

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
October 19, 2017**

PRESENT (Board)	Wendy Goldstein John Miller Carol Schmitt	M. David Johnson Allan J. Ruter Kathy Vega
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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, Glenview Resident
Peg Ciszek, Glenview Resident**

1. CALL TO ORDER AND ROLL CALL

President Ruter called the meeting to order at 7:32 p.m. and the roll was called.

2. REPORT OF THE FRIENDS OF THE GLENVIEW PUBLIC LIBRARY

None at this time.

3. APPROVAL OF THE MINUTES

(a) Regular Meeting of September 18, 2017

MOTION Moved by Johnson, seconded by Goldstein, to approve the Minutes of the Regular Board Meeting of September 18, 2017 as amended.

Trustee Goldstein noted the she voted nay during the roll call vote for approval of one personal day per year for full-time staff. The minutes will be amended to reflect this vote.

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

4. APPROVAL OF THE WARRANTS – M. David Johnson

Trustee Johnson reviewed the warrants for October 19, 2017. He found them to be in order and itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Johnson, seconded by Schmitt, to approve the Warrants of October 19, 2017 in the amount of \$257,221.40.

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

5. EXAMINATION OF FINANCIAL REPORTS & STATISTICS

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

Cash and investments fund balances are healthy with the influx from the second installment of Property Tax collections. Cash on hand is 77.01% of budget. Revenues: Property tax collections have risen to 99.7% of total anticipated collections and total revenues from 63.2% to 84.4% of estimates, during the month of August. Prior years' property tax receipts have exceeded projections at 135.7%.

Expenditures are still trending conservatively. Administration is the lowest, with 55.1% expended and Building & Grounds Maintenance is highest, with expenses totaling 67.0% of budget.

The highest total expenditures are reflected in the Contractual category, with 60.7% spent. The lowest amount of funds expended is from Other Charges, with expenditures of 22.3%. An aggregate total of 49.9% of Appropriated Funds has been spent through August. 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 reminded the Trustees that they can still reserve a seat for the Annual "State of the Village" address to be held at the Library on November 1st at 8:00 a.m. Ruter passed around a Thank You card from Circulation Department Head MaryAnn Bowler.

President Ruter reordered the Agenda at this time.

11. NEW BUSINESS
 - (h) ILA Report – J. Miller

Vice-President Miller attended the 2017 ILA Conference held earlier this month. Miller reported on several of the presentations he attended, which covered a variety of topics. He distributed a summary report and several handouts for the Trustees to review.

7. ACCEPTANCE OF STAFF REPORTS & STATISTICS

- (a) Library Director's Report
- (b) Statistics for September, 2017
- (c) Electronic Statistics for September, 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 Miller, seconded by Goldstein, to accept the Staff Reports and Statistics as presented.

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

8. BOARD COMMITTEE REPORTS
 - (a) Building & Grounds Committee

i.) Report on Meeting of October 6, 2017 – M. David Johnson

Building & Grounds Committee Chair Johnson gave a brief overview of the meeting held on October 6, 2017.

ii.) Approval of Minutes of October 6, 2017 Meeting

MOTION Moved by Johnson, seconded by Miller, to approve the Minutes of the Building & Grounds Committee meeting held on October 6, 2017.

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

iii.) Approval of Expenditures to Purchase New Humidifier and Make Repairs to Existing Humidifier

MOTION Moved by Committee to authorize Facilities Department Head Mark Depa to contact Dewberry to proceed with the design work to add five (5) additional bollards at the north side of the library, as well as to request quotes for the installation of the bollards.

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

MOTION Moved by Committee to approve the purchase of the Nortech humidifier #2, at a cost not to exceed \$24,488, to replace the one that recently failed.

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

MOTION Moved by Committee to have the Server Room #225 CRAC unit be added to the generator loads, with a cost not to exceed \$24,425.

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

iv.) Approval to Replace Motors for AAON Units in Three Phases

MOTION Moved by Committee to add \$15,000 to the 2018 Budget for the repair and replacement of the AAON rooftop motors and to add this amount to the budget each year for the next three years, beginning in 2018 and ending in 2020.

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

- (b) Bylaws & Policies Committee
 - i.) Set Meeting Date

Library Director Novak will coordinate a date and time with the committee members and then send an email confirming the next Bylaws & Policies Committee meeting date.

9. PUBLIC PRESENTATION

None at this time.

10. UNFINISHED BUSINESS

None at this time.

