

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES**

**A G E N D A**

**Meeting Date: November 15, 2018**

**7:00 PM**

**Glenview Public Library**

**Conference Room**

Public participation is encouraged. The public may comment on the agenda items or sub-items marked with an asterisk (\*). If you wish to comment on a given item or sub-item, please fill out a Public Participation Request and place it in the box before the start of the meeting. Please fill out a separate form for each item or sub-item you wish to address. Your comments will be limited to a maximum of three minutes on any given item or sub-item.

Members of the public may also make comments, regarding items not on the regular agenda, at the point on the agenda labeled Public Comments. Such comments will also be limited to a maximum of three minutes each.

In addition, members of the public may also make longer presentations, regarding items not on the regular agenda, at the point on the agenda labeled Public Presentation. These shall be scheduled by pre-arrangement with the Library Director two weeks in advance of the meeting at which the presentation is to be made. Such presentations shall be limited to a maximum of 10 minutes each. A maximum of one presentation per meeting will be allowed, and such presentations will be scheduled on a first-come/first-serve basis.

1. Call to Order & Roll Call
2. Approval of Minutes
  - \* (a) Regular Meeting of October 18, 2018
3. \*Public Comments
4. Approval of Warrants – C. Schmitt
5. Examination of Financial Reports and Statistics
  - \* (a) Revenues, Expenditures and Fund Balances through September, 2018
  - (b) Revised Pro Forma Special Projects Budget – November, 2018

6. **\*President's Report**
7. **Acceptance of Staff Reports and Statistics**
  - (a) **Library Director's Report**
  - (b) **Statistics for October, 2018**
  - (c) **Electronic Statistics for October, 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**
8. **Board Committee Reports**
  - (a) **Policy Committee**
    - i.) **Report on Meeting of October 29, 2018**
    - ii.) **Approval of Minutes of October 29, 2018**
    - iii.) **Approval of Sponsorship Agreement – Short Form**
    - iv.) **Approval of Changes to Meeting Room Policy**
  - (b) **Strategic Planning Committee**
    - i.) **Review and Approval of Local Job Posting for GPL Foundation Consultant – K. Vega**
9. **\*Unfinished Business**
  - (a) **Reconsideration of January Board Meeting Date**

10. **\*New Business**
  - (a) **Appoint Trustees to Conduct Semi-Annual Review of Executive Session Minutes**
  - (b) **Review and Approval of Trustees' Memorandum to GPL Staff Leadership about Special Projects**
  - (c) **Approval of Contract Renewal with AT&T re: Use of Parking Spaces**
  - (d) **Approval of LIRA Insurance Renewals**
  - (e) **Renewal of ATP Contract for 2019**
  
11. **\*Other**
  
12. **Announcements**
  - (a) **Budget Presentation to the Village Board – November 20, 7:30 p.m.**
  
13. **Executive Session**
  - (a) **Per Section 2(c)(1) of the Open Meetings Act – Personnel**
  - (b) **Per Section 2(c)(21) of the Open Meetings Act – Review of Closed Session Minutes**
  
14. **Adjournment**