

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
February 15, 2018**

<b>PRESENT (Board)</b>	<b>Wendy Goldstein</b>	<b>M. David Johnson</b>
	<b>Stella Kalfas</b>	<b>John Miller</b>
	<b>Allan Ruter</b>	<b>Carol Schmitt</b>
	<b>Kathy Vega</b>	

<b>PRESENT (Staff)</b>	<b>Vickie L. Novak, Library Director</b>
	<b>Jane Berry, Assistant Director</b>
	<b>Christine Klimusko, Business Manager</b>

<b>GUESTS</b>	<b>Beth Keppler, Dewberry Architects, Inc.</b>
	<b>Doug Pfeiffer, Dewberry Architects, Inc.</b>
	<b>Jenn Black, Director of Communications</b>
	<b>Diane Comen, Head of Reference</b>
	<b>Mark Depa, Head of Facilities</b>
	<b>Teri Room, Head of Technical Services</b>

**1. CALL TO ORDER AND ROLL CALL**

President Ruter requested a moment of silence for the students killed in the south Florida high school shooting and the Chicago police officer killed in the line of duty.

President Ruter called the meeting to order at 7:30 p.m. and the roll was called.

**2. APPROVAL OF MINUTES**

**(a) Regular Meeting of January 18, 2018**

**MOTION** Moved by Miller, seconded by Goldstein, to approve the Minutes of the January 18, 2018 Board Meeting.

Voice vote taken. Goldstein, Johnson, Miller, Schmitt, Vega and Ruter voted aye. No nays. Kalfas abstained.

### **3. PUBLIC COMMENTS**

None at the time.

President Ruter reordered the agenda at this time.

### **10. NEW BUSINESS**

#### **(a) Resolution to Honor Jenn Black upon Her Retirement**

President Ruter read the Resolution that had been prepared for Jennifer Black upon her retirement, and presented it to her.

**MOTION** Moved by Johnson to approve the Resolution by Acclamation.

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

#### **(b) Presentation by Dewberry re: Space Needs Assessment**

President Ruter introduced Doug Pfeiffer and Beth Keppler of Dewberry. Dewberry was asked to prepare a Space Needs Assessment for the library last fall. Pfeiffer and Keppler met with Library Director Novak and the Management Team several times while preparing the assessment. The purpose of the space needs study is to work through various options and is only conceptual at this time. This is the initial phase of the project. Keppler walked the Board of Trustees through the Market Place and MakerSpace design options.

The Marketplace is intended to be a merchandising area with comfortable and inviting seating. Signage and displays will be more interactive and will have boutique type feel. The area would include mobile shelving and be located at the front of the Library. This would require rearranging the front area of the Library, along the windows to the east and south, and repurposing the Audio-Visual area.

The MakerSpace is an area within the Library that would lend itself to team work, creativity, collaboration and training. The trend for a MakerSpace is to have storage for tools, machinery, and equipment, with an easy to maintain flooring and large work spaces. Dewberry has designed a MakerSpace that would be located on the second floor. This would require combining of two department workrooms into one. The MarkerSpace would be located in the vacated workroom. A MakerSpace has specific needs, such as plumbing, electrical, good ventilation and sound proofing.

The estimated cost for the Market Place is \$253,835. The estimated cost for the MarkerSpace is \$398,255.50.

The Trustees asked if there would be an impact on patrons during the buildout of these two areas. The Market Place would cause very little interruption, and would require replacing the carpeting, rearranging furniture and purchasing some new furniture. The work on second floor for the MakerSpace would require more construction; this work would be primarily behind the scenes. The work would have more impact on staff than on patrons.

The next step is for the Trustees to review the presentation and the conceptual design of each space. The Design Development phase would turn the preliminary concepts into fully developed design concepts. The Dewberry team will need approximately three months to prepare the formal design. Once the formal designs are reviewed and approved, the construction phase would begin. It is difficult to determine the length of the construction phase at this time.

#### **4. APPROVAL OF WARRANTS – K. Vega**

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

**MOTION** Moved by Vega, seconded by Johnson, to approve the Warrants of February 15, 2018 in the amount of \$227,219.15.