11. NEW BUSINESS

- (a) Budget Presentation to Village Board – A. Ruter

Due to conflicting travel plans, President Ruter will present the Library's FY2018 Budget to the Village Board of Trustees at Village Budget Workshop III on Thursday, October 26th. He has been working on the PowerPoint presentation with Library Director Novak and with Communications Director Black and her staff. The theme of this year's presentation is "Turning Outward." The presentation should be approximately 8 minutes in length and broken into four (4) sections. There will be handouts for the Village Trustees that will include some information on our partnerships and various community services the Library provides.

- (b) Approval of Personal Day Policy

Library Director Novak distributed the proposed Policy for review. The Trustees suggested a few edits to the wording.

MOTION Moved by Goldstein, seconded by Schmitt, to approve the Personal Day Policy, as amended.

Roll call vote taken. Goldstein, Johnson, Schmitt, Vega and Ruter voted aye. Miller voted nay. Motion carried.

(c) Appoint Trustees to Perform Executive Session Minute Review

Trustee Ruter and Trustee Schmitt agreed to perform the Executive Session Meeting Minute Review prior to the November 16th Board Meeting. They will coordinate their schedules and let Business Manager Klimusko know when they will be coming to the Business Office to review them.

(d) Approval of Cost of Living Increase to Salary Structure

Library Director Novak explained that each year the Board adjusts the Library's Salary Structure to reflect an annual Cost of Living Adjustment. The regional (Chicago area) consumer price index has increased 2.3% and the national increase is 1.9% for the previous twelve months.

MOTION Moved by Johnson, seconded by Goldstein, to update the Library's salary structure by 2.3%, effective January 1, 2018, to reflect the increase in the Chicago area cost of living in 2017.

Roll call vote taken. Goldstein, Johnson, Schmitt, Vega and Ruter voted aye. Miller voted nay. Motion carried.

(e) Approval of Revised Draft of Library Budget, FY2018

The revised draft of the FY2018 Library Budget was distributed to the Trustees. The Capital Repair and Replacement figure was adjusted by \$30,000 after the recent CRR meeting that included Mark Depa and Maggie Bosley. This new figure is included in the revised budget.

MOTION Moved by Johnson, seconded by Vega, to approve the Revised Draft of the FY2018 Budget.

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

(f) Review of Library Efficiencies & Partnerships – 2017

The Board commended the managers for their tremendous efforts during the past twelve months. It was suggested that a uniform spreadsheet template be used next year, to make the information provided by the Department Heads easier to follow.

MOTION Moved by Schmitt, seconded by Vega, to accept the 2017 Library Efficiencies and Partnerships, as presented.

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

(g) Discussion re: Increase in Damage to Library Print Materials

In last month's board report, Circulation Department Head MaryAnn Bowler reported that her staff is seeing more damage to library materials, particularly those items that are being used within the Library. The Board asked for more information to be presented at the October meeting. As a follow up, Library Director Novak asked Bowler to provide photos of some of the damage to materials for the Board's review. The budget is able to absorb the cost of those items that need to be replaced. Novak will ask the Department Heads to keep an eye on damaged materials and let her know if there is a significant increase.

12. ANNOUNCEMENTS

(a) Budget Presentation to Village Board – TBD

The Library's 2018 Budget Presentation to the Village Board will be held on Thursday, October 26, 2017 at Village Hall. Budget Workshop III will begin at 7:00 p.m. and the Library is first on the agenda.

13. OTHER

None at this time.

14. PUBLIC COMMENTS

None at this time.

MOTION Moved by Goldstein, seconded by Johnson, to move to Executive Session Per Section 2(c)1 of the Open Meetings Act – Personnel and Per Section

2(c)21 of the Open Meetings Act – Review of Executive Session Minutes.

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

The Meeting moved to Closed Session at 9:05 p.m.

15. 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 Executive Session Minutes**

The Meeting returned to Open Session at 9:18 p.m.

MOTION Moved by Johnson, seconded by Schmitt, to approve but not to release the minutes to the following Executive Session Meetings:

**January 19, 2017 – Do Not Release;
February 16, 2017 – Do Not Release;
March 16, 2017 – Do Not Release.**

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

MOTION Moved by Johnson, seconded by Goldstein, to allow Library Director Novak to carry over 2017 unused vacation days to be used at her discretion.

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

16. 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 Goldstein, to adjourn.

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

The meeting adjourned at 9:20 p.m.

Respectfully submitted,

**Wendy Goldstein, Secretary Pro Tem
Glenview Public Library Board of Trustees**