

March 16, 2017 Board Meeting.

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

Vice-President Scholly requested the Agenda be reordered at this time.

10. UNFISHISHED BUSINESS

(a) Presentation from Kroeschell & Mark Depa re: Boiler Status

Facilities Department Head Mark Depa gave a brief overview of the boiler situation and introduced the team from Kroeschell Engineering: Dave Lenzen, Superintendent, Jon Thomason, Field Technician and Andrew Rzewnicki, Service Engineer. Depa explained that there was a catastrophic event which caused a system failure in December and the Library has been operating on only one boiler this winter. Since the March Board Meeting, Depa and the Kroeschell team determined that a Fulton boiler system would be a better choice to replace the AERCO boilers. The Fulton boiler will have a smaller footprint, will support the correct flue stack length and will have a stronger fan. The Fulton boilers are in stock and the team hopes to begin the work shortly. The plan is to replace the damaged boiler first, make sure new boiler is operational and then replace the remaining boiler. The Fulton boilers will reduce the capacity by 25% and this will be an operational efficiency. The AERCO boilers were oversized and could be part of the reason why the implosion occurred.

(b) Acceptance of Revised Quote for New Boilers

MOTION Moved by Ruter, seconded to Miller, to approve the Kroeschell Proposal dated April 20, 2017 to replace the previously specified Lochinvar boilers with Fulton boilers at a not to exceed cost of \$170,000.00. This shall include the cost of the replacement stacks as originally quoted at \$34,000 and the boilers at \$116,005..

Roll call vote taken. Goldstein, Miller, Neymark, Ruter and Scholly voted aye. No nays. Motion carried.

11. NEW BUSINESS

(a) Request for Maker Faire Funds – J. Black

Communications Director Jenn Black distributed the Maker Faire flyer to be held on Saturday, May 13th. The Glenbrook South engineering students will be partnering with the Library. There will be crafts and demonstrations throughout the Library.

The budget for the Faire is \$1,000. The Library is the recipient of \$500 from the Glenview Sunrise Rotary and Black would like to request \$500 from the Friends' Gift Fund. This will allow Black to purchase t-shirts for those staff members working the Faire, cover printing expenses and purchase craft supplies. Alternate parking and security staffing have been addressed.

MOTION Moved by Goldstein, seconded by Ruter, to approve \$500 for the Marker Faire from the Friends of the Glenview Public Library Gift Fund.

Roll call vote taken. Goldstein, Miller, Neymark, Ruter and Scholly voted aye. No nays. Motion carried.

(b) Highlights re: New and Improved Library Website – T. Room & B. Sill

Technical Services Department Head Teri Room presented a preview of the Library's redesigned website. Room is working with Library Graphic Designer Bronwyn Sill and web designer Warren Greely on the new website. Greely has been very responsive and reasonably priced. The new site will be designed in Word Press and the goal is to "go live" June 1st. Sill explained the page design and process of achieving the new look. It will be viewable on phones, tablets and computers. Bronwyn described it as a "cohesive design esthetic through multiple platforms" – the website, the Newsletter and the e-Newsletter. The launch of the redesigned website will tie in with the launch of the 2017 Summer Reading Program.

4. APPROVAL OF WARRANTS – A. Ruter

Trustee Ruter reviewed the Warrants for April 20, 2017. He found them to be in order and itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Ruter, seconded by Goldstein, to approve the Warrants of April 20, 2017 in the amount of \$205,440.40.

Roll call vote taken. Goldstein, Miller, Neymark, Ruter and Scholly voted aye. No nays. Motion carried.

5. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

(a) Revenues, Expenditures and Fund Balances through February, 2017

Library Director Novak presented the financial recap through February, 2017.

Cash and investments fund balances are showing a slight increase this month, as the library has already begun receiving monies from the March tax collections. Revenues have increased significantly during the month of February. A total of \$791,000 in early property tax payments has been posted, in addition to nearly 50% of the projected Prior Year's property taxes. The remainder is miscellaneous fines and fees.

