

Glenview Public Library Board of Trustees

MINUTES

July 20, 2023

6:30 p.m. – Conference Room

PRESENT: Tom Blanchard Winnie Clonts M. David Johnson
(Board) Ruth Rosenblum Carol Schmitt Sara Spitz
Kathy Vega

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

GUESTS: Tara Call, League of Women Voters
Erika Smith, Village of Glenview Finance Director

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 June 15, 2023

MOTION Moved by Clonts, seconded by Schmitt, to approve the minutes of the June 15, 2023 meeting.

3. PUBLIC COMMENT

None at this time.

President Rosenblum reordered the agenda at this time.

13. NEW BUSINESS

- c. Presentation of 2022 Annual Comprehensive Audit Report by Village Finance Director Erika Smith**

Village of Glenview Finance Director Erika Smith presented the 2021 Comprehensive Annual Financial Report. Baker, Tilly, Virchow, Krause, LLP completed the annual audit and found that as of December 31, 2022, the 2022 Financial Statements fairly and accurately present the financial position of the Village of Glenview and the Glenview Public Library. The Village and Library received a clean and unmodified audit report.

The Library's Operating Fund Cash Balance on December 31, 2022, was \$5,231,901. This balance is well within the Library's Cash Balance Policy of maintaining two (2) months of operating expenditures on hand at any given time. Revenue for 2022 totaled \$9,480,941 and expenditures totaled \$8,211,488. Smith also reviewed the Library's Miscellaneous Fund balances as of December 31, 2022. The complete 2022 Annual Comprehensive Financial Report can be found on the Village of Glenview's website: <http://www.glenview.il.us>.

4. APPROVAL OF JUNE 2023 WARRANTS

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

Trustee Blanchard reviewed the warrants and checks of July 20, 2023, and listed those warrants and invoices greater than \$5,000.00.

MOTION Moved by Trustee Blanchard, seconded by Trustee Vega, to approve the warrants of July 20, 2023, in the amount of \$202,938.65.

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

5. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

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

Business and Finance Director Klimusko reviewed the May 2023 financial statements. Year-to-date revenue through May is \$4,695,261.68 or 54.06% of the library's 2023 budgeted revenue. Real estate tax revenue totals \$4,397,576.94.

Year-to-date May expenditures total \$2,736,197.16 or 31.51% of the budget and remains underbudget at this time.

The Library's Operating Cash balance as of May 31st is \$7,260,697 and complies with the Operating Fund Policy of 2 months of expenses on hand. Cash & Investments total \$9,192,295.11.

Last March, Executive Library Director Dorfman approved the transfer from cash into investment for the Library's Operating Fund – Fund 830. As a result of the transfer and increased interest rates, the library's interest income on investments through May is \$59,865.36. This is well over budget and will continue to be so for the balance of 2023.

The Debt Service Fund – Fund 850 – has also been able to capitalize on higher interest rates. \$1,500,000 in Fund 850's cash account was transferred to the investment account in May. Investment money will be transferred back to cash this fall, in order to pay the principal and interest payments in November. The interest income for Fund 850 will also exceed the 2023 budget.

6. PRESIDENT'S REPORT

President Rosenblum and Executive Library Director Dorfman attended the ALA Preconference held at the Harold Washington Library on June 28th. Their presentation "Engaging Our Community Against the Fight Against Censorship" was well received and attended by forty participants.

President Rosenblum shared two articles. The first was from an issue of LA Magazine, featuring a bicycle bookmobile. According to the article, the bicycle costs \$4,000 and is being used by the Los Angeles Public Library. She also shared the recent letter Former President Obama wrote to librarians dated July 17, 2023, that extended Obama's support to America's librarians who are facing personal attacks in an era of rising book challenges.

7. LEGISLATIVE UPDATE

Executive Library Director Dorfman noted that book challenges, specifically to the Bible and religious books, are on the increase. She shared that Governor Pritzker recently announced that Broadband Equity, Access, and Deployment (BEAD) Program will allocate \$1.4 billion to support high-speed internet access to Illinois.

She also mentioned that ALA is asking the public to sign the Freedom to Read Statement. If anyone would like to sign the Freedom to Read statement, you can go to: www.unitedagainstbookbans.org.

