

**Glenview Public Library Board of Trustees
Meeting Minutes
Tuesday - March 21, 2023
6:30 p.m. – Conference Room**

PRESENT: Winnie Clonts Allan Ruter
(Board) Ruth Rosenblum Carol Schmitt

ABSENT: Tom Blanchard M. David Johnson
(Board) Kathy Vega

PRESENT: Lindsey Dorfman, Executive Library Director
(Staff) Teri Room, Deputy Director
Christine Klimusko, Business & Finance Director
Jean Sanders, Director of Patron Experience
Jill Lorenzen, Librarian

GUEST: Tara Call, League of Women Voters
Mark Depa, Facilities Manager
Danielle Schuh, GBS Student
Kevin Schuh, GBS Student
Enkhkhasva Ganzorig, GBS Student
Anudari Tergauunbayer, GBS Student
Emma Young, GBS Student
Jenny Park, GBS Student

1. CALL TO ORDER AND ROLL CALL

President Rosenblum called the meeting to order at 6:31 p.m. and the roll was called.

2. APPROVAL OF MINUTES

a. Regular Meeting of February 16, 2023

MOTION Moved by Trustee Schmitt, seconded by Trustee Ruter, to approve the Minutes of the February 16, 2023 Board Meeting.

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

3. PUBLIC COMMENT

None at this time.

President Rosenblum reordered the agenda at this time.

12. NEW BUSINESS

- a. Resolution in Recognition of Service for Mark Depa

9. Acceptance of Staff Reports and Statistics

- c. New Website Usage Report

Executive Library Director Dorfman introduced Librarian Lorenzen. Lorenzen walked the trustees through the GPL New Website Launch report, which compared internet traffic from January 11 - February 28, 2023, to the same period during 2022. The Library was not able to produce this type of comparison before BiblioCommons was instituted. The new website allows staff dig deeper into the interests and activities of our patrons. We can also track users who get to the new website via the library's newsletter.

Executive Library Direct Dorfman thanked Lorenzen for the review.

4. APPROVAL OF WARRANTS – C. Schmitt

- a. Warrant Summary
- b. Warrants Greater than \$5,000

Trustee Schmitt reviewed the warrants for February 16, 2023, and listed those warrants and invoices greater than \$5,000.00.

MOTION Moved by Trustee Schmitt, seconded by Trustee Ruter, to approve the warrants for March 21, 2023, in the amount of \$216,883.59.

Roll call vote taken. Trustee Clonts, Trustee Ruter, Trustee Schmitt, and Trustee Rosenblum voted aye. No nays. Motion carried.

5. EXAMINATION OF FINANCIAL STATEMENTS AND STATISTICS

- a. Fund Income Statements January 2023
- b. January 2023 Cash Flow Report
- c. Cash and Investment Balances

Business and Finance Director Klimusko presented the financial summary for January 2023. Total revenue was \$1,607,456.93 or 18.51% of the library's 2023 budgeted revenue. Prior property tax revenue collected was \$1,576,555.87. The prior property tax revenue collected is the remaining property tax from 2022.

January expenditures totaled \$351,966.57 or 4.05% of the budget, which is slightly lower than anticipated.

The cash balance at the end of January was \$4,956,672. The Operating Cash balance is expected to remain in compliance with the Operating Fund Policy of 2 months of expenses. Cash & Investment totaled \$6,263,437.12.

Regarding the additional funds on hand, Executive Library Director Dorfman has approved a recommendation from Village Finance Director Erika Smith to transfer \$3,000,000 to Illinois Funds. The Illinois Funds daily interest rate is 4.665%, which is significantly higher than the interest rate at Busey Bank. Once the funds are transferred, the Operating Fund balance will be \$1,756,270, which is within the library's Fund Balance Policy.

6. PRESIDENT'S REPORT – See Legislative Update

7. LEGISLATIVE UPDATE

President Rosenblum shared an update regarding Secretary of State Alexi Giannoulias' House Bill 2789, which is an anti-censorship policy for the State of Illinois.

Rosenblum attended the March 2023 ILA Library Trustee Forum Spring Workshop which focused on library buildings and planning for the future, and she concluded that GPL participates in best practices for libraries.

The next ILA Library Trustee Forum will highlight Finance for Trustees on April 4th. The May ILA Forum will discuss how to run an efficient and effective board meeting.

