

# Glenview Public Library Board of Trustees

## Meeting Minutes

November 16th, 2023, 6:30 PM

Glenview Public Library

Conference Room

### Board Members Present:

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

### Board Member Absent:

Carol Schmitt

### Staff Members Present:

Lindsey Dorfman - Executive Library Director, Teri Room - Deputy Director, Christine Klimusko – Business & Finance Director

### Guests Present:

Andrea Hernandez - Student, Michael Coppola – Student, Debra Graves – 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

**MOTION:** **Moved** by Trustee Johnson, **Seconded** by Trustee Vega, to approve the regular meeting minutes of October 19, 2023

**Voice vote:**

**Ayes:** six, **Nays:** zero **Motion carried.**

## 3. Public Comment

None.

## 4. Approval of October 2023 Warrants

**MOTION:** **Moved** by Trustee Johnson, **seconded** by Trustee Spitz, to approve the warrants of November 16, 2023 in the amount of \$1,927,625.72.

**Roll call.**

**Ayes:** Trustees Blanchard, Clonts, Johnson, Spitz, Vega, and Rosenblum.

**Nays:** None. **Motion carried.**

#### 4. Examination of Financial Reports and Statistics

Executive Library Director Dorfman reviewed the Library's financials for the month of September. Total revenue through September is \$5,177,961.81 or about 59.62% of the Library's 2023 budgeted revenue.

Year to date expenditures total \$5,396,202.62 or 62.15% of the budget.

The Library's Operating Fund Cash balance as of September 31 is just over \$5,000,000 and the Library will remain in compliance with the Operating Fund Policy of 2 months of expenses on hand at all times. Cash & Investments total \$7,008,255.31.

#### 6. Presidents Report

President Rosenblum discussed efforts against book banning and how the ACLU and singer Pink are helping in those efforts.

#### 7. Legislative Update

ILA legislative meetup is on December 5<sup>th</sup>. The Library will pay for any board member who wishes to attend. All who would like to attend should email Executive Library Director Dorfman.

#### 8. Foundation Update

The Foundation has a new board member and is considering collaborating with a consultant to help with large-scale funding projects. They also voted to fund the "Glenview Reads Together" and "Summer Reading" programs.

#### 9. Friends Update

None.

#### 10. Acceptance of Staff Reports and Statistics

##### a. Library Director's Report

Executive Library Director Dorfman reported on the Library's ILA presentations about the new service model and rebranding efforts. She also discussed how well staff are doing reaching under-represented populations, highlighting the Abraham Lincoln program with a Spanish interpreter. Deputy Director Room discussed the inter-faith panel that was held at the library. Director Dorfman presented details about the All Staff Training Day,

including the presentation program and how well it was received by staff. Also discussed were the fire and Code Adam drills. The status of the damaged garage safety gate replacement and insurance reimbursement were discussed. Trustee Clonts inquired about the improvements in the Innovation Center and the Innovation Services Manager Jessica Kahn's role and background were discussed by the Directors and Board.

**b. Statistical Summary**

Discussion ensued on reasons for increased program participation.

**c. Third Quarter Post-Visit Survey Report**

Executive Director Dorfman presented the first customer service survey results. The survey showed 93% of the eighty-five respondents rate library service as 'exceptional'. The customer service survey will be run quarterly going forward.

**MOTION: Moved by** Trustee Johnson, **seconded** by Trustee Clonts, to accept the Staff Reports and Statistics.

**Voice vote.**

**Ayes: six, Nays: zero. Motion carried.**

## 11. Committee Reports

**MOTION: Moved by** Trustee Vega, **seconded** by Trustee Johnson to approve the minutes of the October 19, 2023 Bylaws and Policies Committee.

**Voice vote.**

**Ayes: three, Nays: zero. Motion carried.**

## 12. Unfinished Business

**a. Presentation and Approval of the Space Improvement Project Master Plan**

Executive Library Director Dorfman presented the status of the master plan. Due to additional work on the collection layout requested by the Project Core Team, the master plan approval has been delayed until January to allow time for alterations and to allow for all the Board see the revised final plan.

Trustee Johnson initiated discussion of a potential remodel of Library bathrooms to create several single occupancy facilities. Staff noted that the Library currently provides two single occupancy bathrooms and there has not been a demand for more.

**b. Review of the 4<sup>th</sup> Draft of the 2024 Budget**

Executive Library Director Dorfman presented information which the Library has received about the final number of the EAV (Equalized Assessed Value) from the village. The number came in higher than expected at \$48,000 more than projected revenue. The Library is asking for an additional \$6,000 for library programs, specifically the “Ride and Read” initiative. Deputy Director Room gave a description of the program. Previous funding from the school via a grant was lost and the Library was approached for funding. Deputy Director Room described the goals of the program and answered specific questions from the Board.

Director Dorfman requested an additional \$1,200 for tuition reimbursement for another staff member accepted into library school. The budget will be presented next month for final approval. No action is requested from the board at this time.

**13. New Business**

**a. Discussion of 2022 Property Assessments**

Executive Library Director Dorfman presented details about the 2022 Property Assessments. The increase in the assessments was quite substantial in much of the area due to how Cook County reassessed property values. She also noted that property reassessments occur every 3 years. The Library did not increase its levy beyond the EAV growth. The Library’s tax rate decreased from 0.331% in 2021 to 0.283% in 2022. The Library has not increased its levy rate since 2015.

**b. Approval to close the library on Sunday, December 31, 2023**

Executive Library Director Dorfman requested that the library be closed for the entire day on Sunday December 31<sup>st</sup> due only being open for two hours because of the New Years holiday.

**Moved by** Trustee Johnson, **seconded** by Trustee Blanchard to close the Library on Sunday, December 31, 2023.

**Roll call vote.**

**Ayes:** Trustees Blanchard, Clonts, Johnson, Spitz, Vega, and Rosenblum. **Nays:** None.

**Motion carried.**

**14. Other**

None.

## 15. Announcements

- a. December Warrants – Winnie Clonts
- b. January Warrants – Kathy Vega
- c. Holiday Parade, Saturday November 25

**MOTION** Moved by Trustee Johnson, seconded by Trustee Vega, to move to Executive Session per Section 5 ILCS 120/2c (1) – Personnel.

**Roll call.**

**Ayes:** Trustee Blanchard, Clonts, Johnson, Spitz, Vega, and Rosenblum. **Nays:** None.

**Motion carried.**

The meeting moved to Closed Session at 7:30 p.m.

## 16. Executive Session

The meeting returned to Open Session at 7:54 p.m.

**MOTION: Moved** by Trustee Vega, **seconded** by Trustee Johnson to approve the 2024 bonuses and compensation changes as discussed in Executive Session.

**Roll call vote.**

**Ayes:** Trustees Blanchard, Clonts, Johnson, Spitz, Vega, 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.

**Motion: Moved** by Trustee Spitz, **seconded** by Trustee Vega, to adjourn.

**Voice vote.**

**Ayes:** six. **Nays:** zero. **Motion carried.**

The meeting adjourned at 8:02 p.m.

Respectfully submitted,

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