

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
January 18, 2018**

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

<b>PRESENT (Staff)</b>	<b>Vickie L. Novak, Library Director Jane Berry, Assistant Director Christine A. Klimusko, Business Manager</b>
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**GUEST**                      **Peg Ciszek, Glenview Resident**

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

**President Ruter called the meeting to order at 7:32 p.m. and the roll was called.**

**President Ruter appointed Trustee Goldstein Secretary Pro Tem.**

**2.      REPORT OF THE FRIENDS OF THE GLENVIEW PUBLIC LIBRARY**

**None at this time.**

**3.      APPROVAL OF MINUTES**

**(a)      Regular Meeting of December 14, 2017**

**MOTION    Moved by Goldstein, seconded by Johnson, to approve the Minutes of the December 14, 2017 as amended.**

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

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

Trustee Vega reviewed the Warrants for January 18, 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 Goldstein, to approve the Warrants of January 18, 2018 in the amount of \$297,795.99.

Roll call vote taken. Goldstein, Johnson, 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 November, 2017**

Library Director Novak reviewed the Financial Reports and Statistics through November, 2017. Cash and investments fund balances are healthy as 101.2% of the current year's property taxes have been collected. Cash on hand is 68.83% of budget.

With one month remaining in the 2017 fiscal year, revenues have reached 100.9% of estimated projections. With the exception of two categories (Non-Resident Cards and Video Fees), revenues have met or exceeded projections.

Expenditures are still trending a bit conservatively, though soon the year-end annual expenditures will hit their respective budget lines. Reference is the lowest, with 81.7% expended and Building & Grounds Maintenance is highest, with expenses totaling 93.6% of budget. While this is slightly ahead of where it should be after ten months (83.3%), this is relatively positive during a year when there were so many unanticipated equipment problems.

The highest total expenditures are reflected in the Capital Outlay line with 124.2% spent. The lowest amount of funds expended is from Commodities, with expenditures of 78.2%.

An aggregate total of 88.5% of Appropriated Funds has been spent through November. 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 mentioned the new Star Library poster displayed at the Lobby Reception Desk.**

**President Ruter and Library Director Novak have discussed the retirement of Director of Communications Jenn Black. Black has requested that the Library keep her retirement low key; and as such, there will not be a public reception. Ruter asked Assistant Director Berry prepare a Resolution in honor of Black's retirement, which will be presented to Black at the February Board Meeting.**

**Ruter made a last call for the "behind the scenes" tour of the Library. He asked trustees contact Library Director Novak directly to schedule the tour.**

**Ruter mentioned that there will be a change in the Board Packet next month. The Statistics Report has been redesigned and will be easier to read and interpret. There will also be some tuck pointing of the agenda.**

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

- (a) Library Director's Report**
- (b) Statistics for December, 2017**
- (c) Electronic Statistics for December, 2017**
- (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 Miller, seconded by Johnson, to accept the Staff Reports and Statistics as presented.

Library Director Novak announced that she has filled the Director of Communications position and has received a verbal acceptance from the candidate. The offer letter has been mailed. The new Head of Communications will start Monday, January 29<sup>th</sup>. Jenn Black will be here for thirty days during the transition.

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

President Ruter re-ordered the agenda at this time.

#### 11. NEW BUSINESS

- (f) Review of Processing Costs from Other Libraries

Library Director Novak presented a spreadsheet prepared by Circulation Department Head MaryAnn Bowler, as requested by the Board at the December meeting. The spreadsheet is a summary of what 16 local area libraries charge for Processing Fees, and Fines. Of the 16 libraries, 12 currently charge a \$5.00 processing fee. Glenview Patron Ciszek would like the Glenview Public Library to eliminate the processing fee without looking at what other libraries are doing. Ciszek stated that Glenview patrons are paying full price for a lost book, even though the library replaces the book at a 40% discount off the cover price. Ciszek feels the processing fee is unnecessary.

Last month, Trustee Johnson requested the total amount of processing fees charged for 2017. Business Manager Klimusko explained that the Business Office cannot track the figure as it is not identified as a processing fee when received from the patron. The amount paid is captured as "Lost and Paid" Revenue.

Processing fees originated when the Library was preparing catalog cards. This was very labor intensive process before the use of computers. The Library is no longer pasting a pocket in the book, but security tapes are placed in the books and protective covers are affixed to items.

Library Director Novak explained that with the transition to Polaris, CCS is trying to

get all libraries to have some uniformity: processing fees and retail costs for lost books are under consideration. There is a possibility that the cost of the lost item may be reduced from the retail cost to the cost the library pays for an item.

President Ruter asked each Trustee for their input and then referred this topic to the Bylaws and Policy Committee for further review and discussion.

