

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
December 13, 2018**

**PRESENT:**           Stella Kalfas           Wendy Goldstein  
**(Board)**            John Miller            Carol Schmitt  
                      Allan Ruter           Kathy Vega

**ABSENT:**           M. David Johnson  
**(Board)**

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

**GUESTS:**           Maggie Bosley, Finance Director, Village of Glenview  
                      Michael Wong, Accountant, Village of Glenview

**1.     CALL TO ORDER & ROLL CALL**

President Ruter called the meeting to order at 6:00 p.m. and the roll was called.

**2.     APPROVAL OF MINUTES**

    \* (a)   Regular Meeting of November 15, 2018

**MOTION**   Moved by Miller, seconded by Kalfas, to approve the Minutes of the November 15, 2018 Board Meeting.

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

**3.     PUBLIC COMMENTS**

None at this time.

President Ruter re-ordered the agenda at this time.

**10.    NEW BUSINESS**

    (a)   Presentation by Maggie Bosley, Village Finance Director  
        i.) Approval of Misc. Funds Budget, FY2019

Village Finance Director, Maggie Bosley, presented the Miscellaneous Funds Budgets for FY2019 to the Board of Trustees. She reviewed Fund 810 - Friends of the Library; Fund 820 – Gift Fund; Fund 825 – Glenview Public Library Foundation Fund; Fund 850 – Debt Service Fund; and Fund 830 – Special Reserve – Capital Repair and Replacement.

Trustee Kalfas left the meeting at 6:28 p.m.

**MOTION** Moved by Vega, seconded by Goldstein, to approve the 2019 Miscellaneous Funds Budgets for: Fund 810 – Friends of the Library, in the amount of \$42,169; Fund 820 – Gift Fund in the amount of \$80,649; Fund 825 – Glenview Public Library Foundation Fund in the amount of \$70,854; Fund 850 – Debt Service Fund in the amount of \$525,908 and Fund 830 – Special Reserve Fund - Capital Repair and Replacement in the amount of \$345,423.

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

#### **4. APPROVAL OF WARRANTS – C. Schmitt**

Trustee Schmitt reviewed the Warrants for December 13, 2018. She found them to be in order and itemized those warrants and checks greater than \$5,000.00.

**MOTION** Moved by Schmitt, seconded by Vega, to approve the Warrants of December 13, 2018 in the amount of \$200,215.41.

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

#### **5. EXAMINATION OF FINANCIAL STATEMENTS AND STATISTICS**

##### **(a) Revenues, Expenditures and Fund Balances through October, 2018**

Fund balances are trending positively. Cash and Investments on hand equal 65.33% of budget. Property tax collections for both the Current Year and Prior Year have begun to taper off. More than 100% of anticipated tax receipts for the current year have been received. Total current year collections are at 100.3%. This overage can be attributed to the “loss and cost” that the county adds to the levy each year. Prior year’s property taxes are at 103% of projected amounts. 86.6% of total projected income has been received. The Make Whole revenue has still not yet been posted to

the library account. However, it was approved by the Village Board at their December 4th meeting, and the fund transfers were processed this week.

Expenditures in most departments are below the ten-month target of 83%. Building & Grounds has spent the highest percentage of their annual budget at 92.0%, followed by Communications at 75.6%. Reference is the lowest with 70.3% expended. The highest total expenditures for the month of October are from the Personnel line with 78.3% spent. The lowest amount of funds expended is from Other Charges, with expenditures of 20.1%. An aggregate total of 64.0% of Appropriated Funds has been spent through October. 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.

President Ruter thought this would be an appropriate time to discuss the TIF. The TIF was mentioned at the November 20<sup>th</sup> Village Board meeting, and the fact that the TIF will be coming to an end in a few years. President Ruter and Library Director Novak will meet with Village Deputy Manager Don Owen in early 2019 to review what measures the Library needs to take to be sure that this revenue is not lost.