Rosenblum also shared a recent article about the de-professionalization of the Elmwood Public Library.

Lastly, President Rosenblum shared an article about Barnes and Noble reestablishing itself as not a big box bookstore and how the store has rearranged its display space in thematic nooks.

8. FOUNDATION UPDATE

Trustee Ruter reported that the Foundation held their second annual "Stay at Home and Read a Book Gala." The Gala raised several thousand dollars. Ruter announced that Jackie Lutz, who has served as president for last two years, will step down and serve as treasurer. The Foundation has selected Co-presidents for this year. He also mentioned that the Foundation is interested in the library's redesign project and may have funds to help with some of the expenses.

9. ACCEPTANCE OF STAFF REPORTS & STATISTICS

- a. Library Director's Report
- b. Statistical Summary
- c. New Website Usage Report

MOTION Moved by Trustee Ruter, seconded by Trustee Schmitt, to accept the Staff Reports and Statistics.

Executive Library Director Dorfman announced that the library made an offer of employment to Salvador Reyes, who has accepted the position of Facilities Manager.

Dorfman is happy with results of this year's "Glenview Reads Together." The recent interview with Haben Girma can be found on the library's YouTube page.

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

10. COMMITTEE REPORTS

None at this time.

11. UNFINISHED BUSINESS

a. Paver Project Update

The building façade project, which includes the repair of the pavers on the east side of the building, has been remobilized this month. The cost to replace the pavers is approximately \$100,000. Executive Library Director Dorfman explained that the Library would realize a big saving if we poured a concrete walkway and did not go the paver route. Another option would be to keep the pavers at the east entrance and go with concrete.

12. NEW BUSINESS

b. Discussion on the Scope of Work for the Space Improvement Project

The library is ready to send out a request for quotations to various architectural firms to establish a relationship with a firm to work on the library redesign. The Request for Quotation was sent to the library's attorney. Dorfman is happy with the draft and would like to get the board's thoughts on the scope of work. Dorfman hopes to have a draft of a master plan soon, with the work being phased over several years. The Board reviewed the scope of work and is comfortable with the RFQ.

Dorfman mentioned that a special board meeting may be required in May, and that it could be a Building & Grounds Committee meeting or, if the board preferred, a meeting of the entire Board.

- c. Direction from the Board on the Decennial Committee on Government Efficiency

Last year, Governor Pritzker passed a law that would require some organizations to convene a decennial committee to review intergovernmental agreements. The library's attorney has reviewed this new law and determined that the Library does not have to do a review. Dorfman wanted to share this information with the Board and get their feedback.

13. OTHER

- a. December 2023 Board Meeting Date – December 21, 2023

The Board agreed to move the December Board meeting, originally scheduled for December 21st to December 19th.

14. ANNOUNCEMENTS

- a. April Warrants - Carol Schmitt
- b. May Warrants - Winnie Clonts
- c. Patron Appreciation – April 27, 2023 – 3:00 – 5:00 p.m. - Lobby
- d. Statement of Economic Interest – Reminder to complete by April 30th

MOTION Moved by Trustee Ruter, seconded by Trustee Schmitt, to move to Executive Session 2(c)21 of the Open Meetings Act – the Semi-Annual Review of Closed Meeting Minutes.

Roll call vote taken. Trustee Clonts, Trustee Ruter, Trustee Schmitt, and Trustee Rosenblum voted aye. No nays. Motion carried.

The meeting moved to Closed Session at 7:53 p.m.

15. EXECUTIVE SESSION pursuant to 5ILCS 120/2(c)(21) of the Open Meetings Act for the Semi-Annual Review of Closed Session Meeting Minutes
 - a. Return to Open Session to Vote on Executive Session Minutes and Verbatim Recordings

The meeting moved to Open Session at 7:58 p.m.

MOTION Moved by Trustee Ruter, seconded by Trustee Clonts to approve the minutes to the Executive Session Meeting Minutes of September 15, 2022, November 17, 2022, and December 15, 2022, and there be no changes to existing Executive Session Meeting Minutes classifications at this time.

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

16. ADJOURNMENT

MOTION Moved by Trustee Schmitt, seconded by Trustee Ruter, to adjourn.

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

The meeting was adjourned at 8:00 p.m.

Sincerely,

Winifred L. Clonts, Secretary
Glenview Public Library Board of Trustees