

**Glenview Public Library Board of Trustees**

**MINUTES**

**May 15, 2023**

**6:30 p.m. – Conference Room**

**PRESENT:** Tom Blanchard Winnie Clonts M. David Johnson  
**(Board)** Ruth Rosenblum Allan Ruter Carol Schmitt  
Kathy Vega

**PRESENT:** Lindsey Dorfman, Executive Library Director  
**(Staff)** Teri Room, Deputy Director  
Christine Klimusko, Business & Finance Director

**GUESTS:** Sara Spitz  
Jared Spitz  
Mr. & Mrs. David Caswell  
Barbara Littlefield, Youth Services Director  
Jeff Littlefield  
Georgia Delis, GPL HR Coordinator

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

**President Rosenblum called the meeting to order at 6:30 p.m. and the roll was called.**

**2. APPROVAL OF MINUTES**

**a. Regular Meeting of April 20, 2023**

**MOTION Moved by Trustee Johnson, seconded by Trustee Vega, to approve the minutes of the April 20, 2023 board meeting.**

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

### **3. PUBLIC COMMENT**

None at this time.

President Rosenblum re-ordered the agenda at this time.

### **12. NEW BUSINESS**

- a. **Approval of Resolutions 23-03 Recognition of Service to Barbara Littlefield upon her Retirement as Director of Youth Services of the Glenview Public Library**

**MOTION** Moved by Trustee Johnson, seconded by Trustee Schmitt, to approve Resolution 23-03 in Recognition of Services of Barbara Littlefield Upon Her Retirement.

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

The meeting returned to the original agenda at this time.

### **4. APPROVAL OF MAY 2023 WARRANTS**

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

Trustee Clonts reviewed the warrants and checks of May 15, 2023, and listed those warrants and invoices greater than \$5,000.00.

**MOTION** Moved by Trustee Clonts, seconded by Trustee Vega, to accept the May 15, 2023 warrants of \$453,180.14.

Roll call vote was taken. Trustee Blanchard, Trustee Clonts, Trustee Johnson, Trustee Ruter, Trustee Schmitt, Trustee Vega, and Trustee Rosenblum voted aye. No nays.

Motion carried.

## 5. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

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

Finance Director Klimusko reviewed the March 2023 YTD financials.

Revenue through March was \$4,036,510.97 or 46.5% of the Library's 2023 budgeted revenue. The Library received the first real estate tax revenue installment totaling \$2,295,998.20 this month.

March expenditures total \$1,648,226.51 or 19.0% of the budget and were slightly lower than anticipated for the first quarter. Expenditure should be approximately 25% of the budget at this time.

The Library's Operating Fund Cash balance on March 31st is \$6,089,466 and will remain in compliance with the Operating Fund Policy of 2 months of expenses on hand.

Cash & Investment total was \$8,046,929.47. The first real estate tax revenue installment has increased the cash balance this quarter. The report also reflects the transfer of \$3 million from cash to investments to capitalize on the higher interest income.

## 6. PRESIDENT'S REPORT

President Rosenblum shared two editorials from the May 15<sup>th</sup> edition of the *Chicago Tribune*.

## 7. LEGISLATIVE UPDATE

Executive Library Director Dorfman asked the Trustees to review the State of the Library report in the recent issue of *American Libraries* magazine. She noted that there has been a drastic increase in the attempts to ban books since 2020. Libraries and librarians are bearing the brunt of the challenges. Fortunately, communities are standing up in support of libraries.

## **8. FOUNDATION UPDATE**

**None at this time.**

## **9. ACCEPTANCE OF STAFF REPORTS & STATISTICS**

- a. Library Director's Report**
- b. Statistical Summary**

**Executive Library Director Lindsey Dorfman reported that the Leadership Team and staff are making great progress on this year's Strategic Plan Goals and Objectives.**

**Library Stats continue to improve when compared to pre-Covid levels.**

**Dorfman gave a Shout Out to the Collection Team who work behind the scenes and wanted the board to know their impact. Staff are preparing for the space redesign project.**

**MOTION Moved by Trustee Johnson, seconded by Trustee Schmitt, to accept the Staff Reports and Statistics as a Consent Agenda.**

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

## **10. COMMITTEE REPORTS**

- a. Building and Grounds Committee**
  - i. Approval to Enter into Negotiations with an Architecture and Design Firm for Master Planning Services for the Space Improvement Project**

**MOTION Moved by Committee to approve entering negotiations with Wheeler & Kerns to prepare a Master Planning Service Agreement for the Library's Space Improvement Project.**

**Roll call vote was taken. Trustee Blanchard, Trustee Clonts, Trustee Johnson, Trustee Ruter, Trustee Schmitt, Trustee Vega, and Trustee Rosenblum voted aye. No nays. Motion carried.**

**11. UNFINISHED BUSINESS**

**None at this time.**

**12. NEW BUSINESS**

**b. Administration of Oath of Office to Newly Elected Library Trustees**

**President Rosenblum swore in Trustees Blanchard, Johnson, and Spitz.**

**c. Approval of Resolution 23-04 Recognition of Service to Allan Ruter upon his Retirement from the Board of Trustees of the Glenview Public Library**

**MOTION Moved by Trustee Johnson, seconded by Trustee Clonts, to approve Resolution 23-04 in Recognition of Services to Allan Ruter upon his retirement from the Glenview Public Library Board of Trustees.**

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

**d. Election of Board Officers**

**Trustee Schmitt suggested the following slate for Board Officers for the 2023/2024 term. The slate consists of: President – Ruth Rosenblum, Vice-President – Kathy Vega, and Secretary – M. David Johnson.**

**MOTION Moved by Trustee Schmitt, seconded by Trustee Clonts, to elect the slate of Ruth Rosenblum as President, Kathy Vega as Vice-President, and M. David Johnson as Secretary.**

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

**e. Board Committee Appointments**

**The Trustees reviewed the Board Committee Assignments as prepared by President Rosenblum.**

**f. Approval of Warrant Schedule**

**MOTION Moved by Trustee Rosenblum, seconded by Trustee Vega, to approve the Warrant Schedule for 2023/2024 as presented.**

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

**13. OTHER**

**a. Change September Board Meeting date.**

**14. ANNOUNCEMENTS**

**a. June Warrants - Tom Blanchard**

**b. July Warrants - Tom Blanchard**

**15. ADJOURNMENT**

**There being no additional business to be brought before the Board, President Rosenblum requested a motion to adjourn.**

**MOTION Moved by Trustee Johnson, seconded by Trustee Clonts, to adjourn.**

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

**Respectfully submitted,**

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