

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

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

**PRESENT**                      **Vickie L. Novak, Library Director  
Jane Berry, Assistant Director**

**GUEST**                      **Roleeta Nandan, League of Women Voters**

**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 September 20, 2018

**MOTION** Moved by Goldstein, seconded by Miller, to approve the Minutes of the Regular Board Meeting of September 20, 2018, as presented.

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

**3. PUBLIC COMMENTS**

None at this time.

**4. APPROVAL OF WARRANTS – M. David Johnson**

Trustee Johnson reviewed the Warrants for October 18, 2018. He found them to be in order and itemized those warrants and checks greater than \$5,000.00.

**MOTION** Moved by Johnson, seconded by Goldstein, to approve the Warrants of October 18, 2018 in the amount of \$201,393.87.

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

**5. EXAMINATION OF FINANCIAL STATEMENTS & STATISTICS**

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

Fund Balances are very healthy with the collection of second installment property tax funds. Cash and Investments on hand have increased to 80.49% of budget.

Significant increases have been seen in both the Current Year and Prior Year Property Taxes. More than 99% of anticipated tax receipts for the current year have been received. 92% of the Personal Property Replacement Tax has also been credited to the library's account. The Make Whole payment should be collected in September.

Expenditures in most departments are below the eight-month target of 66%.

The highest total expenditures for the month of August are from the Personnel line with 63.6% spent. The lowest amount of funds expended is from Other Charges, with expenditures of 19.8%, which remains unchanged from the previous month. An aggregate total of 51.1% of Appropriated Funds has been spent through August.

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.

**(b) Revised Pro Forma Special Projects Budget – October**

The Board reviewed the Pro Forma Special Projects Budget, which will be updated monthly.

**6. PRESIDENTS' REPORT**

President Ruter shared an article and discussed the Great American Read on PBS.

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

**(a) Library Director's Report**

- (b) Statistics for September, 2018
- (c) Electronic Statistics for September, 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 Kalfas, to accept the Staff Reports and Statistics, as presented.

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

## **8. BOARD COMMITTEE REPORTS**

- (a) Bylaws & Policies Committee
  - i.) Set Date to Review Meeting Room Fee Structure & Sponsorship Agreement Forms

Committee Chair Goldstein would like to schedule a Bylaws and Policies Committee Meeting to review Meeting Room Fees and Sponsorship Agreement Forms. The Committee will meet Monday, October 29<sup>th</sup> in the Conference Room at 3:00 p.m.

## **9. UNFINISHED BUSINESS**

None at this time.

**10. NEW BUSINESS**

**(a) Report on Per Capita Grant Review of October 11, 2018 – J. Berry**

Trustee Miller, Head of Reader Services Linda Burns, Head of Reference Diane Comen, and Head of Youth Services Barbara Littlefield met with Assistant Director Berry to review the required chapter and checklist for the 2018 Per Capita Grant. Berry explained that the Library has strong collections and does hit the highpoints. Those highpoints have changed in the last few years. Many of the materials the Library used to have in print collections has shifted to online databases and electronic materials. Berry hopes to have the Per Capita Grant completed and ready to submit before the end of the year.

**(b) Approve Amendments to Bylaws as Presented at September Meeting**

Bylaws & Policies Chair Goldstein explained that the Trustee each have a copy of the proposed Bylaws revisions. The two proposed changes are: on page 3, the Trustees are officially changing the start time of the monthly board meetings to 7:00 p.m. from 7:30 p.m. On page 5, the Trustees are changing the spending authority of the Library Director from \$20,000 to \$25,000 to reflect the changes approved by Illinois statute.

**MOTION** Moved by Committee to Approve the Amendments to the Bylaws as first presented at the September, 2018 Board Meeting.

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

**(c) Approval of Dewberry Contract for Design Services**

Library Director Novak presented the Design Services Contract from Dewberry & Associates, which was included in the Board Packet for the Trustees' review.

Goldstein noted the reference to "Board of Directors" and asked to have the verbiage changed to "Board of Trustees". Novak will make sure the wording is corrected.

