

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES**

**A G E N D A**

**Meeting Date: November 16, 2017**

**7:30 PM**

**Glenview Public Library**

**Conference Room**

Public participation is encouraged. The public may comment on the agenda items or sub-items marked with an asterisk (\*). If you wish to comment on a given item or sub-item, please fill out a Public Participation Request and place it in the box before the start of the meeting. Please fill out a separate form for each item or sub-item you wish to address. Your comments will be limited to a maximum of three minutes on any given item or sub-item.

Members of the public may also make comments, regarding items not on the regular agenda, at the point on the agenda labeled Public Comments. Such comments will also be limited to a maximum of three minutes each.

In addition, members of the public may also make longer presentations, regarding items not on the regular agenda, at the point on the agenda labeled Public Presentation. These shall be scheduled by pre-arrangement with the Library Director two weeks in advance of the meeting at which the presentation is to be made. Such presentations shall be limited to a maximum of 10 minutes each. A maximum of one presentation per meeting will be allowed, and such presentations will be scheduled on a first-come/first-serve basis.

1. Call to Order & Roll Call
2. Report of the Friends of the Glenview Public Library
3. Approval of Minutes
  - \* (a) Regular Meeting of October 17, 2017
4. \* Approval of Warrants – C. Schmitt
5. Examination of Financial Reports and Statistics
  - \* (a) Revenues, Expenditures and Fund Balances through September, 2017
6. \* President's Report

7. **Acceptance of Staff Reports and Statistics**
  - (a) **Library Director's Report**
  - (b) **Statistics for October, 2017**
  - (c) **Electronic Statistics for October, 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**
  
8. **Board Committee Reports**
  - (a) **Bylaws & Policies Committee**
    - i.) **Report on Meeting of November 13, 2017 – W. Goldstein**
    - ii.) **Recommend Approval of the Following Policies:**
      - a.) **Sponsorship Policy**
      - b.) **Karlotta Matthews Matching Grant Policy**
      - c.) **Kiebler Memorial Scholarship Policy**
      - d.) **Library Spending Policy**
      - e.) **Guidelines for Employees who have reached the maximum in their Range**
  
9. **\* Public Presentation**
  
10. **\* Unfinished Business**

11. **\* New Business**
  - (a) **Acceptance of LIRA Insurance Renewal Quote**
  - (b) **Adoption of “A Resolution for the Release of Certain Closed Session Minutes for Public Inspection”**
  - (c) **Ratification of the Quote from ABL for Vinyl Wall Covering**
  - (d) **Discussion re: Donation of Benches**
  - (e) **Retirement of Jennifer Black, Director of Communications**
  - (f) **Review of Per Capita Grant Requirements – J. Berry**
  - (g) **Review of Contract with Associated Technology Partners**
  - (f) **Discussion re: Earlier Start Time for December Board Meeting**
12. **Announcements**
13. **\* Other**
14. **\* Public Comments**
15. **Executive Session**
  - (a) **Per Section 2(c)(1) of the Open Meetings Act – Personnel**
16. **Adjournment**