

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
September 18, 2017**

<b>PRESENT (Board)</b>	<b>Wendy Goldstein John Miller Carol Schmitt</b>	<b>M. David Johnson Allan Ruter Kathy Vega</b>
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**ABSENT  
(Board)**                    **Stella Kalfas**

**PRESENT**                    **Vickie L. Novak, Library Director  
Jane Berry, Assistant Director  
Christine Klimusko, Business Manager**

**GUESTS**                    **Roletta Nandan, Glenview Resident  
Patricia Forde, Bahai Faith  
Thomas Murphy, Bahai Faith**

**1.     CALL TO ORDER AND ROLL CALL**

**President Ruter called the meeting to order at 6:00 p.m. and the roll was called.**

**2.     REPORT OF THE FRIENDS OF THE GLENVIEW PUBLIC LIBRARY**

**None at this time.**

**3.     APRPOVE OF MINUTES**

**(a)    Regular Meeting of August 24, 2017**

**MOTION   Moved by Goldstein, seconded by Schmitt, to approve the Minutes of the Regular Board Meeting of August 24, 2017.**

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

**(b)    Special Board Meeting of August 17, 2017**

**MOTION   Moved by Goldstein, seconded by Vega, to approve the Minutes of the Special Board Meeting of August 17, 2017.**

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

President Ruter re-ordered the agenda at this time.

## 9. PUBLIC PRESENTATION

Thomas Murphy and Patricia Ford are members of the Bahai Faith of Glenview. They invited the Board members to their 200<sup>th</sup> Anniversary Gala Dinner to be held at the Café at the Glenview Park Golf Course on Sunday, October 22<sup>nd</sup>.

## 4. APPROVAL OF WARRANTS – M. David Johnson

Trustee Johnson reviewed the warrants for September 18, 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 Goldstein, to approve the Warrants of September 18, 2017 in the amount of \$133,877.03.

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

## 5. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

### (a) Revenues, Expenditures and Fund Balances through July, 2017

Cash and investment fund balances have increased in July, with the second installment of Property Tax collections starting to be received. Cash on hand is 62.69% of budget.

Property tax collections have risen to 74.3% of total and total revenues from 45% to 63.2% of anticipated numbers, with the recent influx of property tax funds. Prior years' property taxes have exceeded projections at 107.9%. Meeting room fees, interest on investments and PPRT (personal property replacement tax) are also in excess of projected amounts.

Expenditures are still trending conservatively. Administration is the lowest, with 47.9% expended and Building & Grounds Maintenance is highest, with expenses totaling 58.4% of budget.

The highest total expenditures are reflected in the Contractual category, with 53.7%

spent. The lowest amount of funds expended is from Other Charges, with expenditures of 22.0%.

An aggregate total of 44.3% of Appropriated Funds has been spent through July. 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 August, 2017**
- (c) Electronic Statistics for August, 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**

Assistant Director Berry noted that there was an error in the monthly statistics. Revised reports were distributed to the Board.

**MOTION** Moved by Johnson, seconded by Miller, to approve the Staff Reports and Statistics.

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

**8. BOARD COMMITTEE REPORTS**

**(a) Technology Committee**

**i.) Approval of Minutes of August 16, 2017 Meeting**

**MOTION** Moved by Vega, seconded by Goldstein, to approve the Minutes of the Technology Committee meeting of August 16, 2017.

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

**(b) Building & Grounds Committee**

**i.) Report on Meeting of August 31, 2017 – M. David Johnson**

Committee Chair Johnson reported on the Building and Grounds Committee meeting held on August 31<sup>st</sup>. The Committee reviewed two proposals for the Space Needs Assessment - one from Dewberry and one from Project Architecture + Design. The Committee recommended the selection of Dewberry to perform the Space Needs Assessment.

**ii.) Approval of Minutes of August 31, 2017 Meeting**

**MOTION** Moved by Miller, seconded by Ruter, to approve the Minutes of the Building and Grounds Committee meeting of August 31, 2017.

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

**iii.) Approval of Architect's Contract for Space Needs Assessment**

**MOTION** Moved by Committee to approve the committee's recommendation of Dewberry to prepare a space needs assessment, not to exceed \$12,460.

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

## **10. UNFINISHED BUSINESS**

None at this time.

## **11. NEW BUSINESS**

- (a) Investigate Protection of Library Exterior & Integral Systems from Vehicular Damage**

Library Director Novak notified the Trustees of an automobile accident, where the auto struck the brick wall that encloses the refuse containers last week. Novak suggested that the Building & Grounds Committee consider having protective bollards or fencing installed around the retaining wall where gas lines and electrical connections are located. The Building & Grounds agreed to meet to consider the various options available.

