

**GLENVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
July 20, 2017**

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

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

GUESTS **Maggie Bosley, Finance Director, Village of Glenview**
 Nancy Stonish, League of Women Voters
 Roleeta Nandan, Glenview Resident

1. CALL TO ORDER & ROLL CALL

President Ruter called the meeting to order at 7:30 p.m. and the roll was called.

2. REPORT OF THE FRIENDS OF THE GLENVIEW PUBLIC LIBRARY

None at this time.

3. APPROVAL OF MINUTES

(a) Regular Meeting of June 15, 2017

MOTION Moved by Kalfas, seconded by Johnson, to approve the Minutes of the June 15, 2017 Board Meeting as amended.

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

President Ruter reordered the agenda at this time.

11. NEW BUSINESS

(a) Presentation by Maggie Bosley re: Comprehensive Annual Financial

Report 2016

Village Finance Director Bosley reviewed the financials for the Fiscal Year 2016. The Village and the Library received an unmodified or “clean” opinion from the outside audit firm of RSM US LLP for the year ending December 31, 2016. Bosley reviewed the Library’s Fund balance for 2016. Expenditures were 96% of the 2015 budget.

Bosley reviewed the Gifts Funds and the Capital Project Funds with the Trustees. All funds were within budget. The full 2016 CAFR can be found on the Village’s website.

Bosley noted the dates of which Trustees should be aware, now that budget season has begun. The Village Budget Workshop date is September 11, 2017. Library will give a very preliminary 2018 budget and levy presentation. The formal FY2018 Budget presentation will be November 7th along with the final levy request.

4. APPROVAL OF WARRANTS – S. Kalfas

Trustee Kalfas reviewed the warrants for July 20, 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 Goldstein, to approve the warrants of July 20, 2017 in the amount of \$273,347.42.

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 May, 2017

Cash and investments fund balances are healthy, given the recent receipt of the first installment of property tax collections. Cash on hand is 60.5% of budget.

Revenues have not increased significantly during the month of May. The majority of the property tax collections were received the previous month. Currently, property tax receipts are at 53.3%.

Expenditures are trending conservatively, as anticipated this early into the fiscal year. The largest amount has been spent in the Building & Grounds Department at 43.2%,

while the lowest is in Administration, with 34.6% expended.

The highest total expenditures are reflected in the Contractual category, with 40.6% spent. The lowest amount of funds expended is from Other Charges, with expenditures of 21.8%.

An aggregate total of 33.2% of Appropriated Funds has been spent through May. 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.

Business Manager Klimusko walked the Trustees through the Cash Flow Analysis for 2015 through Year-to-Date 2017.

6. PRESIDENT'S REPORT

President Ruter attended the ALA Conference, held in Chicago. He attended two sessions regarding fund raising and the Closing General Session, at which Hillary Clinton was the keynote speaker.

Harry Potter Read-A-Long will be held on July 31st. Ruter checked out the library's updated website and liked the new look. He mentioned that it is clean and not cluttered. He extended kudos to Teri Room and Bronwyn Sill. M. David Johnson suggested that the website list the Committees to which the Trustees are assigned.

Miller announced that the ILA conference will be held in Tinley Park, IL in October.

7. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

- (a) Library Director's Report**
- (b) Statistics for June, 2017**
- (c) Electronic Statistics for June, 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 Goldstein, seconded by Schmitt, 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 June 27, 2017 – A. Ruter

Budget & Finance Committee Chair Ruter reviewed the meeting of June 27th. Business Manager Klimusko will prepare a 5 year salary history by department. Library Director Novak will contact neighboring libraries for salaries, FTE and employees per square foot.

Novak will also query 10 neighboring libraries regarding their benefits for full-time staff. The Board wants to be sure that Glenview is competitive with what other libraries are offering

- ii.) Approval of Minutes of June 27, 2017 Meeting

MOTION Moved by Kalfas, seconded by Goldstein, to approve the minutes of the June 27, 2017 meeting, as amended.

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

- (b) Technology Committee
 - i.) Report on Meeting of July 18, 2017 – S. Kalfas

Technology Committee Chair Kalfas reviewed the meeting of July 18th. Kalfas mentioned that the IT staff does far more than she realized. The IT consultant presented a summary of what IT staff faces on a day-to-day basis, what projects are in process and what projects are on the horizon. Library Director Novak will email Kalinski's PowerPoint presentation to the Trustees for their review. The Technology Committee will meet on August 16th to discuss priorities and strategize.

9. PUBLIC PRESENTATION

None at this time.

10. UNFINISHED BUSINESS

None at this time.

11. NEW BUSINESS

(b) Discussion & Adoption of Tentative Budget Calendar

President Ruter presented the proposed Budget Calendar. Special meetings are highlighted in gray scale. Regular Monthly Board Meetings are also noted. The calendar includes attendees and goals. The Technology Committee meeting scheduled for August 16th will be added to the calendar. A Special Board Meeting has been scheduled for October 5th, starting at 6:00 p.m.

MOTION Moved by Johnson, seconded by Kalfas, to adopt the Budget Calendar, as amended.

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

(c) Approve Change of August and December Board Meeting Dates

The September Board meeting originally scheduled for September 21st will be moved to Tuesday, September 19th. The August Board meeting will be moved to August 24th, in order to accommodate the Department Head Budget Presentations scheduled for Thursday, August 17th. The December Board meeting scheduled for December 21st will be changed to December 14th.

MOTION Moved by Johnson, seconded by Goldstein, to change the August Board

Meeting on August 17th to August 24th; the September Board Meeting from September 21st to September 19th; and the December Board Meeting from December 21st to December 14th.

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

(d) Determine Guidelines for Department Head Budget Presentations

The Departments Head will be instructed to prepare their 2018 Budgets as last year, with a range up to a 3% increase in operating expenses including special projects. Each Department Head will be allotted 15 minutes for their Department's 2018 Budget presentation.

MOTION Moved by Kalfas, seconded by Vega, to instruct the Department Heads to prepare their 2018 department budgets with a 0% to 3% increase in operating expenses, including special projects, and that they limit their budget presentation to 15 minutes.

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

(f) Legislative Update – J. Miller

Trustee Miller gave a brief overview of a letter sent to Representative Laura Fine regarding Illinois House Bill 2703. This bill would directly affect the ability to form library pools for better insurance rates and the confidentiality of those bids.

(e) Review & Discussion of J. Huber Recommendations

Library Director Novak presented a summary of Huber's 115 page PowerPoint report. The topics are the same headings that Huber chose. Many of these suggestions have no financial implications, and will provide a good jumping off point for the Strategic Plan that will be prepared next year.

Novak will take this Summary to the Department Heads and come back with their recommendations. Novak will present this information at the September, 2017 Board Meeting, along with the Internal Assessment recommendations. Novak will highlight those that have budgetary impact

12. ANNOUNCEMENTS

None at this time.

13. OTHER

None at this time.

14. PUBLIC COMMENTS

None at this time.

15. EXECUTIVE SESSION

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 Kalfas, to adjourn.

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

The meeting adjourned at 9:36 p.m.

Sincerely,

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