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

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

##### **(a) Revenues, Expenditures and Fund Balances through December, 2017**

Library Director Novak reviewed the Financial Reports and Statistics through December 31, 2017. As of the end of the year, cash and investments fund balances are healthy with 101.3% of the current year's property taxes having been collected, as well as more than \$95,000 of prior years' property taxes. Cash on hand is 55.19% of total budget.

The library has collected 101.3% of its projected revenues for FY2017. Collections

exceeded projections by \$99,998.15. The Library met or exceeded projections in nearly all categories. Those categories that fell short of revenue projections include Non-Resident Library Cards, Photocopies, Video Fees and Collection Fees.

Kudos to the Management Team who collectively met targeted goals for expenditures, having spent an aggregate of 98.3% of budget.

The highest total expenditures for the 2017 fiscal year are reflected in the Capital Outlay line with 169.2% spent. The lowest amount of funds expended is from Commodities, with expenditures of 86.5%. An aggregate total of 98.3% of Appropriated Funds has been spent through December. Appropriated Funds include 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 distributed an article pertaining to Library Trustees. Ruter also called the Trustees' attention to a slightly more streamlined Agenda. Public Comments have been moved forward on the Agenda. He also mentioned that the Monthly Statistical Report has been updated and refreshed. The first page of the report is related to circulation and usage. The second page refers to programming and attendance. Ruter asked that a legend be added to the report.

## **7. ACCEPTANCE OF STAFF REPORTS AND STATISTICS**

- (a) Library Director's Report**
- (b) Statistics for January, 2018**
- (c) Electronic Statistics for January, 2018**
- (d) Library Website Electronic Usage**
- (e) MyPC Reservation Service**
- (f) Electronic Payment Transaction**
- (g) Inter Library Loan**
- (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 Johnson, seconded by Schmitt, to accept the Staff Reports and Statistics as presented.

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

## **8. BOARD COMMITTEE REPORTS**

- (a) Strategic Planning
  - i.) Report on Meeting of January 29, 2018 – K. Vega

Strategic Planning Committee Chair Kathy Vega reported on the Strategic Planning Committee meeting of January 29, 2018. The Committee has agreed that the Strategic Plan should be a three year plan, very high level, and will include the Technology Plan. The Library has completed the Internal and External Assessments and the next step is to get Community input. The Committee interviewed three potential facilitators and recommends Victoria Cook to help the Library in getting the Community input and the preparation of the Strategic Plan.

- ii.) Approval of Minutes from January 29, 2018 Meeting

**MOTION** Moved by Vega, seconded by Ruter, to approve the Minutes of the January 29, 2018 Strategic Planning Committee Meeting.

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

- iii.) Approval of Recommendation to Engage Facilitator for Strategic Planning Process

**MOTION** Moved by Committee to engage Victoria Cook to facilitate the Strategic Planning process this year.

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

- (b) **Bylaws & Policies Committee**
  - i.) **Report of Meeting of February 8, 2018**
    - a. **Summary of Committee Recommendations**

**Bylaws and Policy Committee Chair Wendy Goldstein reported on the Committee meeting of February 8, 2018. She reviewed the summary report which is included in the Board Packet.**

**Internal Assessment Idea #64: Increase Fines for All Materials Except Those Already at \$1.50/Day. This will increase all fines currently at \$0.10/day to \$0.20/day. Increase maximum fines in these categories from \$5.00 to \$10.00.**

**Internal Assessment Idea #65: Bill Glenview Patrons for DVDs Placed on Hold and Sent to Another Library for Pick Up. Recommend approval.**

**Internal Assessment Idea #76: Short Amnesty Period for Overdue Items. The Committee feels this is a good idea and will be incorporating this with the Library's 90<sup>th</sup> Anniversary.**

**Internal Assessment Idea #77: Engraved Brick Pavers: Not at this time.**

**Internal Assessment Idea #90: Charge Non-Glenview Patrons for use of the Internet. Committee does not support this idea at this time.**