Expenditures for the second month of the fiscal year are also very light. The largest amount has been spent in Building & Grounds Maintenance at 14.5%, while the lowest is in Communications, with 8.9% expended. The highest total expenditures are reflected in the Capital Outlay category, with 16.5% spent. The lowest amount of funds expended is from Other Charges, with expenditures of 0.3%.

An aggregate total of 8.2% of Appropriated Funds has been spent through January. 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

None at this time.

7. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

- (a) Library Director's Report
- (b) Statistics for March, 2017
- (c) Electronic Statistics for March, 2017
- (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

MOTION Moved by Ruter, seconded by Goldstein, to acceptance the Staff Reports and Statistics as presented.

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

8. BOARD COMMITTEE REPORTS

- (a) Report from Building & Grounds Committee
 - i.) Approval of Minutes of March 15, 2017 Meeting

MOTION Moved by Miller, seconded by Ruter, to approve the Minutes of the Building & Ground Committee meeting of March 15, 2017.

Voice vote taken. Miller and Ruter voted aye. No nays. Motion carried.

- (b) Bylaws & Policies Committee
 - i.) Approval of Minutes of March 9, 2017

MOTION Moved by Goldstein, seconded by Neymark, to approve the Minutes of the Bylaws & Policies Committee meeting of March 9, 2017.

Voice vote taken. Goldstein and Neymark voted aye. No nays. Motion carried.

Library Director Novak explained that CCS has agreed to migrate to Polaris as the new Online Library System by April, 2018. Unfortunately, Polaris does not accept electronic signatures at this time. The STEM/STEAM policy, which included a provision for an electronic signature on the Waivers was prepared prior to this decision by CCS. It was agreed that the Library would request only one signature from patrons with a written waiver and keep it on file, until Polaris can accept electronic signatures. The Bylaws and Policy committee would like to strike the word electronic from the Policy at this time.

MOTION Moved by Goldstein, seconded by Neymark, to remove the word

“electronic” from the STEAM Policy when referring to waivers.

Roll call vote taken. Goldstein, Miller, Neymark, Ruter and Scholly voted aye. No nays. Motion carried.

9. PUBLIC PRESENTATION

None at this time.

11. NEW BUSINESS

- (c) Adoption of “A Resolution for the Release of Certain Closed Session Meetings for Public Inspection”

MOTION Moved by Goldstein, seconded by Miller, to adopt the Resolution for the Release of Certain Closed Session Meetings for Public Inspection.

Roll call vote taken. Goldstein, Miller, Neymark, Ruter and Scholly voted aye. No nays. Motion carried.

12. ANNOUNCEMENTS

- (a) LACONI Trustee/Librarian Dinner – Friday, May 12th – Oak Lawn Hilton, 7:00 p.m.

13. OTHER

Trustee Goldstein shared an article from the Wall Street Journal. The article highlighted various items one can borrow from a Library, from baking pans to hand tools. The article ties into different ways to attract patrons and our MakerSpace programs.

Library Director Novak will be on vacation April 24th through May 1st.

Trustee Scholly distributed copies of the minutes from the Library Board’s first meeting, held in December, 1930. The Library Board has accomplished quite a bit since that first meeting, and Scholly recapped some of the highlights.

14. PUBLIC COMMENTS

None at this time.

15. EXECUTIVE SESSION

(a) Per Section 2(c)(1) of the Open Meetings Act – Personnel

16. ADJOURNMENT

There being no additional business to be brought before the Board, President Pro Tem Scholly requested a motion to adjourn.

MOTION Moved by Goldstein, seconded by Ruter, to adjourn.

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

The meeting adjourned at 9:18 p.m.

Respectfully submitted,

**Wendy Goldstein
Secretary
Glenview Public Library Board of Trustees**