

GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

February 16, 2017

7:30 PM

BOARD: **Stella Kalfas John Miller**
(Present) **Jack Neymark Allan Ruter**
 Ellen Scholly

BOARD: **M. David Johnson Wendy Goldstein**
(Absent)

STAFF: **Vickie L. Novak, Library Director**
 Jane Berry, Assistant Library Director
 Christine Klimusko, Business Manager

GUESTS: **Nancy Stonish, League of Women Voters**
 Carol Schmitt, Resident
 Kathy Vega, Resident

1. CALL TO ORDER AND 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 January 19, 2017

MOTION Moved by Neymark, seconded by Ruter, to approve the Minutes of the Board Meeting of January 19, 2017.

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

4. APPROVAL OF WARRANTS – J. Miller

Trustee Miller reviewed the Warrants for February 16, 2017. He found them to be in order and itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Miller, seconded by Ruter, to approve the Warrants for February 16, 2017 in the amount of \$196,649.41.

Roll call vote taken. 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 December, 2016

Library Director Novak reviewed financial reports and statistics. The cash and investments fund balances remain healthy at the end of the fiscal year. The amount of funds on hand represents 56.84% of the total Budget.

The Library has received 101.3% of total projected revenues. This includes 100.6% of the current year's property taxes. Miscellaneous revenue has exceeded estimates by 38.5%. Interest on savings has also exceeded initial projections by a significant amount. Grant proceeds came in at 78.9% of the estimate. This is primarily the Per Capita Grant income. This is not surprising, given the state of financial affairs in Springfield. It was anticipated that the grant amount would decrease and lowered this budget line accordingly; however, it decreased more than expected.

Spending by department is trending where it should be as the end of the fiscal year draws to a close. These numbers do not represent year-end totals, as the Village will not officially close the 2016 accounts until sometime in February. Department expenditures range from a low of 85.6% in Reference Services to a high of 107.2% in Technical Services.

The highest total expenditures are reflected in the Other Charges category, with 968.1% spent. This is due to the refinancing of the Library's Debt Service. The lowest amount of funds expended is from the Commodities category, with expenditures of 93.3%.

An aggregate total of 285.6% of Appropriated Funds has been spent through December. 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.

Trustee Ruter asked if the percentages presented associated with the financial statements were standard operating procedures. Library Director Novak confirmed that this is the way the Village accountants and Munis prepare the financial statements.

6. PRESIDENT'S REPORT

None at this time.

7. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

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

8. BOARD COMMITTEE REPORTS

(a) Report of the Bylaws & Policies Committee

i.) Approval of Changes to Travel Reimbursement Policy

MOTION Moved by Scholly, seconded by Ruter, to approve the changes to the Travel Reimbursement Policy.

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

ii.) Approval of Revisions to Conference Attendance Policy

MOTION Moved by Miller, seconded by Scholly, to approve the Revisions to the Conference Attendance Policy.

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

iii.) Approval of January 12, 2017 Meeting Minutes

MOTION Moved by Kalfas, seconded by Neymark, to approve the Minutes to the Bylaws and Policy Committee Meeting of January 12, 2017, as presented.

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

9. PUBLIC PRESENTATION

None at this time.

10. UNFINISHED BUSINESS

None at this time.

11. NEW BUSINESS

(a) Appoint Trustees for Executive Session Minute Review

Trustees Scholly and Ruter volunteered to review the Executive Session minutes prior to the April, 2017 Board Meeting.

(b) Statement of Economic Interest – C. Klimusko

Business Manager Klimusko explained that the Trustees should be on the lookout for the annual Statement of Economic Interest email from Cook County Clerk's Office after March 1st. The survey must be completed by April 30th. Please send the confirmation of completion to Klimusko's attention.

(c) Ratification of Suspension of Video Game Circulation Loan Policy – V. Novak

Library Director Novak explained there has been an increase in video game thefts in suburban libraries. There has been a group of people that obtain library cards using false identification, going from library to library, borrowing video games and then selling the games. Glenview's losses have been minimal. Novak has issued an intermediary directive at this time to protect the Glenview Library's video collection from this type of theft. The Glenview Public Library will not loan video games to someone who does not have a Glenview Public Library card. GPL will loan video games only to Glenview card holders. Novak further explained that several other libraries have changed their circulation guidelines for video games as well.

MOTION Moved by Scholly, seconded Ruter, to suspend the Library's existing video game loan policy for six months, and only lend video games to those patrons that have a valid Glenview Public Library card.

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

(c) Affirm Nomination for 2016 Citizen of the Year

Last year the Board agreed to collaborate with the Friends of the Glenview Public Library to nominate Rene Kreer for Glenview Citizen of the Year. Novak approached the Friends of the Glenview Public Library to nominate Kreer again this year. Library Director Novak would like to proceed, with the Board's approval.

MOTION Moved by Scholly, seconded by Ruter, to approve the nomination of Irene Kreer as Glenview Citizen of the Year 2016.

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

12. ANNOUNCEMENTS

- (a) **Annual Library Legislation Day – Arboretum Club – Monday, February 20th, 7:30 a.m.**

The annual Library Legislation Day, sponsored by ILA, will be held Monday, February 20th, at the Arboretum Club in Buffalo Grove. The breakfast will begin at 7:45 a.m.

- (b) **Annual Staff Training Day Featuring John Huber – Friday, February 24th, 9:00 a.m. to 4:30 p.m.**

The annual Staff Training Day will be held on Friday, February 24th. A continental breakfast will be served at 8:30 a.m. John Huber will be the speaker for the day. He will focus on this year's External Assessment process.

- (c) **Trustee Candidate Forum – Park Center, Saturday, March 18th – 12:30 p.m.**

A trustee candidate forum will be held at the Park Center, Saturday, March 18th beginning at 12:30 P.M.

13. OTHER

Trustee Ruter received his copy of Direct Lines today and remarked that the newsletter reflects so well on the whole enterprise. Ruter liked the way the Library is focusing on the Maker's initiative and would like to congratulate Jenn Black and her staff, as well as the rest of the programming staff, for the variety of programs offered this Spring.

Trustee Scholly stated that she has read John F. Wasik's book on Tesla and is looking forward to the program on April 18th.

14. PUBLIC COMMENTS

None at this time.

MOTION Moved by Ruter, seconded by Scholly, to move to Executive Session per Section 2(c) (1) of the Open Meetings Act – Personnel.

**Voice vote taken. All ayes. No nays. Motion carried.
The meeting moved to Closed Session at 8:40 p.m.**

15. Executive Session

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

The meeting returned to Open Session at 8:44 p.m.

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 by Neymark, to adjourn.

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

The meeting adjourned at 8:45 p.m.

Respectfully submitted,

**Jack Neymark
Secretary Pro Tem
Glenview Public Library Board of Trustees**