

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES**

**Minutes**

**March 16, 2017**

**7:30 PM**

**BOARD:** Stella Kalfas John Miller  
**(Present)** Jack Neymark Allan Ruter  
M. David Johnson Wendy Goldstein

**BOARD:** Ellen Scholly  
**(Absent)**

**STAFF:** Vickie L. Novak, Library Director  
Jane Berry, Assistant Library Director

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

**1. CALL TO ORDER AND ROLL CALL**

President Kalfas called the meeting to order at 7:30 p.m.

**2. REPORT OF THE FRIENDS OF THE GLENVIEW LIBRARY**

None at this time.

**3. APPROVAL OF THE MINUTES**

(a) Regular Meeting of February 16, 2017

**MOTION** Moved by Miller, seconded by Neymark, to approve the minutes of the regular meeting of February 16, 2017.

Voice vote taken. All ayes. No nays. Goldstein and Johnson abstained. Motion carried.

**4. APPROVAL OF THE WARRANTS – A. Ruter**

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

**MOTION** Moved by Ruter, seconded by Goldstein, to approve the warrants for March 16, 2017 in the amount of \$182,185.10.

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

**5. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS**

**(a) Revenues, Expenditures and Fund Balances through January, 2017**

Cash and investments fund balances are decreasing as we begin the 2017 fiscal year, falling to the 47.30% mark. This is typical of what is to be expected as we approach the March real estate tax installment.

Revenues are minimal for the month of January. A total of \$28,532 has been received, which is 0.4% of the operations budget. Most of this is attributed to fines and fees, with a small portion being Personal Property Replacement tax receipts.

Expenditures for the first month of the fiscal year are also very light, as we close the books on FY2016.

The highest total expenditures are reflected in the Capital Outlay category, with 13.1% spent. The lowest amount of funds expended is from Other Charges, with expenditures of 0.2%. An aggregate total of 3.1% of Appropriated Funds has been spent through January.

**6. PRESIDENT'S REPORT**

President Kalfas thought Staff Training Day was excellent; it was well organized and the meal was great. She enjoyed the speaker John Huber. Trustee Ruter stated that he enjoyed the day as well, and complimented organizers and staff for a well-organized event.

**7. ACCEPTANCE OF STAFF REPORTS AND STATISTICS**

- (a) Library Director's Report**
- (b) Statistics for February, 2017**
- (c) Electronic Statistics for February, 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 Neymark, to approve the Staff Reports and Statistics, as presented.

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

## **8. BOARD COMMITTEE REPORTS**

- (a) Report of the Bylaws & Policies Committee

Trustee Goldstein, Chair of the Bylaws & Policies Committee, reported that the Committee was brining several items to the Board for consideration. Some of the policies were brand new and others were revisions to existing policies.

- i.) Approval of STEAM Policy
- ii.) Approval of Revisions to Circulation Matrix
- iii.) Approval of STEAM Waivers – Adult & Youth
- iv.) Approval of Revisions to the Meeting Room Policy
- v.) Approval of Expense Reimbursement Forms

**MOTION** Moved by Goldstein, seconded by Ruter, to approve the following: the STEAM Policy, Revisions to the Circulation Matrix, STEAM Waivers for adults and youth, Revisions to the Meeting Room Policy and Expense Reimbursement Forms, as presented. The latter is a supplement to the recently approved Travel Reimbursement Policy.

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

- (b) Report from Building & Grounds Committee
  - i.) Approve Recommendation from Kroeschell for Remediation of HVAC Problems

M. David Johnson, Chair of the Building & Grounds Committee, reported on the meeting of March 15<sup>th</sup> with representatives from Kroeschell Service, Inc., the contractor that services the library's HVAC systems. Kroeschell has been researching solutions for remediation of the problems which led to an ignition explosion when firing up Boiler #1 in January, which resulted in the implosion of ductwork from the lower level to the rooftop. Kroeschell presented a repair option which was estimated to be \$55,300. However, after investigation of the Aerco boilers and similar problems with other installations, Kroeschell could not guarantee that this option would alleviate a similar event from happening in the future.

The Committee asked Kroeschell to investigate the cost of replacing the two boilers, rather than repairing them, with a different make and model, that did not have a similar style ignition. It was felt that this is a life safety issue and that it is imperative that there be a solution which would eliminate the possibility of a recurrence. The estimate to replace the Aerco boilers with two Lochinvar Crest FB501 units is approximately \$120,000.00. In addition, the flue pipe replacement is \$34,000.00.