(b) Revised Pro Forma Special Projects Budget – December, 2018

Library Director Novak reviewed the updated Pro Forma Special Projects Budget through October, 2018.

6. PRESIDENT'S REPORT

President Ruter shared the Winter Newsletter and commented on a recent Lantern article regarding the 2018 Tax Levy.

7. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

- (a) Library Director's Report
- (b) Statistics for November, 2018
- (c) Electronic Statistics for November, 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 Goldstein, seconded by Miller, to accept the Staff Reports and Statistics as presented.

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

#### **8. BOARD COMMITTEE REPORTS**

- (a) Public Relations & Marketing Committee – C. Schmitt
  - i.) Set Meeting Date

Public Relations & Marketing Committee Chair Schmitt would like to schedule a meeting for early January, 2019 to discuss the Library’s 90<sup>th</sup> Anniversary. Trustees Vega and Johnson are also on the Committee. The meeting will be held on Tuesday, January 8<sup>th</sup> and begin at 5:00 p.m. Trustee Schmitt will contact Director of Communications Hilary Gable and let her know the date and time of the meeting.

#### **9. UNFINISHED BUSINESS**

None at this time.

#### **10. NEW BUSINESS**

- (b) Adoption of “A Resolution for the Release of Certain Closed Session Minutes”

**MOTION** Moved by Schmitt, seconded by Goldstein, to approve the Resolution for the Release of Certain Closed Session Minutes.

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

(c) Adoption of 2019 Board Meetings Schedule

MOTION Moved by Vega, seconded by Schmitt, to adopt the 2019 Board Meeting Schedule, as amended.

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

(d) Adoption of 2019 Warrant Schedule

MOTION Moved by Vega, seconded by Schmitt, to adopt the Warrant Schedule for 2019, as amended.

Trustee Miller and Trustee Ruter will review the January, 2019 Warrants for Trustee Vega.

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

(e) Approval of Changes to Circulation Matrix

MOTION Moved by Goldstein, seconded by Schmitt, to approve the Changes to the Circulation Matrix, as presented.

In response to Trustee inquiries, Assistant Director Berry demonstrated how to use a Play-A-Way.

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

(f) Discussion re: Fireplace

The Board discussed several options governing the hours of operation of the Library's fireplace. The Board agreed to have the fireplace on each day from November 15<sup>th</sup> through February 28<sup>th</sup>. From November 1 through November 14<sup>th</sup> and March 1<sup>st</sup> through March 31<sup>st</sup>, the fireplace may be on if the temperature at the start of the day is below 32 degrees.

Trustee Kalfas returned to the meeting at this time.

**11. OTHER**

None at this time.

**MOTION** Moved by Kalfas, seconded by Goldstein, to move to Executive Session Per Section 2(c)(1) of the Open Meetings Act – Personnel.

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

The meeting moved to Closed Session at 7:40 p.m.

**13. EXECUTIVE SESSION**

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

The meeting returned to Open Session at 8:45 p.m.

**10. NEW BUSINESS**

(g) Approval of Full-time and Part-time Salary Increases

**MOTION** Moved by Kalfas, seconded by Schmitt, to approve Full-time and Part-time compensation packages, in the amount of \$4,383,809.49; said approval to become effective 7 days after those 2019 employee compensation packages equal to or in excess of \$75,000 have been posted in accordance with statute 5ILCS 120/7.3.

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

(h) APPROVAL OF LIBRARY OPERATIONS BUDGET, FY2019

**MOTON** Moved by Kalfas, seconded by Vega, to approve the Library's FY2019 Operations Budget in the amount of \$8,630,810.

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

**12. ANNOUNCEMENTS**

**The Winter Dinner will be held on Saturday, January 19, 2018 at Maggiano's Old Orchard. More information to follow.**

**14. ADJOURNMENT**

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

**MOTION Moved by Schmitt, seconded by Vega, to adjourn.**

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

**The meeting adjourned at 9:00 p.m.**

**Respectfully submitted,**

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