

**GLENVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes
May 18, 2017**

PRESENT (Board) **Wendy Goldstein John Miller**
 Jack Neymark Allan Ruter
 Ellen Scholly Stella Kalfas
 M. David Johnson

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

GUESTS **Nancy Stonish, League of Women Voters**
 Carol A. Schmitt, Glenview Resident & Trustee Elect
 Kathy Vega, Glenview Resident & Trustee Elect

1. CALL TO ORDER & ROLL CALL

President Kalfas called the meeting to order at 7:33 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 April 20, 2017

MOTION Moved by Miller, seconded by Goldstein, to approve the minutes of regular meeting on April 20, 2017.

Voice vote taken. Goldstein, Miller, Neymark, Ruter, and Scholly voted aye. No nays. Kalfas and Johnson abstained. Motion carried.

4. APPROVAL OF WARRANTS – W. Goldstein

Trustee Goldstein reviewed the warrants for May 18, 2017. She found them to be in order and itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Goldstein, seconded by Ruter, to approve the warrants of May 18, 2017 in the amount of \$664,757.06.

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

5. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

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

Library Director Novak reviewed the financial reports and statistics through March, 2017. Cash and investments fund balances are healthy, showing a significant increase this month, due to monies received from property tax collections. A total of \$3,238,479 in property tax payments has been posted, in addition to \$16,000 in Prior Year's property taxes. Miscellaneous revenue is also trending significantly ahead of schedule with more than 50% already in pocket. Cash and investments as a % of budget is up to 73.5%.

Expenditures for the third month of the fiscal year are on target. All Departments have been conservative in their spending early in the fiscal year and are well below the 25% mark.

The highest total expenditures are reflected in the Capital Outlay category, with 21.2% spent. The lowest amount of funds expended is from Other Charges, with expenditures of 0.8%. An aggregate total of 16.4% of Appropriated Funds has been spent through March. 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

President Kalfas thanked fellow Board members for all of their help and support over the last two years and felt that the Board accomplished a great deal during that time period. Kalfas thanked staff as well.

7. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

- (a) Library Director's Report
- (b) Statistics for April, 2017
- (c) Electronic Statistics for April, 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
 - i.) Per Capita Grant Award

MOTION Moved by Johnson, seconded by Ruter, to approve the Staff Reports and Statistics as presented.

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

8. BOARD COMMITTEE REPORTS

None at this time.

9. PUBLIC PRESENTATION

None at this time.

10. UNFINISHED BUSINESS

None at this time.

11. NEW BUSINESS

- (a) **Approval and Presentation of *Resolutions in Recognition of Service to Jack Neymark and Ellen Scholly***

MOTION Moved by Goldstein, seconded by Ruter, to approve the Resolution in Recognition of Service to Jack Neymark.

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

President Kalfas read and presented the Resolutions in Recognition of Service to Jack Neymark.

MOTION Moved by Goldstein, seconded by Ruter, to approve the Resolution in Recognition of Service to Ellen Scholly.

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

President Kalfas read and presented the Resolutions in Recognition of Service to Ellen Scholly.

- (b) **Administer Oath of Office to Newly Elected Library Trustees**

President Kalfas administered the Oath of Office to Newly Elected Library Trustee Wendy Goldstein, Trustee Allan Ruter, Trustee Carol Schmitt and Trustee Kathy Vega. Secretary Goldstein administered the Oath of Office to Trustee Stella Kalfas.

- (c) **Election of Board Officers**

Trustee Kalfas announced that the floor is open for nominations for President of the Board.

MOTION Moved by Miller, seconded by Schmitt, to nominate Allan Ruter as President.

Trustee Kalfas asked if there were any other nominations for President of the Board.

There were no additional nominations for President. Kalfas closed the floor for nominations for the office of President.

MOTION Moved by Johnson, seconded by Miller, to elect Allan Ruter President of the Glenview Public Library Board of Trustees by acclamation.

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

President Kalfas announced that the floor is now open for nominations for Vice-President of the Board.

MOTION Moved by Miller, seconded by Johnson, to nominate John Miller as Vice-President.

Trustee Kalfas asked if there were any other nominations for Vice-President. There were no additional nominations. Kalfas closed the floor for nominations for the office of Vice-President.

MOTION Moved by Johnson, seconded by Goldstein, to elect John Miller as Vice-President of the Glenview Public Library Board of Trustees by acclamation.

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

Trustee Kalfas opened the floor for nominations for Secretary of the Glenview Public Library Board of Trustees.

Trustee Kalfas nominated herself as Secretary.

MOTION Moved by Kalfas, seconded by Schmitt, to nominate Stella Kalfas as Secretary.

Kalfas asked if there were any other nominations for Secretary. There were no other nominations for Secretary and the floor was closed to nominations.

MOTION Moved by Johnson, seconded by Goldstein, to elect Stella Kalfas as Secretary of the Glenview Public Library Board of Trustees by acclamation.

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

(d) Discussion re: New Year's Eve Holiday Hours

Library Director Novak asked the Trustees to review the Holiday Closings Policy that was distributed. Novak explained that the Trustees must decide on holiday hours for New Year's Eve. The consortium needs to enter this information into Enterprise for the 2017/2018 fiscal year. The library is normally open from 9:00 a.m. to 3:00 p.m. on New Year's Eve. This year, however, the holiday falls on a Sunday and Sunday hours are 1:00 p.m. to 5:00 p.m. Therefore, the Library would be open from 1:00 PM – 3:00 PM on New Year's Eve, per the Policy. It is not cost efficient to open the library for two hours. The Board discussed the topic and agreed that the Library should remain closed on Sunday, December 31, 2017.

MOTION Moved by Johnson, seconded by Vega, to close the Library on New Year's Eve, December 31, 2017.

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

12. ANNOUNCEMENTS

None at this time.

13. OTHER

Business Manager Klimusko requested the Trustees update the address list that is being circulated around the table. The updated address list will be emailed to the Trustees and distributed at the next board meeting.

14. PUBLIC COMMENTS

None at this time.

15. EXECUTIVE SESSION

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

16. ADJOURNMENT

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

MOTION Moved by Ruter, seconded Miller, be to adjourn.

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

The meeting adjourned at 9:06 p.m.

Respectfully submitted,

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