

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
April 19, 2018
Glenview Public Library
Conference Room**

PRESENT (Board)	Wendy Goldstein John Miller Kathy Vega	M. David Johnson Carol Schmitt
----------------------------	---	---

ABSENT (Board)	Allan Ruter	Stella Kalfas
---------------------------	--------------------	----------------------

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

GUEST	Roleeta Nandan, League of Women Voters
--------------	---

1. CALL TO ORDER & ROLL CALL

Vice President Miller called the meeting to order at 7:05 p.m. and the roll was called. Miller asked Trusted Goldstein to serve as Secretary Pro Tem, in Trustee Kalfas's absence.

2. APPROVAL OF MINUTES

(a) Regular Meeting of March 15, 2018

MOTION Moved by Johnson, seconded by Schmitt, to approve the Minutes of the Regular Board Meeting of March 15, 2018.

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

(b) Special Board Meeting of February 27, 2018

MOTION Moved by Johnson, seconded by Goldstein, to approve the Minutes of the Special Board Meeting of February 27, 2018.

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

3. PUBLIC COMMENTS

None at this time.

4. APPROVAL OF WARRANTS – J. Miller

Trustee Miller reviewed the Warrants for March 15, 2018. He found them to be in order and itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Miller, seconded by Johnson, to approve the Warrants of April 19th, 2018 in the amount of \$176,436.53.

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

Trustee Kalfas joined the meeting via conference call at 7:20 p.m.

5. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

(a) Revenues, Expenditures and Fund Balances through February, 2018

With property taxes beginning to filter in, the Operating Budget fund balance has increased over the previous month to 63.96% of budget.

The library has collected 23.6% of the current year's property taxes and 8.5% of the prior year's property taxes through the end of February. Since the first collection is 55% of the previous year's tax levy, this is approximately half of what is slated to be received by the end of March.

An aggregate total of 8.9% of Appropriated Funds has been spent through February. 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.

6. PRESIDENT'S REPORT

President Ruter submitted his President's Report, which is included in the Board Packet.

7. **Acceptance of Staff Reports and Statistics**
 - (a) **Library Director's Report**
 - (b) **Statistics for March, 2018**
 - (c) **Electronic Statistics for March, 2018**
 - (d) **Library Website Electronic Usage**
 - (e) **MyPC Reservation Service**
 - (f) **Inter Library Loan**
 - (g) **Electronic Payment Transaction**
 - (h) **Monthly Vending Summary from Mark Vend**
 - (i) **Drive-Up Window Usage**
 - (j) **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**
 - (k) **Report from Associated Technology Partners**
 - (l) **Press Releases**
 - (m) **Miscellaneous Speak Ups**
 - (n) **Correspondence**

MOTION Moved by Schmitt, seconded by Vega, to accept the Staff Reports and Statistics as presented.

Trustee Goldstein asked Library Director Novak how the migration to Polaris went. Novak reported that the transition went smoothly, though the migration will continue to be a work in progress for several months

Trustee Miller pointed out that Library Director Novak referred to a recent survey to fellow Library Directors regarding MakerSpaces and Marketplaces. Miller recently visited the Skokie Public Library. The Marketplace look is carried throughout the Skokie Library and is not relegated to one area. Their "Most Wanted Books" circulation limit has been increased from 2 titles to 4. Skokie's Makerspace – Boom Box – has two sides that are all glass and visitors can see what's going on within the space.

Trustee Schmitt would like to volunteer for the Next Chapter Book Club, if

permitted.

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

8. BOARD COMMITTEE REPORTS

(a) Strategic Planning

i.) Progress Report on Strategic Planning Process – K. Vega

Strategic Planning Committee Chair Vega gave the Trustees a brief update regarding the Strategic Planning process.

Consultant Victoria Cook has scheduled 11 focus groups so far. Three focus groups have been completed: one at the high school and two at the middle schools. One of the outcomes Cook noted and passed onto Vega is that the students are not getting the communication from the Library regarding programs and events – parents are not sharing. The Library needs to target information to students in other ways. Another interesting fact that came from the middle school focus groups is that the middle school students feel that there is no space specifically for them in the Library. The high school students would like longer library hours during midterm and final weeks.

Trustee Vega shared a survey that Cook would like to use online and to be distributed during focus groups. Any input regarding the survey from the Trustees would be greatly appreciated. Cook would like an email list from the Library in order to send out the survey. The survey will be posted on the Library's website.

Vega asked the Trustees to email her and Library Director Novak with any suggestions for one-on-one interviews.

Cook will raffle off parking spaces for the 4th of July parade at the two library forums.