- (b) Status of Parking Space Negotiation Process with AT&T – V. Novak**

Library Director Novak and Don Owen met with AT&T on September 1<sup>st</sup> and walked the property. Novak had a copy of the Easement Agreement and shared the agreement with the Village and AT&T. Owen suggested that the library take the parking signs down and allow library patrons to park there. If AT&T needs the spots, the library would take responsibility for reinstalling the signs. AT&T suggested that the Library might also want to purchase the rights to the parking spots from AT&T. The library already owns the land. The AT&T re[ agreed to contact the AT&T Real Estate person to see if we can move forward with these ideas. Novak should hear back from her in the next few weeks.

- (c) Review of Internal Assessment Summary Status Report**

Library Director Novak walked the Trustees through the Internal Assessment Summary Status Report. Many of the items for 2017 have been completed or are in progress. Those items that are farther reaching or larger in scope will be included in the Strategic Plan.

**MOTION** Moved by Goldstein, seconded by Vega, that meeting room fees for the MPR and Community Rooms, overdue fees, rental material fees and DVD fees be re-evaluated and findings presented to the Board for review in 2018.

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

**MOTION** Moved by Vega, seconded by Schmitt, to approve the Internal Assessment Summary Status report as presented.

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

**(d) Review of External Assessment Summary Status Report**

Library Director Novak presented the External Assessment Summary Status Report. The summary has been arranged to coincide with Huber's final report. Some of Huber's recommendations have been acted upon. There are a number of ideas that need additional information. Some of those suggestions will be included in the Strategic Plan.

President Ruter would like further explanation for those items that will not be pursued. Library Director Novak will ask Department Heads for additional information and will present that information to the Board in January, 2018.

**MOTION** Moved by Vega, seconded by Goldstein, to approve the External Assessment Summary Status report, as presented.

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

**(e) Five-Year Personnel Retrospective**

Business Manager Klimusko reviewed the Library's five-year salary history by department. Each department's salary history is broken down by full-time salaries, part-time IMRF salaries, part-time non-IMRF salaries, FICA expense and IMRF expense. Annual healthcare costs are included in the Administration budget.

**(f) Presentation of NSLS Library Salary Survey Data – 2017**

Included in the Board packet is the Library Director's NSLS Library Salary Survey results. Each fall, Library Director Novak surveys area libraries as to the amount of salary increase for the coming fiscal year. District libraries have a July 1<sup>st</sup> fiscal year; municipal libraries have a January 1<sup>st</sup> or May 1<sup>st</sup> fiscal year and are indicated as such. Also included in the spreadsheet is the square footage of each library and the FTE.

**(g) Review of Library Fringe Benefit Survey**

As requested by the Budget & Finance Committee, Library Director Novak asked several local area libraries for information regarding their employee benefits. Novak compiled the information and has included it in the board packet. The Trustees reviewed the information and agreed that the Library is competitive in most benefits. It was noted that personal days were eliminated a number of years ago as a cost savings measure. The Board agreed to add a personal day for full time staff effective January 1, 2018.

**MOTION** Moved by Vega, seconded by Schmitt, to add one personal day to Full Time Benefits, effective January 1, 2018.

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

**(h) Review of Projected Library Expenditures 2017 & Proposed Budget 2018**

The Trustees reviewed the Library's 2017 projection and the Library's 2018 preliminary budget.

**MOTION** Moved by Johnson, seconded by Goldstein, to approve the 2018 Preliminary Budget as presented.

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

**MOTION** Moved by Johnson, seconded by Miller, to approve a 3% salary pool for 2018, to include a 1% COLA increase and up to a 2% Merit increase.

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

**(i) Approval of Preliminary Library Levy**

The Trustees reviewed the Preliminary 2018 Levy, presented by Finance Director Maggie Bosley at the Budget Workshop, held on Monday, September 11, 2017.

**MOTION** Moved by Johnson, seconded by Vega, to approve the Preliminary 2018

Levy in the amount of \$6,238,225.

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

**12. ANNOUNCEMENTS**

(a) Special Board Meeting – Thursday, October 5, 2017 – 6:00 P.M.

The meeting scheduled for Thursday, October 5<sup>th</sup> has been cancelled.

**13. OTHER**

None at this time.

**14. PUBLIC COMMENTS**

None at this time.

**MOTION** Moved by Goldstein, seconded by Schmitt, to move to Executive Session per Section 2(c)1 of the Open Meetings Act – Personnel.

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

The meeting moved to Closed Session at 8:40 p.m.

**15. EXECUTIVE SESSION**

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

The meeting returned to Open Session at 8:50 p.m.

**MOTION** Moved by Johnson, seconded by Goldstein, to approve the extended leave of absence as discussed in Executive Session.

Voice vote taken. All ayes. 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 8:54 p.m.

Respectfully submitted,

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