

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
September 20, 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**

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

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

**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 August 16, 2018**

**MOTION**   Moved by Johnson, seconded by Schmitt, to approve the Minutes of the August 16, 2018 Board Meeting.

Trustee Miller clarified the August meeting minutes with regard to the recent approval of a bill by Governor Rauner regarding cash basis of accounting for libraries. Those libraries currently using the cash basis of accounting may continue to do so.

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

**(b)    Special Meeting of July 12, 2018**

**MOTION**   Moved by Johnson, seconded by Goldstein, to approve the Minutes of the Special Board Meeting of July 12, 2018.

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

### 3. PUBLIC COMMENTS

None at this time.

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

Trustee Johnson reviewed the Warrants for September 20, 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 Vega, to approve the warrants for September 20, 2018 in the amount of \$157,183.81.

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 July, 2018

Fund balances are doing quite well with additional tax revenues beginning to be received from the second installment. Cash and Investments on hand have increased to 74.52% of budget.

Significant increases have been seen in both the Current Year and Prior Year Property Taxes. More than 80% of anticipated tax receipts are in hand. 90% of the Personal Property Replacement Tax has also been credited to the library's account.

Expenditures in most departments are below the seven-month target of 58%. An aggregate total of 43.6% of Appropriated Funds has been spent through July. 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 recent article in the *Glenview Lantern* regarding the success of Youth Services' Harry Potter themed Escape Room Program.

Ruter contacted Patty Wolf and asked that she share her thoughts regarding the Library's Ride & Read Program in an editorial directed to the Glenview newspapers. She was happy to do so and a copy of the editorial is included in the packet.

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

- (a) Library Director's Report
- (b) Statistics for August, 2018
- (c) Electronic Statistics for August, 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 Miller, to approve the Staff Reports and Statistics as presented.

Trustee Miller noted that several part-time staff have left the library for full-time positions. Library Director Novak explained that this is to be expected, particularly now that the economy has picked up and more full-time positions are available at other libraries.

The Glenview Public Library has been selected as a location for one of four butterfly gardens to be located in Glenview. Novak explained that there are two areas on the Glenview Road side of the library that will be ideal locations for the garden. The

butterfly garden should be planted this fall.

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

**8. BOARD COMMITTEE REPORTS**

**(a) Budget & Finance Committee**

**i.) Approval of Minutes from Meeting of August 14, 2018**

**MOTION** Moved by Ruter, seconded by Miller, to approve the Minutes of the Budget & Finance Committee Meeting of August 14, 2018.

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

President Ruter noted that next week's meeting is a Special Board Meeting and not a Budget & Finance Committee Meeting. The Board can take action at a Special Board Meeting and will not have to have another meeting to vote on budget items.

**9. UNFINISHED BUSINESS**

None at this time.

**10. NEW BUSINESS**

**(a) Approval of Revised Dewberry Proposal for Design Services**

Dewberry and Associates prepared a revised proposal for Design Services as requested by the Board at the August Board Meeting. Doug Pfieffer broke out the three stages of design and planning, and included a quote for the first phase for the Library.

Library Direct Novak explained that by approving the programming and design proposal, Dewberry will meet with staff leadership to outline the space for the MarketPlace and Innovation Center. There will also be three meetings with the management team to look at designs for MarketPlace and Innovation Center space. A sequencing outcome with the preferred layout with images will be presented to the Board for review. At that point, the Board can then determine if the Library will move forward with the project.

**MOTION** Moved by Goldstein, seconded by Schmitt, to approve the revised Dewberry Design Services Proposal in the amount of \$\*\*\*\*, pending clarification of

the statement regarding carpeting and whether or not there will be an additional fee attached.

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

Library Director Novak will check with Doug Pfeiffer to determine if there is an additional fee. Novak was authorized to proceed with the proposal, provided that the total does not exceed \$25,000.00.

