

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
August 24, 2017**

PRESENT (Board)	Wendy Goldstein	M. David Johnson
	Stella Kalfas	John Miller
	Allan Ruter	Carol Schmitt
	Kathy Vega	

PRESENT (Staff)	Vickie L. Novak, Library Director
	Jane Berry, Assistant Director
	Christine Klimusko, Business Manager

GUEST	Nancy Stonish, League of Women Voters
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1. CALL TO ORDER AND ROLL CALL

President Ruter called the meeting to order at 7:31 p.m. and the roll was called.

2. REPORT OF THE FRIENDS OF THE GLENVIEW LIBRARY

None at this time.

3. APPROVAL OF THE MINUTES

(a) **Regular Meeting of July 20, 2017**

Trustee Goldstein noted that the department name with the highest expenditure in May was omitted from the Summary of Financial Reports and Statistics. The Building & Grounds department name will be added to the minutes.

MOTION Moved by Goldstein, seconded by Schmitt, to approve the Minutes of July 20, 2017 Board Meeting, as amended.

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

4. APPROVAL OF WARRANTS – S. Kalfas

Trustee Kalfas reviewed the warrants for August 24, 2017. She found them to be in

order and itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Kalfas, seconded by Johnson, to approve the Warrants of August 24, 2017 in the amount of \$166,432.48.

Roll call vote taken. Goldstein, Johnson, Kalfas, Miller, Schmitt, Vega and Ruter voted aye. No nays. Motion carried.

5. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

(a) Revenues, Expenditures and Fund Balances through June, 2017

Cash and investments fund balances are healthy, through the first half of the fiscal year. Cash on hand is 53.4% of budget.

Although the Library receives 55% of the prior year's property taxes in the first installment, total revenues of 45.9% are not at the midway mark, halfway through the fiscal year. This will balance out when the Make Whole Payment is received in September.

Expenditures are trending conservatively, which is anticipated at this time in the fiscal year. Only Building & Grounds Maintenance has slightly exceeded the 50% mark, with expenses totaling 51.5% of budget. The lowest amount spent is in Information Technology, with 42.8% expended.

The highest total expenditures are reflected in the Contractual category, with 50.7% spent. The lowest amount of funds expended is from Other Charges, with expenditures of 21.9%. An aggregate total of 39.8% of Appropriated Funds has been spent through June. Appropriated Funds includes the library's Operating Budget, as well as the Gift Fund, the Capital Contribution Fund, the Capital Reserve Fund and the Debt Service and Bond and Interest Funds.

6. PRESIDENT'S REPORT

None at this time.

7. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

- (a) Library Director's Report**
- (b) Statistics for July, 2017**
- (c) Electronic Statistics for July, 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

MOTION Moved by Miller, seconded by Kalfas, to accept the Staff Reports and Statistics as presented.

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

8. BOARD COMMITTEE REPORTS

- (a) Budget & Finance Committee
 - i.) Report on Meeting of August 17, 2017 – A. Ruter

President Ruter summarized the Budget Presentation from August 17th. He asked Library Director Novak to express his and the Trustees' thanks to the Department Heads.

- ii.) Discussion re: Maker Space/Marketplace

President Ruter distributed a summary spreadsheet to the Trustees to aid in the discussion regarding the Marker Space and Marketplace. Library Director Novak walked the Trustees through the information provided.

- (b) Technology Committee
 - i.) Report on Meeting of August 16, 2017 – S. Kalfas

Technology Chair Kalfas reviewed the Technology Committee Meeting held on August 16th. There are two architects preparing proposals for space assessments for the Maker Space/Marketplace ideas.

The committee discussed the idea of Self-Check stations to be placed at the Circulation Desk. IT is planning to repurpose two existing PCs. The library will purchase scanners and desensitizers to work with the additional self-check stations.

The screens in the Community Room will be replaced this fall. The cost is approximately \$4,700. The sound and projection systems in the Community Room are going to be updated. Replacement parts are difficult to find and the system is no longer supported. IT consultant Rich Kalinski has quotes to replace the systems of approximately \$36,000. Library Director Novak has approached the Friends and explained to them that the Library would like to use the Friends 2016 gift to cover the replacement of the system and the Friends were receptive to the idea.

It has been suggested that the Library consider having a Digital Media Specialist or similar position on staff. This will be added as a Strategic Plan idea.

The Library's current meeting room reservation system will no longer be supported. Staff has been working on finding replacement software. Demco has a solution and the cost would be slightly higher than what the library currently pays each year. This new software would allow patrons to reserve meeting rooms online.

- ii.) Approval of Minutes of July 18, 2017 Meeting

MOTION Moved by Goldstein, seconded by Vega, to approve the Minutes of July 18, 2017 Technology Committee Meeting.

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

- (c) Public Relations & Marketing Committee
 - i.) Report on Meeting of August 1, 2017 – C. Schmitt

Trustee Schmitt met with Library Director Novak and Director of Communications Jenn Black to discuss what her duties might be as chair of the Public Relations and

Marketing Committee. The group discussed the Library's upcoming 90th Anniversary in 2020. The anniversary is something that the trustees should to think about and include a budget for this event in the 2019 budget.

9. PUBLIC PRESENTATION

None at this time.

10. UNFINISHED BUSIENSS

None at this time.

11. NEW BUSINESS

(a) Discussion re: Content of Village Budget Workshop PowerPoint

The 2016 Budget Workshop PowerPoint was included in the Board Packet as a reference document. The financial numbers will be updated for FY2017 and the preliminary FY2018 budget. It was agreed that the information used in last year's presentation for Internal Assessment be updated to the External Assessment and include the preparation of the Library's next Strategic Plan in 2018.

(b) Appoint Trustees to Perform Per Capita Grant Review – J. Berry

Assistant Director Jane Berry reviewed the requirements for the Per Capita Grant with the Trustees. More Trustee involvement is requires this year than in previous years.

(c) Refer Maker/Marketplace Proposals to Board Committee

The Building and Grounds Committee will review the two architects' proposals for the Maker Space/Marketplace Space Needs Assessments and report back to the Trustees with their recommendation at the September Board Meeting.

12. ANNOUNCEMENTS

(a) Village Budget Workshop – September 11, 2017 – Time TBD – Village Hall

The September Board meeting date of Tuesday September 19th was mentioned as a reminder to the Trustees. Several of the Trustees will not be able to attend the

Tuesday meeting. It was agreed that the meeting be moved to Monday, September 18th.

MOTION Moved by Johnson, seconded by Schmitt, to move the Glenview Public Library Board of Trustee's September Board Meeting from Tuesday, September 19th to Monday, September 18th.

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

13. OTHER

None at this time.

14. PUBLIC COMMENTS

None at this time.

15. EXECUTIVE SESSION

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

None at this time.

16. ADJOURNMENT

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

MOTION Moved by Johnson, seconded by Goldstein, to adjourn.

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

The meeting was adjourned at 9:08 p.m.

Respectfully submitted,

Stella Kalfas, Secretary
Glenview Public Library, Board of Trustees