**Internal Assessment Idea #95: Increase the Cost of Black Ink Printing: Recommend increase from \$0.10/page to \$0.20/page.**

**Internal Assessment Idea #97: Charge Patrons for Scanning Services. The Committee does not support at this time.**

**Internal Assessment Idea #98: Charge Fee for Limited Space Classes/Programs. Committee does not support at this time.**

**Internal Assessment Idea #102: Modify Scan Station to Offer Fax Out Services for a Fee. Committee does not support at this time.**

- 1. **Approval of Revisions to Fines and Fees Matrix**

**MOTION Moved by Committee by Omnibus Motion to approve the Revisions to**

the Fines and Fees Matrix as presented.

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

**ii.) Acceptance of Recommendation re: Processing Costs**

At the request of a patron, the Committee reviewed the Processing Fee charged to a patron when an item is lost. The Committee agreed that there are costs associated with purchasing the replacement item, cataloging the item and labeling the item. The Processing Fee will remain at \$5.00. Recently, however, staff reviewed the manner in which patrons are being charged for lost or damaged materials and, given the accessibility of pricing on Amazon and other online sources, made the decision to charge patrons the discounted cost of the item paid by the library, rather than the current retail price. This represents a significant cost savings for the patron.

**MOTION** Moved by Committee to maintain the current Processing Costs as presented.

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

**iii.) Approval of Sexual Harassment Resolution and Policy**

The Sexual Harassment Resolution and revised Policy incorporate the most recent changes to the law. Both were prepared by Library Attorney Mike Roth.

The Committee has reviewed the Resolution and the Policy. The Committee suggests a change to the reporting of an incident: the staff member should not report to immediate supervisor, but to the Assistant Director or the Library Director.

The Committee also suggests a change to the wording, that if the complaint is against the Library Director, the issue should be reported to the Library Board of Trustees.

**MOTION** Moved by Committee to approve the Sexual Harassment Resolution and the Sexual Harassment Policy, as amended.

Roll call vote taken. Goldstein, Johnson, Kalfas, Miller, Schmitt, Vega and Ruter

voted aye. No nays. Motion carried.

**9. UNFINISHED BUSINESS**

None at this time.

**10. NEW BUSINESS**

**(c) Discussion re: Scheduled Replacement Plan for iPads**

Library Director Novak explained that the iPads the Board currently uses are now five years old and are no longer supported by Apple. The Library's current Technology Replacement Policy is 4 years and the iPad replacement was pushed back by an additional year. Included in the Board Packet is a memo from Rich Kalinski, with the replacement proposal.

**MOTION** Moved by Goldstein, seconded by Schmitt, to approve the purchase of new iPads as discussed, after April 1<sup>st</sup>, to take advantage of a possible discount in price structure.

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

**(d) Discussion re: Disposition of Old iPads**

The Trustees discussed the disposition of the old iPads. Several trustees and staff members expressed an interested in purchasing the old equipment. It was agreed that the iPads could be purchased for \$50 per iPad.

**11. OTHER**

Trustee Miller distributed an article to the Trustees for their perusal.

President Ruter would like to schedule a Special Board Meeting to discuss the Dewberry Space Needs Assessment Presentation. The Trustees agreed that the meeting will be held on Tuesday, February 27, 2018 at 5:00 p.m.

**12. ANNOUNCEMENTS**

**(a) ILA Legislation Day – Monday, February 19 in Buffalo Grove, Monday, 7:45 a.m. – 10:30 a.m.**



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

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

The meeting moved to Closed Session at 9:55 p.m.

**13. EXECUTIVE SESSION**

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

The meeting returned to Open Session at 10:00 p.m.

**MOTION** Moved by Johnson, seconded by Miller, to implement the position consolidation as discussed in Executive Session.

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

**14. ADJOURNMENT**

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

**MOTION** Moved by Johnson, seconded by Kalfas, to adjourn.

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

The meeting adjourned at 10:03 p.m.

Respectfully submitted,

Stella Kalfas, Secretary  
Glenview Public Library Board of Trustees