

# Glenview Public Library Board of Trustees

## Meeting Minutes

December 19, 2023, 6:30 PM

Glenview Public Library

Conference Room

### Board Members Present:

M. David Johnson, Ruth Rosenblum, Sara Spitz, Carol Schmitt

### Board Members Absent:

Kathy Vega, Tom Blanchard, Winnie Clonts

### Staff Members Present:

Lindsey Dorfman - Executive Library Director, Teri Room - Deputy Director, Christine Klimusko – Business & Finance Director, Jean Sanders - Library Experience Director, Georgia Delis – HR Coordinator

### Guests Present:

Debra Graves, Tara Call – League of Women Voters

## 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

**Moved** by Trustee Rosenblum, **seconded** by Trustee Johnson, to approve the regular meeting minutes of November 16, 2023.

**Voice vote:**

**Ayes:** Four. **Nays:** None. **Motion carried.**

## 3. Public Comment

None.

## 4. Approval of Warrants 2023 Warrants

**Moved** by Trustee Rosenblum, **seconded** by Trustee Johnson, to approve the warrants of December 19, 2023 in the amount of \$416,268.23.

**Roll call vote:**

**Ayes:** Trustees Johnson, Spitz, Schmitt, and Rosenblum. **Nays:** None. **Motion carried.**

## 5. Examination of Financial Reports and Statistics

Business & Finance Director Christine Klimusko reviewed the Library's financials for the month of October. Total revenue through October is \$5,242,220.57 or about 60.36% of the Library's 2023 budgeted revenue.

Year-to-date expenditures total \$6,374,863.79 or 73.42% of the budget.

The Library's Operating Fund Cash balance as of October 31 is \$4,168,989 and the Library will remain in compliance with the Operating Fund Policy of 2 months of expenses on hand. Cash & Investments total \$6,487,690.03.

## 6. Presidents Report

President Rosenblum discussed a profile in Chicago Magazine about the former president of the ALA Tracie D. Hall. She also presented a graphic from the Chicago Tribune about book banning. Additionally, she discussed how she and Director Dorfman attended ILA Library Legislative Meetup in Northbrook, IL on December 5th. They learned about legislation titled SB 689 about outlawing book banning in schools. President Rosenblum finished with a reference to an article on December 18<sup>th</sup> about a school board president in Pennsylvania taking an oath on a stack of banned books.

## 7. Legislative Update

Executive Library Director Dorfman presented information and passed out a flyer from the December 5th ILA library legislative meetup about the ILA and ALA legislative agendas with both the Illinois Assembly and US Congress.

## 8. Foundation Update

Director Dorfman discussed keeping the Foundation updated on the state of the space improvement project, specifically the play space area. The Foundation did not feel they had the experience or capacity to run a large-scale fundraiser. Dorfman wanted to explore working with an outside fundraiser and asked the board's permission. Trustee Spitz agreed it would be a missed opportunity not to explore the option of raising private funds. Rosenblum asked the Director about how the idea of raising private funds for the play space was initiated and Director Dorfman explained. President Rosenblum and Trustees Schmitt, Johnson and Spitz expressed interest in

exploring the idea. President Rosenblum raised several questions about the details of the initiative.

## 9. Friends Update

Trustee Schmitt attended the Friend's annual meeting. They mentioned that annually they sell about 25,000 books. They received a substantial donation from the estate of a Friends volunteer. A committee was formed to discuss how to use this donation. The Board all expressed appreciation for the Friends. Director Dorfman shared details about the Friends annual dinner meeting she attended.

## 10. Acceptance of Staff Reports and Statistics

### a. Library Director's Report

Executive Director Dorfman presented information on the Library's new Book Your Favorites program. She also highlighted the work of the Youth Services and Patron Services Librarian, who are surveying local preschools and childcare centers to discover community needs. Director Dorfman discussed how she and Director Sanders are working closely with OPN to finalize the collection layout for the Master Plan. YS Community Engagement Manager Sawyer and AS Community Engagement Manager McIntyre met with a local Mongolian community group. AS Genealogy Librarian Schlarman and YS Community Engagement Manager Sawyer were also working on connecting middle school students to the Glenview history center and naval air base.

**Moved** by Trustee Johnson, **seconded** by Trustee Schmitt, to accept the Staff Reports and Statistics.

**Voice vote:**

**Ayes:** Four. **Nays:** None. **Motion Carried**

## 11. Committee Reports

### a. Strategic Planning Committee Update

#### i. Approval of 2024 Strategic Objectives

Dorfman presented new strategic objectives detailed in the board packet.

**Moved** by Trustee Rosenblum, **seconded** by Trustee Johnson to approve the 2024 Strategic Objectives.

**Roll call vote:**

**Ayes:** Trustees Spitz, Schmitt-, and Rosenblum. **Nays:** Trustee Johnson. **Motion Carried.**

## 12. Unfinished Business

### a. Adoption of the 2024 Operating Fund Budget

Director Dorfman noted an additional \$30,000 was asked for to account for two staff positions being upgraded from part-time to full-time. One is for the patron experience librarian and the other is for the administrative assistant position.

**Moved** by Trustee Johnson, **seconded** by Trustee Schmitt, to adopt the 2024 Operating Fund Budget.

#### Roll call vote:

**Ayes:** Trustees Johnson, Spitz, Schmitt, and Rosenblum. **Nays:** None. **Motion carried.**

## 13. New Business

### a. Approval of Annual Update to Compensation Structure

Director Dorfman presented details about the update of the compensation structure. This year there will be a 2% increase across the board and several positions will be phased out or created, but this will not impact the budget.

