

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Meeting Minutes**  
**May 17, 2018**  
**Glenview Public Library**  
**Conference Room**

<b>BOARD (Present)</b>	<b>Wendy Goldstein</b> <b>Stella Kalfas</b> <b>Allan Ruter</b>	<b>M. David Johnson</b> <b>John Miller</b> <b>Carol Schmitt</b>
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<b>BOARD (Absent)</b>	<b>Kathy Vega</b>
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<b>STAFF</b>	<b>Vickie L. Novak, Library Director</b> <b>Jane Berry, Assistant Director</b> <b>Christine Klimusko, Business Manager</b>
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<b>GUESTS</b>	<b>Roleeta Nandan, League of Women Voters</b> <b>Diane Comen, Head of Reference Services</b>
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**1. CALL TO ORDER AND ROLL CALL**

President Ruter called the meeting to order at 7:00 p.m. and the roll was called.

**2. APPROVAL OF MINUTES**  
**(a) Regular Meeting of April 19, 2018**

**MOTION** Moved by Goldstein, seconded by Kalfas, to approve the Minutes of the Regular Board of Trustees Meeting of April 19, 2018.

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

**3. PUBLIC COMMENTS**

None at this time.

**4. Approval of Warrants – W. Goldstein**

Trustee Goldstein reviewed the Warrants for May 17, 2018. She found them to be in

order and itemized those warrants and checks greater than \$5,000.00.

**MOTION** Moved by Goldstein, seconded by Johnson, to approve the Warrants of May 17, 2018 in the amount of \$176,436.53.

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

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

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

Fund Balances are healthy with Cash and Investments on hand at 79.18 % of budget. On May 24th, \$362,689.81 will be transferred from the library's checking account to the Village's checking account so that funds are available for the auto-debit on May 30th for the Library's semi-annual Bond and Interest payment.

The library has collected 53.3% of the current year's property taxes and 11.7% of the prior year's property taxes through the end of March – up nearly 30% from the previous months. Since the first collection is 55% of the previous year's tax levy, this goal has almost been achieved. Late payments should certainly make up the difference.

Expenditures are still trending light across the board. The highest per cent of expenditures are shared equally by Building & Grounds Maintenance and Communications at 26.0%; the lowest by Administration at 17.9%.

The highest total expenditures for the month of March are from the Personnel line with 22.0% spent. The lowest amount of funds expended is from Other Charges, with expenditures of 2.0%. An aggregate total of 16.6% of Appropriated Funds has been spent through March. 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 thanked Vice President Miller for chairing the April Board Meeting in Ruter's absence. Ruter also thanked the Board for the fruit basket that he received while convalescing last month.

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

- (a) Library Director's Report
- (b) Statistics for April, 2018
- (c) Electronic Statistics for April, 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 Consent Agenda as presented.

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

**8. BOARD COMMITTEE REPORTS**

- (a) Strategic Planning
  - i.) Progress Report on Strategic Planning Process – V. Novak

In Trustee Vega's absence, Library Director Novak briefed the Trustees on progress made toward the Strategic Planning Process. Novak complimented the IT staff for converting three Express Internet Stations within the Library to "Library Survey" only stations. Patrons are able to take the brief survey that Consultant Victoria Cook prepared. Ninety patrons completed the survey the first day the stations were available. Victoria Cook has 18 focus groups scheduled; 11 have been completed, and

seven focus groups are remaining. Targeted interviews are being scheduled. Cook did speak with OLPH, and she was able to hold a focus group there. Cook has sent thank you notes to the schools and to the people who have provided assistance to her.

**9. UNFINISHED BUSINESS**

None at this time.

**10. NEW BUSINESS**

**(a) Polaris Demonstration – D. Comen**

Head of Reference Services, Diane Comen, walked the Trustees through a demonstration of Polaris, the Library's new catalog system.

**(b) Adoption of "A Resolution for the Release of Certain Closed Session Minutes"**

**MOTION** Moved by Goldstein, seconded by Kalfas, to adopt "A Resolution for the Release of Certain Closed Session Minutes."

Trustees Goldstein and Schmitt reviewed the Closed Session Minutes and there are no Closed Session minutes to be released at this time. Trustee Johnson would like Library Director Novak to bring the wording of the Resolution to Library Attorney Mike Roth's attention, so that when there are no Closed Session minutes to be released, the Resolution is stated as such.

**MOTION** Moved by Johnson, seconded by Goldstein, to table the adoption of "A Resolution for the Release of Certain Closed Session Minutes" at this time.

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

Library Director Novak will contact Attorney Roth regarding the wording of the Resolution.

**(c) Motion to Reinstate Borrowing of Video Games to Reciprocal Borrowing Patrons**

Several months ago, there was a ring of thieves that targeted area libraries, checking out video games and not returning them. When Glenview Public Library became

aware of this, Library Director Novak and Circulation Head MaryAnn Bowler suggested that only Glenview Patrons should be allowed to check out video games. The thieves were arrested and there does not seem to be an issue any longer. Library Director Novak would like to reinstate reciprocal borrowing of GPL video games.

**MOTION** Moved by Johnson, seconded by Schmitt, to approve the Reinstatement of Reciprocal Borrowing for video games.

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

The Board also added that if a similar situation were to occur in the future, that Novak and the Head of Circulation should be empowered to limit borrowing immediately, and to inform the Board at their next meeting.

**(d) Discussion re: Head of Circulation Retirement Recognition**

After 30 years of service, Head of Circulation, MaryAnn Bowler, will be retiring at the end of June. Library Director Novak would like to host a library wide reception in Bowler's honor. The Open House will be held on Thursday, June 28<sup>th</sup>, in the Community Room, from 4:00 p.m. to 5:30 p.m.

**(e) Election of Trustee Officers**

President Ruter explained that the Bylaws allow Board members to serve two one-year terms. Currently, Trustee Kalfas is serving as Secretary; Trustee Miller is serving as Vice-President; and Trustee Ruter is serving as President. All have completed only one term. Trustee Kalfas stated that she will not serve as Secretary for a second term. Miller agreed to serve as Vice-President and Ruter agreed to serve as President. Trustee Johnson nominated Trustee Schmitt to serve as Secretary.

**MOTION** Moved by Johnson, seconded by Goldstein, to elect officers for the Glenview Public Library 2018/2019 Board of Trustees as follows: Trustee Allan Ruter – President; Trustee John Miller – Vice-President and Trustee Carol Schmitt – Secretary.

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

**11. OTHER**

Trustee Kalfas attended the “Working with Homeless Patrons” program hosted by LACONI on Wednesday, May 16<sup>th</sup>. She distributed a handout and she shared some of the highlights with the Trustees.

**12. ANNOUNCEMENTS**

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

The annual LACONI Trustee Banquet will be held on Friday, May 18<sup>th</sup>. Library Director Novak, Trustee Kalfas and Trustee Schmitt will be attending.

**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 by Johnson, seconded by Schmitt, to adjourn.  
Voice vote taken. All ayes. No nays. Motion carried.

The meeting adjourned at 9:43 p.m.

Respectfully submitted,

Stella Kalfas, Secretary  
Glenview Public Library  
Board of Trustees