8. FOUNDATION UPDATE

Trustee Spitz attended the most recent Glenview Public Library Foundations Board meeting. The Foundation's community wide Book Hunt has begun, and books have been placed throughout Glenview. She also mentioned that the fall fundraiser originally scheduled for October, has been rescheduled to February.

"Remarkably Bright Creatures" by Shelby van Pelt has been selected as next year's Glenview Reads Together book. The Foundation is considering awarding a \$6,000 grant to the Library for the program.

9. FRIENDS UPDATE

No update at this time.

10. ACCEPTANCE OF STAFF REPORTS & STATISTICS

- a. Library Director's Report**
- b. Statistical Summary**
- c. Quarterly Innovation Services Report**
- d. Quarterly YTD vs. Pre-Covid Statistics**
- e. Quarterly Strategic Plan Report**
- f. License Plate Renewal and Passport Report**

MOTION Moved by Trustee Schmitt, seconded by Trustee Blanchard, to accept the Staff Reports & Statistics as presented.

OPN Architects will be on site Thursday and Friday, August 3rd and 4th. IT has been working with the History Center and set up several computers on site.

Adult Services, Youth Services, and Material Services staff partnered in a community outreach program that was held at Sunset Village. The event was a huge success.

Deputy Director Teri Room shared the Innovation Center revised Vision Statement: "The Innovation Center is a makerspace devoted to active learning and collaboration, providing equipment, space, and guidance for those seeking to realize their creative vision."

She sees the IC as a more collaborative space, with expanded hours, and access for younger patrons, focusing on creativity, both high and low tech, active learning, expanding the Library's work with schools, and a focus on teaching. The success of the makerspace will be defined by measuring attendance, number of classes, and single appointments. Patrons will be asked to complete satisfaction surveys.

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

11. COMMITTEE REPORTS

- a. Budget and Finance Committee**

The Budget and Finance Committee met in late June to review the preliminary 2023 revenue figures, along with projections for the next several years, and has instructed

the Management Team to prepare a structurally balanced budget for 2024. The anticipated EAV for next year is 0.05% in new development revenue. Dorfman also noted that the Waukegan TIF is closing this year and the Library may see a slight increase in tax revenue as a result.

b. Building and Grounds Committee

i. Approval of Building and Grounds Meeting Minutes of May 3, 2023

MOTION Moved by Committee to approve the minutes of the May 3, 2023, Building & Grounds Committee Meeting.

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

12. UNFINISHED BUSINESS

a. Approval of Contract with OPN Architects for Master Planning Services

Included in the Board Packet is an Issue Analysis prepared by Executive Library Director Dorfman requesting the Board's approval of the contract with OPN Architects for the Master Planning Services Agreement.

MOTION Moved by Trustee Johnson, seconded by Trustee Clonts, to approve Master Planning Service Contract with OPN Architects.

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

13. NEW BUSINESS

a. Approval of Library Closure for Staff Training

Executive Library Director Dorfman asked the Board of Trustees to approve a Library closure for Friday, November 10th so the Library can hold its annual Staff Training Day. The morning will focus on empathy and inclusion, and other activities are planned for the afternoon.

MOTION Moved by Trustee Spitz, seconded by Trustee Schmitt, to approve the closure of Glenview Public Library to patrons on Friday, November 10, 2023, for the annual Staff Training Day.

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

b. Appointment of Space Improvement Plan Ad Hoc Committee

The Board discussed the creation of a Space Improvement Ad Hoc Committee and would consists of President Rosenblum, Trustee Spitz, Trustee Clonts, and Trustee Schmitt.

14. OTHER

None at this time.

15. ANNOUNCEMENTS

- a. July Warrants – T. Blanchard
- b. August Warrants - W. Clonts

MOTION Move by Trustee Spitz, seconded by Trustee Blanchard, to move to Executive Session per Section 2(c)(1) of the Open Meetings Act – Personnel.

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

The meeting moved to Closed Session at 7:45 p.m.

16. EXECUTIVE SESSION

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

The meeting returned to Open Session at 7:53 p.m.

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 Vega, to adjourn.

The meeting was adjourned at 7: 54 p.m.

Respectfully submitted,

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