**Moved** by Trustee Johnson, **seconded** by Trustee Schmitt, to approve the Annual Update to the Compensation Structure.

#### Roll call vote:

**Ayes:** Trustees Johnson, Spitz, Schmitt, and Rosenblum. **Nays:** None. **Motion carried.**

### b. Review of the 2024 Capital Projects

Director Sanders discussed 2024 capital projects and associated cost.

**Moved** by Trustee Johnson, **seconded** by Trustee Rosenblum, to approve the 2024 Capital Projects as presented.

#### Roll call vote:

**Ayes:** Trustees Johnson, Spitz, Schmitt, and Rosenblum. **Nays:** None. **Motion carried.**

### c. Adoption of the 2024 Special Fund Budgets

Fund 810 - Friends of the Library in the amount of \$155,445;

Fund 820 – Gift in the amount of \$131,848;

Fund 830 - Special Reserve in the amount of \$984,682;

Fund 850 - Debt Service in the amount of \$845,703.

**Moved** by Trustee Johnson, **seconded** by Trustee Schmitt, to approve the 2024 Special Fund Budgets.

**Roll call vote:**

**Ayes:** Trustees Johnson, Spitz, Schmitt, and Rosenblum. **Nays:** None. **Motion carried.**

**d. Approval of the 2023/2024 General Liability and Workers Compensation Coverage**

Business & Finance Director Klimusko presented information about the 15% increase in cost for the coming year and answered questions from Trustee Johnson about the reasons for the increase.

**Moved** by Trustee Johnson, **seconded** by Trustee Rosenblum, to approve the 2023/2024 General Liability and Workers Compensation Coverage.

**Roll call vote:**

**Ayes:** Trustees Johnson, Spitz, Schmitt, and Rosenblum. **Nays:** None. **Motion carried.**

**e. Review and Discussion of Service Our Library 4.0 Standards of Illinois Public Libraries**

Director Dorfman presented information about the Standards and highlighted several specific points and their relation to the Library.

Director Dorfman wanted to let board members know that they could join groups like RAILS and ILA or attend conferences at Library expense such as PLA, ALA, or ILA. Each new employee will be given a thorough orientation, which the Library will enhance by basing onboard training upon the Library's service model.

Director Dorfman wanted to enhance education around the ADA and wanting to ensure spaces meet ADA standards. Trustee Spitz pointed out that the space improvement project would help make the Library ADA compliant.

The Library will continue to work on honing emergency and disaster plans. Library provides toys currently but will enhance offerings with the space improvement project.

The Library Board and staff conducted an annual library walkthrough and would like to do the walkthrough again next year.

Trustee Rosenblum had questions about cybersecurity/liability and how the library would respond. Director Dorfman said we work with insurance carriers, and comply

with their requirements, including double factor authentication. Director Dorfman could have the IT department look into a plan.

No action is needed from the Board.

#### **f. Adoption of the 2024 Board Meeting Schedule**

**Moved** by Trustee Johnson, **seconded** by Trustee Spitz, to adopt the 2024 Board Meeting Schedule.

**Voice vote:**

**Ayes:** Four. **Nays:** None. **Motion carried.**

#### **g. Adoption of the 2024 Closed Dates**

**Moved** by Trustee Rosenblum, **seconded** by Trustee Johnson, to adopt the 2024 Closed Dates.

**Roll call vote:**

**Ayes:** Trustees Johnson, Spitz, Schmitt, and Rosenblum. **Nays:** None. **Motion carried.**

#### **h. Approval of the 2024 Parking Easement Contract with AT&T**

To be delayed until January 2024, because AT&T did not get back in time for the December meeting.

### **14. Other**

Trustee Johnson raised objections about a recommendation book list on the website without it having a content warning. The Board discussed the objection and options, as well as whether any parents have raised concerns, and no action is to be taken at this time.

### **15. Announcements**

a. January Warrants – Winnie Clonts

Trustee Clonts will be resigning in April 2024.

b. February Warrants – Kathy Vega

c. Annual Report to the Village – Tuesday, January 16, 2024, 7:30 pm

**Moved** by Trustee Rosenblum, **seconded** by Trustee Johnson, to move into Executive session Pursuant to 5 ILCS 120/2 c (11) for the Discussion of Pending Litigation, 5 ILCS 120/2 c (1) for the appointment, employment, compensation, discipline, performance evaluation, or dismissal of specific employees of the public body, and ILCS 120/2 c (21) for the Semi-Annual Review of Executive Session Meeting Minutes.

**Roll call vote:**

**Ayes:** Trustees Johnson, Rosenblum, Spitz, and Schmitt. **Nays:** None. **Motion Carried.**  
The meeting moved to Closed Session at 7:55 pm.

The meeting returned to Open Session at 8:05 pm

## 16. Executive Session

**Moved** by Trustee Johnson, **seconded** by Trustee Spitz to approve Resolution 23-02 approving and determining Executive Session meeting minutes and verbatim recordings.

**Roll call vote. Ayes:** Trustees Johnson, Spitz, Schmitt, and Rosenblum. **Nays:** None.  
**Motion carried.**

## 17. Adjournment

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

**Moved** by Trustee Spitz, **seconded** by Trustee Rosenblum, to adjourn.

**Voice vote.**

**Ayes:** Four, **Nays:** None. **Motion carried.**

The meeting was adjourned at 8:07 p.m.

Respectfully submitted,

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