Trustee Johnson asked Library Director Novak if she was comfortable with the contract and she responded that she was.

**MOTION** Moved by Johnson, seconded by Schmitt, to approve the Dewberry Contract for Design Services, in the amount of \$20,275.00.

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

(d) Review of October 22 Budget Presentation to the Village

President Ruter walked the Trustees through the Library's 2019 FY Budget PowerPoint that Village Finance Director Maggie Bosley will present at the Village's Budget Workshop on Monday, October 22, 2018. The meeting will begin at 7:00 p.m. and will be held at Village Hall. President Ruter asked the Trustees to attend if they were available.

Library Director Novak noted that the Board had adopted a 2018 Levy at the September 27<sup>th</sup> Special Board Meeting – a Flat Levy with the new EAV added. The number for the Levy has changed since that meeting. Updated figures were presented by Finance Director Bosley during her meeting at the Library with President Ruter on October 13<sup>th</sup>. The Library's Board of Trustees adopts a Levy to match the figures generated by Village Finance Director Maggie Bosley.

**MOTION** Moved by Johnson, seconded by Kalfas, to amend the Proposed 2018 Levy to the amount of \$6,291,874.

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

11. OTHER

President Ruter distributed a "Memo of Understanding about Special Projects" to be discussed at the November Board Meeting. The Memo of Understanding includes nine assumptions, broken down into three categories: General Assumptions; Assumptions about the Market Place; and Assumptions about the Innovation Center. President Ruter asked the Trustees to review these assumptions and be ready to discuss and approve the Memo of Understanding at the November Board Meeting.

Trustee Kalfas excused herself at this time.

Library Director Novak asked the Board for clarification regarding the Budget that had been approved at the September 29<sup>th</sup> meeting. The Board approved a budget that included all special requests submitted by library Managers. One of the Library

Director's budget requests was to have Victoria Cook return to initiate the Implementation Plan process with the Department Heads. Novak said that the reason she proposed this was twofold: (1) Victoria's presence at the Focus Groups would ensure that the public's comments were communicated and interpreted accurately by staff; and (2) that this exercise would be a Continuing Education opportunity for all 10 of the library's managers – and area which earns credits toward next year's Per Capita Grant, and also a budget line that has been reduced significantly in recent years. Novak assured the Board that they would receive a quality Implementation Plan either way, but she wanted confirmation as to whether approval had been given for this part of the Administration budget request.

The Board discussed the merits of continuing education and President Ruter asked each Trustee to weigh in on the discussion. It was agreed by the Board that Library Director Novak should invite Victoria Cook to assist with the kick-off of the Implementation Plan process.

## 12. ANNOUNCEMENTS

- (a) Village Budget Presentation – Monday, October 22, 7:00 p.m.

The Library's 2019FY Budget will be presented by Village Finance Director Maggie Bosley at the Village Budget Workshop on Monday, October 22 at 7:00 p.m. at Village Hall.

- (b) Staff Training Day – Friday October 26, 8:30 a.m. to 4:30 p.m.

Staff Training Day will be held Friday, October 26, from 8:30 a.m. to 4:30 p.m. The library will be closed to patrons that day.

- (c) State of the Village Address – November 1, 8:00 a.m. – Park Center

The annual State of the Village Address will be held on Thursday, November 1<sup>st</sup> at 8:00 a.m. at the Park Center. Village President James Patterson will be the presenter.

- (d) Budget Presentation to the Village Board – November 6, 7:30 p.m. – Village Hall

President Ruter will present the Library's 2019FY Budget to the Village Board of Trustees on Tuesday, November 6<sup>th</sup>, at Village Hall. The Village Board Meeting will begin at 7:30 p.m.

**(e) Library Trustee Election Dates & Deadlines**

**Library Director Novak noted that the Library Trustee Election Dates and Deadlines were included in the Board Packet. Three Library Board of Trustee positions will be up for election.**

**13. EXECUTIVE SESSION**

**None at this time.**

**14. ADJOURNMENT**

**There being no additional business to be brought before the Board, President Ruter requested 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 8:17 p.m.**

**Respectfully submitted,**

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