

GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES

A G E N D A

Meeting Date: September 18, 2017

6:00 PM

Glenview Public Library

Conference Room

Public participation is encouraged. The public may comment on the agenda items or sub-items marked with an asterisk (*). If you wish to comment on a given item or sub-item, please fill out a Public Participation Request and place it in the box before the start of the meeting. Please fill out a separate form for each item or sub-item you wish to address. Your comments will be limited to a maximum of three minutes on any given item or sub-item.

Members of the public may also make comments, regarding items not on the regular agenda, at the point on the agenda labeled Public Comments. Such comments will also be limited to a maximum of three minutes each.

In addition, members of the public may also make longer presentations, regarding items not on the regular agenda, at the point on the agenda labeled Public Presentation. These shall be scheduled by pre-arrangement with the Library Director two weeks in advance of the meeting at which the presentation is to be made. Such presentations shall be limited to a maximum of 10 minutes each. A maximum of one presentation per meeting will be allowed, and such presentations will be scheduled on a first-come/first-serve basis.

1. **Call to Order & Roll Call**
2. **Report of the Friends of the Glenview Public Library**
3. **Approval of Minutes**
 - * (a) **Regular Meeting of August 24, 2017**
 - * (b) **Special Board Meeting of August 17, 2017**
4. *** Approval of Warrants – M. David Johnson**
5. **Examination of Financial Reports and Statistics**
 - * (a) **Revenues, Expenditures and Fund Balances through July, 2017**

6. * President's Report
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
8. Board Committee Reports
 - (a) Technology Committee
 - i.) Approval of Minutes of August 16, 2017 Meeting
 - (c) Building & Grounds Committee
 - i.) Report on Meeting of August 31, 2017 – M. David Johnson
 - ii.) Approval of Minutes of August 31, 2017 Meeting
 - iii.) Approval of Architect's Contract for Space Needs Assessment
9. * Public Presentation
10. * Unfinished Business

11. *** New Business**
 - (a) **Investigate Protection of Library Exterior & Integral Systems from Vehicular Damage**
 - (b) **Status of Parking Space Negotiation Process with AT&T – V. Novak**
 - (c) **Five-Year Personnel Retrospective**
 - (d) **Presentation of NSLS Library Salary Survey Data – 2017**
 - (e) **Review of Library Fringe Benefit Survey**
 - (f) **Review of Internal Assessment Summary Status Report**
 - (g) **Review of External Assessment Summary Statue Report**
 - (h) **Review of Projected Library Expenditures 2017 & Proposed Budget 2018**
 - (i) **Approval of Preliminary Library Levy**

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

13. *** Other**

14. *** Public Comments**

15. **Executive Session**
 - (a) **Per Section 2(c)(1) of the Open Meetings Act – Personnel**

16. **Adjournment**