(b) Bylaws & Policies Committee

i.) Report on Meeting of April 12, 2018

Bylaws & Policies Committee met last week. Bylaws & Policies Committee Chair Wendy Goldstein reviewed the Internal Assessments that were discussed at that meeting.

The Committee reviewed Internal Assessment Ideas #10 – Reassess Fees for Multi-

Purpose Room; Internal Assessment Idea #83 – Enhance & Increase Program Room Use Charges and Internal Assessment Idea #94 – Establish Competitive but Fair Room Use Charges. The Committee agreed that the Meeting Room fees would remain the same for 1 to 4 hours of use, and then double if the meeting room would be used for 4 or more hours. Kitchen and Custom Seating Arrangement fees will remain the same. There will be a fee of \$25.00 for those groups that require A/V assistance and/or equipment.

The Committee is recommending that the Library institute a rental fee of \$25 for non-profit organizations when renting the Multi-Purpose Room.

MOTION Moved by Committee to approve the increase in Meeting Room Fees as recommended.

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

The Committee reviewed Internal Assessment #103 – Make More New Books Readily Available by renaming Rental Collection and Removing the \$1.00 Fee. The Committee agreed to eliminate the Rental Book Collections and thereby eliminating the \$1.00 fee. New books will have a 14 day loan period.

MOTION Moved by Committee to eliminate the Rental Collection and the fee associated with the Rental Collection.

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

The Committee reviewed the External Assessment suggestion made by John Huber – Remove Rental Fees from DVD and Blu-Ray Collections. The committee discussed the pros and cons of this idea. The DVD/Blu-Ray rental collection generates more than \$22,000 per year. The Committee has decided to keep the \$1.00 fee on Adult fiction, TV Series and foreign film DVDs at this time and has also agreed to capture the \$1.00 fee patrons avoid when sending a DVD to another library for pick up. The Committee will revisit this External Fee idea next winter.

9. UNFINISHED BUSINESS

None at this time.

10. NEW BUSINESS

(a) Approval of Meeting Room Request from A. Ruter – W. Goldstein

President Ruter submitted a meeting room request, which is included in the Board Packet. The Trustees reviewed the request and agreed that additional information is needed. The Board will continue the discussion at the next board meeting.

MOTION Moved by Johnson, seconded by Goldstein, to table this item until the May Board Meeting.

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

(b) Update Board on CCS Merchant Agreement Process – V. Novak

Library Director Novak explained that as a result of the ILS migration to Polaris, the Library's credit card processor, ProPay, will not be compatible with the new operating system. CCS has provided the Library with a list of several credit card processing options. Unfortunately, the Merchant Account Agreements require a personal guarantee. Library Director Novak worked with Library Attorney Michael Roth and they were able to make changes to the contract that appear to be acceptable to both parties. The merchant agreement has been submitted to Chase Paymentech and we are waiting for approval.

(d) Select Trustees to Perform Review of Executive Session Minutes

Trustee Schmitt and Trustee Goldstein volunteered to perform the bi-annual review of the Executive Session Minutes.

(e) Per Capita Grant Award

Library Director Novak received notification that the Library was awarded a FY2018 Per Capita Grant Award in the amount of \$55,865.

11. OTHER

Assistant Director Jane Berry announced that the Library received a generous donation from Mr. and Mrs. Louis Hellerman. This is a restricted donation; the

funds are to be used to purchase travel guides.

12. ANNOUNCEMENTS

- (a) **LACONI Trustee Banquet – Friday, May 18th, 6:00 – 9:00 PM – The Carleton of Oak Park Hotel**

The annual LACONI Trustee Banquet will be held on Friday, May 18th, at the Carleton of Oak Park Hotel. Please let Business Manager Klimusko know if you wish to attend and she will handle the arrangements.

MOTION Moved by Goldstein, seconded by Schmitt, 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.

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

The meeting moved to Closed Session at 8:38 p.m.

13. EXECUTIVE SESSION

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

The meeting returned to Open Session at 9:20 p.m.

10. New Business

- (c) **Motion to Approve Executive Session Minutes**

MOTION Moved by Johnson, seconded by Vega, to approve the Executive Session Minutes of October 19, 2017 – Do Not Release; November 16, 2017 – Do Not Release; December 14, 2017 – Do Not Release; February 15, 2018 - Do Not Release; and March 15, 2018 – Do Not Release.

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

14. ADJOURNMENT

There being no additional business to be brought before the Board, Trustee Miller

requested a motion to adjourn.

MOTION Moved by Johnson, seconded by Vega, to adjourn.

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

The meeting adjourned at 9:25 p.m.

Respectfully submitted,

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