The Committee asked Director Novak to check with the Library's Attorney regarding whether action could be taken at tonight's Board Meeting, or whether a bidding process was required. The Committee felt that prompt action needs to be taken, given that the Library is currently running on one boiler, which could experience a similar problem at any time, and there is still plenty of cold weather remaining when heat is necessary.

Novak reported that the attorney stated that the Library's Bylaws provide for "emergency procurements when there exists an immediate threat to public health, welfare or safety, or to prevent or minimize serious disruption of government services and where the time or nature of the emergency renders it impracticable to first submit the contract to public bid." The Board concurred that this is a life safety issue and, therefore, meets the emergency procurement criteria.

**MOTION** Moved by Johnson, seconded by Goldstein, to authorize staff to proceed with the replacement of the boilers and the flue pipe per Kroeschell's quote, not to exceed \$170,000. This includes the boilers, flue pipe, parts, labor and contingency.

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

## **9. PUBLIC PRESENTATION**

None at this time.

## **10. UNFINISHED BUSINESS**

None at this time.

## **11. NEW BUSINESS**

### **(a) Report on ILA Legislation Day – J. Miller**

John Miller reported on the annual ILA Legislation Day held Monday, February 20<sup>th</sup>, at the Arboretum Club in Buffalo Grove. He was joined by Trustee Neymark, Library Director Novak and Assistant Director Berry. There were nineteen legislators represented. The message did not differ greatly from the previous year. Legislators are hopeful that the State of Illinois will adopt a budget, and they reiterated the value of the role that libraries play within the community.

### **(b) Request for Use of Friends Wish List Funds**

The Board reviewed the request from Jenn Black, Director of Communications, for \$3,500.00 from the Friends' donation to support annual film licenses and Adult Enrichment programs. Novak added that the Friends have been enthusiastic about funds spent to enhance library programs and this request is in keeping with the amount that had been requested in prior years.

**MOTION** Moved by Miller, seconded by Neymark, to accept the proposal to allocate \$3,500.00 from the Friends' annual donation for Adult Programming, per Black's proposal.

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

(c) **Approval of Addendum to J. Huber & Associates Contract**

**MOTION** Moved by Goldstein moved, seconded by Ruter, to accept the amendment to the contract of J. Huber and Associates, in the amount of \$2,000.00, to cover the addition of the Reader Services' materials selection process to the study of the Service Delivery Chains.

**12. ANNOUNCEMENTS**

- (a) **Trustee Candidate Forum – Park Center, Saturday, March 18<sup>th</sup> – 12:30 p.m.**

**13. OTHER**

Trustee Ruter called everyone's attention to the exceptional new photography exhibit in the lobby gallery. He encouraged Trustees to stop by to see it.

**14. PUBLIC COMMENTS**

None at this time.

**MOTION** Moved by Johnson, seconded by Ruter, to move to Executive Session Per Section 2(c)(1) of the Open Meetings Act – Personnel and Per Section 2(c)(21) of the open Meetings Act – Executive Session Minutes Review.

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

The meeting moved to Closed Session at 9:07 p.m.

**15. EXECUTIVE SESSION**

- (a) **Per Section 2(c)(1) of the Open Meetings Act – Personnel**  
(b) **Per Section 2(c)(21) of the Open Meetings Act – Executive Session Minutes Review**

The Board returned to Open Session at 9:37 p.m.

**MOTION** Moved by Johnson, seconded by Ruter, to approve the following Executive Session Minutes:

**July 21, 2016 – Do Not Release;**  
**August 18, 2016 (7:45 p.m.) – Release;**  
**August 18, 2016 (9:07 p.m.) – Do Not Release;**  
**September 15, 2016 – Do Not Release;**  
**October 20, 2016 – Do Not Release;**  
**November 17, 2016 –Do Not Release;**  
**December 15, 2016 – Do Not Release.**

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

**16. ADJOURNMENT**

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

**MOTION Moved by Goldstein, seconded by Miller, to adjourn.**

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

**The meeting adjourned at 9:38 p.m.**

**Respectfully submitted,**

**Wendy Goldstein  
Secretary  
Glenview Public Library Board of Trustees**