

GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES

A G E N D A

Meeting Date: February 15, 2018

7:30 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 January 18, 2018
3. *Public Comments
4. Approval of Warrants – K. Vega
5. Examination of Financial Reports and Statistics
 - * (a) Revenues, Expenditures and Fund Balances through December, 2017
6. * President’s Report

7. **Acceptance of Staff Reports and Statistics**
 - (a) **Library Director's Report**
 - (b) **Statistics for January, 2018**
 - (c) **Electronic Statistics for January, 2018**
 - (d) **Library Website Electronic Usage**
 - (e) **MyPC Reservation Service**
 - (f) **Electronic Payment Transaction**
 - (g) **Inter Library Loan**
 - (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) **Strategic Planning**
 - i.) **Report on Meeting of January 29, 2018 – K. Vega**
 - ii.) **Approval of Minutes from January 29, 2018 Meeting**
 - iii.) **Approval of Recommendation to Engage Facilitator for Strategic Planning Process**

 - (b) **Bylaws & Policies Committee**
 - i.) **Report of Meeting of February 8, 2018**
 - a. **Summary of Committee Recommendations**
 1. **Approval of Revisions to Fines and Fees Matrix**
 - ii.) **Acceptance of Recommendation re: Processing Costs**
 - iii.) **Approval of Sexual Harassment Policy**

9. *** Unfinished Business**

10. *** New Business**
 - (a) **Resolution to Honor Jennifer Black upon Her Retirement**
 - (b) **Presentation by Dewberry re: Space Needs Assessment**
 - (c) **Discussion re: Scheduled Replacement Plan for iPads**
 - (d) **Discussion re: Disposition of Old iPads**

11. *** Other**

12. **Announcements**
 - (a) **ILA Legislation Day – Monday, February 19 in Buffalo Grove, Monday, 7:45 a.m. – 10:30 a.m.**

13. **Executive Session**
 - (a) **Per Section 2(c)(1) of the Open Meetings Act – Personnel**

14. **Adjournment**