

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
July 19, 2018**

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

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

GUESTS **Roleeta Nandan, League of Women Voters**
 Karen Kee, Head of Circulation

1. CALL TO ORDER AND ROLL CALL

President Ruter called the meeting to order at 7:03 p.m. and the roll was called.

2. APPROVAL OF MINUTES
(a) Regular Meeting of June 21, 2018

MOTION Moved by Goldstein, seconded by Vega, to approve the regular Minutes of the June 21, 2018 Board Meeting.

Voice vote taken. Goldstein, Johnson, Miller, Schmitt, Vega and Ruter voted aye. Kalfas abstained.

3. PUBLIC COMMENTS

None at the time.

4. APPROVAL OF WARRANTS – S. Kalfas

Trustee Kalfas reviewed the Warrants for June 21, 2018. She found them to be in order and itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Kalfas, seconded by Vega, to approve the Warrants of July 19, 2018 in the amount of \$160,523.21.

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 May, 2018

Fund balances are healthy with Cash and Investments on hand at 67.28 % of budget.

The library has collected 54.8% of the current year's property taxes through the end of May, nearing the 55% target that comprises the first collection. Lost and paid materials, video fees and meeting room fees are trending ahead of projections.

Expenditures are still conservative across the board. Building & Grounds has spent the highest % of their annual budget at 49.6%, followed by Communications at 44.2%. Administration is the lowest with 31.5% expended.

The highest total expenditures for the month of May are from the Personnel line with 37.5% spent. The lowest amount of funds expended is from Other Charges, with expenditures of 19.4%.

An aggregate total of 32.2% of Appropriated Funds has been spent through May. 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 shared a thank you card from MaryAnn Bowler.

President Ruter reordered the agenda at this time.

10. NEW BUSINESS

(a) Introduction to New Head of Circulation – Karen Kee

Library Director Novak welcomed and introduced new Head of Circulation Karen Kee. Each of the Trustees introduced themselves. Kee gave a brief overview of her

background and mentioned how excited she is to be at Glenview

7. ACCEPTANCE OF STAFF REPORTS & STATISTICS

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

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

President Ruter reordered the agenda at this time.

9. UNFINISHED BUSINESS

- (a) Discussion re: Changes to Meeting Room Fee Structure

Library Director Novak included several Speak Ups in the Board Packet for the Trustees review. Some groups voiced their disappointment that the Multi-Purpose Room is no longer available without a fee. The Board discussed the topic and agreed

that they will review the Policy in November. For a small group that would like to meet within the Library, but is too large to use a Study Room, it was suggested that a group of 6 to 10 members could meet on the north end of the Harlem Avenue side of the Library, behind the World Languages Collection. There are 10 chairs that could be placed in a circle for group use. Groups that would like to use that space will need to contact the Business Office to reserve the space. There would be no fee associated with using this space. A “Reserved” sign would be placed on the table if a group has requested this area.

8. BOARD COMMITTEE REPORTS

(a) Strategic Planning

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

The Strategic Planning Committee met on Wednesday, July 11th. Victoria Cook presented her findings from the Focus Groups/Forums and the targeted interviews she conducted over the course of the past four months. Cook also presented the results of the online survey that was used to collect community input. Committee Chair Vega explained that the Committee began work on the framework for the Strategic Plan.

The Strategic Planning Committee met again on Wednesday, July 18th. The Committee reviewed the Internal Assessment, External Assessment and the Focus Group results and incorporated the results into the Strategic Plan framework. The framework is 95% complete. Head of Communications Hilary Gabel and Graphic Designer Bronwyn Sill have developed several design options for the Committee. The Committee hopes to have their final design completed and presented at the August Board Meeting and hopes to have the Strategic Plan approved by the Board at the September Board Meeting. An aspirational, broad framework will allow for the preparation of the Implementation Plan by the Library’s Management Team for each year (2019, 2020 and 2021).

10. NEW BUSINESS

(d) Approval of Dewberry Concept for Space Reallocation & Authorization to Proceed with Next Design Steps

The Board was pleased with the presentation made by Doug Pfeiffer, Dewberry & Associates, regarding the proposed MakerSpace and Marketplace, at the Special Board Meeting held on Thursday, July 12th. The design presented by Pfeiffer incorporates both the MakerSpace and Marketplace into the first floor of the Library,

as well the potential to carry out both themes within other areas of the library. The next steps will be to have Pfeiffer prepare a design contract. It was agreed that Library Director Novak would be authorized to contact Pfeiffer and instruct him to proceed with the design contract. It was also agreed that Novak would be allowed to sign and execute the contract, provided the contract did not exceed \$25,000.

MOTION Moved by Johnson, seconded by Schmitt, to authorize Library Director, Vickie Novak, to request that Dewberry & Associates prepare a design contract.

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

Trustee Goldstein noticed the Board Packet includes information that Library Director Novak is working on carpeting quotes. As Goldstein pointed out, shelving will have to be moved for the carpeting project. Goldstein requested that the carpeting replacement coincide with the Market Place and Makerspace schedules so the stacks are not moved more than once. Library Director Novak stated that this is the plan and that she is getting carpeting and moving quotes as place holders for the budget, at this time.

(b) Establish Budget Calendar

Library Director Novak recently spoke with Village Finance Director Maggie Bosley. Bosley told Novak that the Library's FY2019 Budget Workshop is scheduled for Monday, October 22nd at the Village Hall. The Library's Formal FY2019 Budget Presentation is scheduled for Tuesday, November 6, 2018, again at the Village Hall. The time is to be determined.

President Ruter asked the Trustees to take a look at their calendars for September and October at this time. The Trustees agreed to hold a Special Board Meeting on Thursday, September 27, 2018 at 6:00 p.m. in the Conference Room to review the FY2019 Budget.

President Ruter circled back to the possibility of the Board needing another meeting in order to approve a design contract from Dewberry & Associates. Ruter was concerned about getting the Trustees together in a timely manner. Library Director Novak stated that she does have authorization to approve contracts up to \$25,000.

MOTION Moved by Johnson and seconded by Kalfas, to authorize Library Director Novak to contact Dewberry & Associated to prepare a design contract and to

approve said contract, provided the contract does not exceed \$25,000.

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

(c) Discussion re: Recent ALA Action to Rename Laura Ingalls Wilder Award

The Trustees discussed the recent decision by the ALA to change the name of the Laura Ingalls Award to the Children’s Literature Legacy Award.

MOTION Moved by Johnson, to send a resolution to ALA stating that the Glenview Public Library Board of Trustees disapproves of ALA’s decision to change the name of the Laura Ingalls Award based on social norms that were acceptable in Ingalls’ time that are no longer acceptable in today’s society and to send a copy of the resolution to the local newspapers.

The motion failed for a lack of a second.

11. OTHER

None at this time.

12. ANNOUNCEMENTS

(a) Department Budget Presentations – Tuesday, August 14th, 6:00 p.m.

The Department Budget Presentation is scheduled for Tuesday, August 14th, at 6:00 p.m. in the Conference Room. A light dinner will be provided. Business Manager Klimusko will forward the menu. Please select your choice and get back to Klimusko by August 10th.

13. EXECUTIVE SESSION

None at this time

14. ADJOURNMENT

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

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

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

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

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