

GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES

A G E N D A

Meeting Date: September 19, 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 August 15, 2019**
3. *** Public Comments**
4. **Report from Friends of the Glenview Library – S. Ellis**
5. *** Approval of Warrants – C. Schmitt**
6. **Examination of Financial Reports and Statistics**
 - * (a) **Revenues, Expenditures and Fund Balances through July, 2019**

- (b) Update re: Pro Forma Special Projects Budget – September, 2019
- 7. * President's Report
- 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
- 9. Board Committee Reports
 - (a) Strategic Planning
 - i.) Report on Foundation Development – A. Ruter
 - (b) Bylaws & Policies Committee
 - i.) Present the Following Policies for Board Approval:
 - a. Policy on Unattended Children
 - b. Study Room Policy
 - c. Motion re: Procedure for Board Committee Action when Additional Information Becomes Evident
- 10. * Unfinished Business

11. *** New Business**
 - (a) **Acceptance of Donation of Artwork**
 - (b) **Report on Meeting re: Capital Repair & Replacement Fund**
 - (c) **Progress Report – Marketplace & Innovation Center**
 - (d) **Progress Report – Implementation Plan**
 - (f) **Consideration of the Following Budget Items:**
 - i.) **FY2020 Digest Summary**
 - ii.) **FY2020 Proposed Budget Scenarios**
 - iii.) **Salary Increase History**
 - iv.) **Budget History, 2011-2020**
 - (g) **Determine Salary Pool for FY2020 Budget**
 - i.) **Presentation of NSLS Library Salary Survey Data – 2019**
 - ii.) **Review of CPI Data**
 - (h) **Discussion re: PowerPoint Presentation for Village Budget Workshop**
12. *** Other**
13. **Announcements**
 - (a) **Village of Glenview Budget Workshop – Tuesday, September 24, 7:00 p.m.**
 - (b) **Staff Training Day – Friday, October 11, 8:30 a.m. – 4:30 p.m.**
14. **Executive Session**
 - (a) **Per Section 2(c)(1) of the Open Meetings Act – Personnel**
15. **Adjournment**