

Glenview Public Library Board of Trustees

Meeting Minutes

August 16, 2023, 5:30 PM

Glenview Public Library

Community Room

Board Members Present:

Tom Blanchard, Winnie Clonts, M. David Johnson, Ruth Rosenblum, Carol Schmitt, Sara Spitz, Kathy Vega

Staff Members Present:

Lindsey Dorfman - Executive Library Director, Teri Room- Deputy Director, Christine Klimusko- Business & Finance Director, Hilary Gabel- Communications Director, Allen Bettig- IT Director
Karen Kee- Material Services Director, Jean Sanders- Library Experience Director

Guest Present:

Tara Call- League of Women Voters, Debbie Graves- League of Women Voters

1. Call to Order and Roll Call

President Rosenblum called the meeting to order at 5:32 p.m. and the roll was called.

2. Approval of Minutes

2a. Approval of the Minutes of the July 20, 2023 Board Meeting

Motion:

Moved by Trustee Schmitt, seconded by Trustee Clonts, to approve the regular meeting minutes of July 20, 2023.

Voice vote taken:

All ayes, no nays, Motion carried.

3. Public Comment

None at this time.

President Rosenblum reordered the agenda at this time making item 13 a. under new business the first order of business.

13. New Business

13 c. Presentation of the 1st Draft of the 2024 Budget

Library Director Dorfman and Department Directors presented an overview of the 1st Draft of the 2024 Budget.

Department Directors used a zero-based budgeting process to build their operating budgets with the understanding that there may be increases due to inflation. The first draft of the 2024 Budget reflects the cost of operating the library at current service levels.

For 2024, revenue projections of \$ 8,922,942 are cautiously conservative but are expected to rise once final numbers come in from the Village's Finance Director. Personnel costs of \$6,076,069 reflect a 4% increase for Cost-of-Living Adjustments (COLA) and merit increases, aligning with personnel increases provided by the Village, Park District, and area libraries. These costs also include a \$1 per hour raise for staff earning less than \$20 per hour to accommodate for the salary compression triggered by the Illinois state minimum wage increase to \$14. Operating expenditures of \$2,378,474 are 4.8% higher than what was budgeted in 2023.

The board took a short recess after the budget presentation and resumed the meeting at 6:47pm

4. Approval of August 2023 Warrants

4 a. Warrant Summary

4 b. Warrants Greater than \$5,000

Trustee Clonts reviewed the warrants and checks of August 16, 2023, and listed those warrants and invoices greater than \$5,000.00.

Motion: Moved by Trustee Clonts, seconded by Trustee Vega, to approve the warrants of August 16, 2023, in the amount of \$225,317.15.

Roll call vote taken:

Ayes: Trustee Blanchard, Trustee Clonts, Trustee Johnson, Trustee Schmitt, Trustee Spitz, Trustee Vega, and Trustee Rosenblum.

Nays: No nays.

Motion carried.

5. Examination of Financial Reports and Statistics

a. Fund Income Statements June 2023

b. June 2023 Cash Flow Report

c. Cash and Investment Balances

Business & Finance Director Klimusko reviewed the Library's financials for the month of June. Total revenue through June is \$4,750,490.64 or 54.70% of the Library's 2023 budgeted revenue. This included the receipt of \$4,418,160.70 in real estate tax payments.

Year to date expenditures total \$ 3,503,421.67 or 40.35% of the budget. This is running slightly lower than anticipated.

The Library's Operating Fund Cash balance as of June 30th is \$5,792,355 and the library will remain in compliance with the Operating Fund Policy of 2 months of expenses on hand at this time. Cash & Investments total \$8,364,121.95.

6. Presidents Report

President Rosenblum presented several articles highlighting the rising trend of censorship attempts nationwide. Following this, Trustee Spitz shared a slideshow featuring well-designed library spaces she encountered during her travels to New York City and visits to various libraries in the Chicagoland area.

7. Legislative Update

Director Dorfman reported that the Illinois Library Association (ILA) and RAILS (Reaching Across Illinois Library System) are collaborating with United Against Book Bans to form a regional task force aimed at supporting libraries experiencing book ban attempts.

8. Foundation Update

None at this time.