**(b) Report on Budget Meeting re: Capital Repair & Replacement Fund – A. Ruter**

President Ruter, Village Finance Director Bosley, Library Director Novak, Head of Facilities Mark Depa and Business Manager Klimusko met to review the Library's Capital Repair and Replacement Schedule on September 13th. Department Head Depa has reviewed the CR&R and has found that there are several projects listed on the CR&R schedule that can be done in house which result in a cost savings. Bosley was asked to smooth out the transfers from the Library's Operating Budget. The take away is that the Library's Fund Balance has a significant amount more than the Board's requirement of two months of "cash on hand" policy.

**(c) Determine Salary Pool for FY2019 Budget**  
**i.) Presentation of NSLS Library Salary Survey Data – 2018**

Library Director Novak distributed the NSLS Library Salary Survey results. There was a very good response from NSLS Libraries and Novak shares the information accumulated with participating Library Directors.

**ii.) Review of CPI Data**

Library Director Novak distributed the CPI report. The Consumer Price Index increase has ranged from 1.6% to 2.3% for the first eight months of 2018. When compared, August, 2018 versus August, 2017, the CPI increase is 1.7%.

**MOTION** Moved by Johnson, seconded by Miller, to implement a 1% cost of living adjustment increase and up to a 2.5% merit increase for a maximum 3.5% salary pool for 2019.

**MOTION** Moved by Vega, seconded by Johnson, to table the motion.

Trustee Vega requested three salary scenarios be prepared for the Special Board Meeting on September 27, 2018. The three scenarios to be presented are: a 3%, 3.5% and 4.0% salary pool increase.

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

**(d) Per Capita Grant Requirements – J. Berry**

Assistant Director Jane Berry distributed a packet of information required for the completion of the Per Capita Grant. Ideally, Berry would like to complete the Per Capita Grant by 12/31/18. Trustees were instructed to contact Berry when they have completed the requirements so she can notate the grant application accordingly.

**(e) Update re: Parking Lot Repairs**

Library Director Novak explained that during the CR&R review this year, Head of Facilities Depa noticed that monies were budgeted in 2018 and 2019 to cover the cost of caulking repairs to the parking lot. Many of the seams are leaking. Depa has contacted a parking lot specialist recommended by Bully and Andrews. The consultant will provide a written proposal, with recommendations for repair and estimated costs, which will, most likely, be factored into the 2020 budget. Novak continued to explain that the parking lot consists of precast concrete slabs and is subject to constant vibrations. Bully & Andrews recaulked the parking lot 5 years ago, no cost to the Library, as the parking lot was still under warranty at that time. Unfortunately, this repair was effective, but lasted for a very short period of time.

**(f) Official Thirty Day Notice of Amendments to By Laws**

Library Director Novak stated that the proposed amendments to the Bylaws are included in the September Board packet for review and are not to be acted upon until next month to comply with the 30 day notice, which is required in the Bylaws. This includes the change in the start time of the monthly Board Meetings from 7:30 p.m. to 7:00 p.m.

**MOTION** Moved by Johnson, seconded by Schmitt, to accept the Official 30 Day Notice of Amendments to the By Laws and Policies.

The Trustees continued to peruse the By Laws, and determined that the amount that the Library Director is able to authorize without Board approval should be increased to \$25,000 from the \$20,000. This is to reflect the recent change in Illinois State Library Law, which increased the amount to \$25,000.

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

**(g) Discussion re: Change in January, 2019 Meeting Date**

President Ruter requested the January, 2019 Board Meeting scheduled for January 17, 2019 be moved up one week, to January 10, 2019. Library Director Novak noted that complete financials will not be available from the Village by this time, including the warrants to approve.

**MOTION** Moved by Johnson, seconded by Schmitt, to change the date of the January, 2019 Monthly Board Meeting from January 17<sup>th</sup> to January 10<sup>th</sup>.

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

**11. OTHER**

None at this time.

**12. ANNOUNCEMENTS**

None at this time.

**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 8:35 p.m.**

**Respectfully submitted,**

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