## **8. BOARD COMMITTEE REPORTS**

### **(a) Strategic Planning**

#### **i.) Report on Meeting of January 5 – K. Vega**

Chair Kathy Vega met with Library Director Novak and starting framing out the next steps for the Strategic Plan. The Strategic Planning Committee will meet Monday, January 29<sup>th</sup> at 3:30 p.m. to discuss which direction the Library should pursue. The Committee will determine if the Library should move forward with focus groups with a consultant moderating or a survey sent out to the community. Most importantly, the Committee needs to find out what the public wants and then prepare a Strategic Plan to support the community's needs.

### **(b) Bylaws & Policies Committee**

#### **i.) Set Meeting Date**

Chair Wendy Goldstein would like to schedule a Bylaws & Policies Committee meeting in early February to review several policies. Library Director Novak will send out a Doodle poll to committee members to determine the date and time.

## **9. PUBLIC PRESENTATION**

None at this time.

## **10. UNFINISHED BUSINESS**

None at this time.

## **11. NEW BUSINESS**

### **(a) Approval of Per Capita Grant**

Assistant Director Berry reviewed the Per Capita Grant and the Expenditures Report with the Board.

**MOTION** Moved by Johnson, seconded by Schmitt, to approve the IL Public Library Per Capita Grant Expenditures Report and the Per Capita Grant Application.

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

**(b) Resolution of Annual Determination to Library System Regarding Provision of Library Services to Non-Residents**

Library Director Novak explained that the Library is required to approve an annual resolution to provide library services to non-residents for continued RAILS membership.

**MOTION** Moved by Johnson, seconded by Schmitt, to approve the Resolution of Annual Determination to Library Systems Regarding Provision of Library Services to Non-Residents for 2018.

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

**(c) Presentation of Building Appraisal by Gallagher Bassett**

In this month's Board Packet is a copy of the building appraisal conducted at the end of the year. Library Director Novak explained that the annual IPLAR report requires a building valuation and in the past, the report has included the original value of the building at the time of construction in 2010. Novak felt it was time to get an updated figure. LIRA, through Gallagher, offered a special price for a building appraisal. According to Novak, building appraisals can be a bit costly and thought this was a good opportunity to get the building appraised and effect a cost savings. The appraisal includes the value of the building, parking lot, "dog house" and underground parking structure as of December, 2017.

**(d) Discussion re: Executive Session December 14, 2017 – C. Klimusko**

Business Manager Klimusko explained that the Library uses a digital recorder to record the minutes of each Board Meeting. During the December Board Meeting, as the meeting moved from Open Session to Closed Session, the SIM card was full, and could not record the Executive Session and the return to Open Session.

This happened once several years ago, when the Library was using a tape recorder. Library Director Novak spoke with the attorney at that time and he suggested the Board be made aware the minutes were not recorded. Novak wanted to make sure the Board was aware of the technology issue that occurred during the December, 2017 Board Meeting.

**(g) Discussion re: Friends of the Library Donation for Adult Enrichment Programs and Other Initiatives**

Each year, the Friends of the Library request that a portion of the Friend's annual donation go to Adult Enrichment Programs. In the past, \$3,500 was allocated to these programs with Board approval. Library Director Novak would like the Board to approve the same amount for 2018.

**MOTION** Moved by Johnson, seconded by Goldstein, to approve \$3,500 from the Friends' of the Glenview Public Library donation be allocated for Adult Enrichment Programs for 2018.

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

**(e) Discussion re: Huber Ideas Not Scheduled for Implementation**

The board reviewed the John Huber suggestions that the Library will not be implementing at this time and the rationale behind those decisions.

**12. ANNOUNCEMENTS**

**(a) ILA Legislation Day – Arboretum Club, Buffalo Grove, Monday, Feb 19<sup>th</sup>, 7:45 a.m. Breakfast; 8:30 a.m. Program**

The annual ILA legislation Day will be held at the Arboretum Club Monday, February 19<sup>th</sup>. Trustees who wish to attend should contact Business Manager Klimusko before February 9<sup>th</sup>.

**13. OTHER**

Trustee Goldstein attended the annual Winter Dinner and had a lovely time. She stated that it would be nice to have all guests in the same dining room. Library

Director Novak explained that it is sometimes difficult to find a space to accommodate everyone within the Staff Association's budget for the Winter Dinner. Novak will share the Board's thoughts with the Staff Association Committee as they plan the Winter Dinner for 2019.

**14. PUBLIC COMMENTS**

None at this time.

**15. EXECUTIVE SESSION**

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

None at this time.

**16. ADJOURNMENT**

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

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

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

The meeting adjourned at 9:18 p.m.

Respectfully submitted,

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