9. Friends Update

Trustee Schmitt announced that the Friends of the Library are collaborating with library staff and A5 Marketing to develop a new logo for their organization.

10. Acceptance of Staff Reports and Statistics

a. Library Director's Report

Library Director Dorfman reported that a First Amendment Audit took place on Wednesday August 9th. A conflict arose between the auditor and a patron being filmed in the teen section, prompting intervention from the Person in Charge (PIC) and the involvement of local police. Footage and subsequent controversial comments were posted on the library's Facebook page. After legal consultation, it was concluded that the comments are protected speech and could not be removed. The library has since created an informational sheet to educate patrons about First Amendment Audits.

Library Director Dorfman reported that a Master Planning meeting with OPN was held earlier this month, featuring visioning sessions with core and extended core teams. Activities included brainstorming exercises and a review of library data. OPN also conducted a 3D scan of the library.

The board discussed the viability of a full-service café in the library and concluded that a coffee cart or high-end vending options are a more sustainable business model for our library due to local competition and high staffing costs.

Motion: Moved by Trustee Spitz, seconded by Trustee Schmitt, to accept staff reports and statistics.

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

11. Committee Reports

a. Building & Grounds Committee

i. Approval of the Minutes from May 9, 2023 Meeting

Trustee Johnson presented the minutes from the May 9th Building and Grounds Committee meeting

Motion: Moved by Trustee Blanchard, seconded by Trustee Clonts, to approve the minutes from the May 9, 2023 Building and Grounds Committee Meeting.

Voice vote taken among the three committee members: All ayes, no nays; Motion carried.

b. Budget & Finance Committee

i. Approval of the minutes from June 27, 2023 Meeting

Trustee Clonts presented the minutes for the June 27th Budget and Finance Committee meeting

Motion: Moved by Trustee Johnson, seconded by Trustee Spitz, to approve the minutes from the June 27, 2023 Finance and Budget Committee Meeting.

Voice vote taken among the three committee members: All ayes, no nays; Motion carried.

12. Unfinished Business

None at this time.

13. New Business

a. Approval of Purchase of Staff Computers

IT Director Bettig reviewed an issue analysis for the purchase of new staff computers totaling \$49,019.57.

Motion: Moved by Trustee Schmitt, seconded by Trustee Vega, to approve the purchase of staff Computers.

Roll call vote taken:

Ayes: Trustee Blanchard, Trustee Clonts, Trustee Johnson, Trustee Schmitt, Trustee Spitz, Trustee Vega, and Trustee Rosenblum voted aye.

Nays: No nays.

Motion carried.

b. Approval of New Position: Library Services Ambassador

Deputy Director Room recommended the creation of a Library Ambassador position for both youth and adult services. The role would focus exclusively on public service at the youth, reference, and readers services desks to alleviate staff challenges in balancing desk duties with other assignments. This non- Master of Library and Information Science position would require a Bachelor's degree and would be particularly suited for outgoing, people-oriented individuals, possibly with a retail background. The position would cover nights, weekends, or other times as needed.

Motion: Moved by Trustee Clonts, seconded by Trustee Schmitt, to approve the new position of Library Services Ambassador.

Roll call vote taken:

Ayes: Trustee Blanchard, Trustee Clonts, Trustee Johnson, Trustee Schmitt, Trustee Spitz, Trustee Vega, and Trustee Rosenblum

Nays: No nays.

Motion carried.

14. Other

Trustee Johnson asked how we, as a board, feel about the President of the American Library Association being an avowed Marxist. He noted that some other libraries have left the ALA as a result. Trustee Johnson said he did not favor leaving the ALA, but rather that we should work from within the ALA to foster what, if any, actions we feel are appropriate. President Rosenblum and Director Dorfman committed to conducting further research on the issue.

15. Announcements

- a. September Warrants – W. Clonts
- b. October Warrants – M. David Johnson

16. Executive Session

None at this time.

17. 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 Spitz, to adjourn.

Voice vote taken: All ayes, no nays; Motion carried.

The meeting adjourned at 7:58 p.m.

Respectfully submitted,

M. David Johnson, Secretary
Glenview Public Library Board of Trustees