

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
December 14, 2017**

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

PRESENT (Staff)	Vickie L. Novak, Library Director Jane Berry, Assistant Director Christine Klimusko, Business Manager
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GUEST	Maggie Bosley, Finance Director, Village of Glenview Peg Ciszek, Glenview Resident
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1. CALL TO ORDER AND ROLL CALL

President Ruter called the meeting to order at 6:32 p.m. and the roll was called.

2. REPORT OF THE FRIENDS OF THE GLENVIEW PUBLIC LIBRARY

None at this time.

President Ruter re-ordered the agenda at this time.

11. NEW BUSINESS

- a. Presentation by Maggie Bosley, Village Finance Manager**
 - i. Approval of Miscellaneous Funds Budgets, FY2018**

Village Finance Director, Maggie Bosley, presented the Miscellaneous Funds Budgets to the Board of Trustees. She reviewed Fund 810 - Friends of the Library; Fund 820 – Gift Fund; Fund 825 – Glenview Public Library Foundation Fund; Fund 850 – Debt Service Fund; and Fund 830 – Special Reserve – Capital Repairs and Replacement.

MOTION Moved by Johnson, seconded by Kalfas, to approve the 2018 Budgets for: Fund 810 – Friends of the Library, in the amount of \$133,486; Fund 820 – Gift Fund, in the amount of \$78,592 and Fund 825 – Glenview Public Library Foundation Fund in the amount of \$85,220.

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

MOTION Moved by Johnson, seconded by Vega, to approve the 2018 Budgets for: Fund 850 – Debt Service Fund in the amount of \$464,839 and Fund 830 – Special Reserve Fund in the amount of \$555,187.

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

14. PUBLIC COMMENTS

Glenview Resident Peg Ciszek asked the Board to consider eliminating the \$5.00 Processing Fee for lost items. President Ruter thanked Ciszek for her suggestion and told her that the Board would be reviewing all library fees early next year and would include this suggestion in their review.

3. APPROVAL OF THE MINUTES

(a) Regular Meeting of November 16, 2017

MOTION Moved by Johnson, seconded by Schmitt, to approve the Minutes of Board Meeting of November 16, 2017 as amended.

Voice vote taken. All ayes. No nays. Kalfas abstained.

4. APPROVAL OF THE WARRANTS – C. Schmitt

Trustee Schmitt reviewed the Warrants for December 14, 2017. She found them to be in order and itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Schmitt, seconded by Goldstein, to approve the Warrants of December 14, 2017 in the amount of \$216,894.79.

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

5. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

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

Library Director reviewed the Financial Reports and Statistics through October, 2017. Cash and investments fund balances are healthy as 100.8% of the current year's property taxes have been collected. Cash on hand is 75.91% of budget.

With two months remaining in the 2017 fiscal year, revenues have reached 100.3% of estimated projections.

Expenditures are still trending conservatively, though soon the year-end annual expenditures will hit their respective budget lines. Reference is the lowest, with 73.2% expended and Building & Grounds Maintenance is highest, with expenses totaling 84.9% of budget. While this is slightly ahead of where it should be after ten months (83.3%), this is good news during a year when there were so many unanticipated equipment problems.

The highest total expenditures are reflected in the Capital Outlay line with 119.5% spent. The lowest amount of funds expended is from Other Charges, with expenditures of 22.5%. An aggregate total of 65.9% of Appropriated Funds has been spent through October. 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.

Novak provided an update to the 2018 Budget Process. The Village Board adopted the Library's 2017 tax levy at its December 5th meeting, in the amount of \$8,166,866. This includes a levy of \$1,928,641 for Debt Service and \$6,238,225 for the Operating Fund. This reflects an increase of \$25,303 in the Operating Levy over last year, as a result of the new EAV.

6. PRESIDENT'S REPORT

President Ruter reminded the Trustees of the Staff Winter Dinner, scheduled for Saturday, January 13th. President Ruter wrote a "Year in Review" article for the Glenview Lantern. At the ALA Convention this summer, President Ruter attended a seminar that suggested Trustees get a "behind the scenes" tour of their library. Ruter

spent one afternoon at the Library, broken down into twenty minutes per public service department, for a total of two hours. He toured Circulation, Reader Services, Youth Services, IT, Reference and Tech Services. Ruter invited the Trustees to schedule a tour with Library Director Novak after the first of the year. Assistant Director Berry also invited the Trustees to do a tour with Security; Facilities Department Head Mark Depa has also extended an invitation to tour with the Facilities Team.

7. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

- (a) Library Director's Report
- (b) Statistics for November, 2017
- (c) Electronic Statistics for November, 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 Johnson, seconded by Goldstein, to approve the Staff Reports and Statistics as presented.

Library Director Novak told the Trustees that the Library has received the updated Workers' Compensation rate. The base Workers' Comp rate is 1.0. The Library's rate is 0.94, which is an excellent score.

The Trustees asked when they would be briefed on the Dewberry designs for the MarkerSpace and Marketplace. Library Director Novak explained that Dewberry is still in the conceptual stage, fine-tuning ideas with staff. They will be presenting to the Board once the designs and developed in more detail. Dewberry is targeting the February Board Meeting, if all continues to go well.

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

8. BOARD COMMITTEE REPORTS

(a) Bylaws & Policies Committee

i.) Rescind the Following Policies:

- a. Karlotta Mathews Matching Grant Policy**
- b. Kiebler Memorial Scholarship Policy**

MOTION Moved by Committee to rescind the Karlotta Mathews Matching Grant Policy and the Kiebler Memorial Scholarship Policy.

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

9. PUBLIC PRESENTATION

None at this time.

10. UNFINISHED BUSINESS

None at this time.

11. NEW BUSINESS

(b) Adoption of 2018 Board Meeting Schedule

MOTION Moved by Vega, seconded by Schmitt, to adopt the 2018 Board Meeting Schedule, as presented.

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

(c) Adoption of the 2018 Warrant Schedule

MOTION Moved by Schmitt, seconded by Goldstein, to adopt the 2018 Warrant Schedule, as presented.

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

(d) Discussion re: Star Library Status

Library Director Novak announced that the Glenview Library has achieved a Three Star Library Status from Library Journal. Of the 632 public libraries in Illinois, only 22 Illinois libraries achieved “star” status this year. This is quite an achievement.

MOTION Moved by Johnson, seconded by Kalfas to commend Library management and staff on Star Library Status achievement.

(g) Approval of Library Parking Space Agreement with AT&T

Novak reported that her negotiation with AT&T for the removal of the restriction on the four AT&T parking spaces in the main library parking lot was successful. Novak added that Deputy Manager, Don Owen, was instrumental in assisting her with this collaborative effort.

MOTION Moved by Johnson, seconded by Schmitt to approve the Parking Space Agreement with AT&T, for the period January 1 – December 31, 2018.

Roll call vote taken. Goldstein, Johnson, Kalfas, Schmitt, Vega and Ruter vote aye. Motion carried.

12. ANNOUNCEMENTS

None at this time.

13. OTHER

None at this time.

MOTION Moved by Kalfas, seconded by Vega, to move to Executive Session per section 2(c)(1) of the Open Meetings Act – Personnel.

Rolls call vote taken. Goldstein, Kalfas Schmitt, Vega and Ruter voted aye. Johnson

voted nay. Motion carried.

The meeting moved to Closed Session at 8:20 p.m.

15. EXECUTIVE SESSION

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

The meeting returned to Open Session at 9:05 p.m.

11. NEW BUSINESS

- (e) Approval of Full-Time and Part-Time Staff Salary Increases

MOTION Moved by Goldstein, seconded by Schmitt, to approve the Full-time and Part-Time employee compensation packages as discussed, said approval to become effective 7 days after those 2018 employee compensation packages equal to or in excess of \$75,000 have been posted in accordance with statute 5ILCS 120/7.3.

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

- (f) Approval of Library Operating Budget, FY2018

MOTION Moved by Goldstein, seconded by Schmitt, to approve the Library's 2018FY Operating Budget in the amount of \$7,696,030.

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

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 Vega, to adjourn.

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

The meeting adjourned at 9:08 p.m.

Respectfully submitted,

**Stella Kalfas, Secretary
Glenview Public Library Board of Trustees**