of Staff Reports and Statistics
  - (a) Library Director's Report
  - (b) Statistics for November, 2019
  - (c) Electronic Statistics for November 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
- 9. \* Unfinished Business
- 10. \* New Business
  - (a) Approval of Miscellaneous Funds Budgets
  - (b) Adoption of 2020 Board Meeting Schedule
  - (c) Adoption of 2020 Warrant Schedule
  - (d) Adoption of 2020 Closed Dates
  - (e) Approval of Full-time and Part-Time Salaries for 2020
  - (f) Approval of Library Operations Budget, FY2020
  - (g) Review of Tentative Construction Schedule
  - (h) Update from Sunday Hours Committee
  - (i) Progress Report – Implementation Plan

11. \* Other
12. **Announcements**
  - (a) Winter Dinner, Maggiano's at Old Orchard, Saturday, January 25 at 5:30 p.m.
13. **Executive Session**
  - (a) Per Section 2(c)(1) of the Open Meetings Act – Personnel
14. **Adjournment**