

**REGULAR MEETING OF THE
GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
Minutes
Thursday, April 16, 2015**

PRESENT (Board)	Arlene Anthony Ellen Scholly Wendy Goldstein	Stella Kalfas Jack Neymark
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ABSENT (Board)	M. David Johnson	Mary Theisen
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PRESENT (Staff)	Vickie L. Novak, Library Director Jane Berry, Assistant Library Director Christine Klimusko, Business Manager
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Guest	John Miller, Glenview Resident and Trustee Elect
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1. CALL TO ORDER AND ROLL CALL

President Goldstein called the meeting to order at 7:35 p.m. and the roll was called.

2. PUBLIC COMMENTS

None at this time.

3. REPORT OF THE FRIENDS OF THE GLENVIEW PUBLIC LIBRARY

None at this time.

4. APPROVAL OF THE MINUTES

(a) Regular Meeting of April 16, 2015

MOTION Moved by Anthony, seconded by Kalfas, to approve the minutes of the March 19, 2015 meeting of the Board of Trustees.

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

5. APPROVAL OF THE WARRANTS – S. Kalfas

Trustee Kalfas reviewed the warrants for April 16, 2015. She found them to be in order and itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Kalfas, seconded by Anthony, to approve the Warrants for April 16, 2015 in the total of \$281,832.34.

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

6. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

Library Director Novak reviewed the financial reports and statistics through February, 2015. Cash and investments remain solid, with the amount of funds on hand representing 45.78% of total Budget. Property tax receipts in excess of \$900,000.00 have been received, which adds to the overall increase in the Fund Balance since the previous month.

A total of 13% of all revenues have been received to date. The bulk of this is Current and Prior Years' Property taxes. Library fines and fees account for the greater part of the balance of the revenues.

Department expenditures are very light this early in the fiscal year. Department expenditures range from a low of 6.5% in Administration to a high of 15.4% in Building and Grounds Maintenance. This is the first year that the Information Technology and Technical Services budgets are broken out and will be tracked separately.

As anticipated, Personnel expenses are the highest category, with 13.1% of the annual budget spent; the least amount expended is from Other Charges with 0.1% of the total budget spent. An aggregate total of 8.6% of Appropriated Funds has been spent thus far. This includes the Debt Service and Bond and Interest.

There was a brief discussion regarding EAV and TIF. Library Director Novak suggested that the Board invite Assistant Village Manager Don Owens and Village Finance Director Maggie Bosley to discuss the EAV and TIF when Bosley presents her annual audit report.

7. PRESIDENT'S REPORT

President Goldstein called attention to the IMET article in the Sunday, April 12th edition of the Chicago Tribune. Business Manager Klimusko distributed copies of the article for their review. Goldstein also reminded the Trustees to complete their Statement of Economic Interest before May 1st. The election of Board officers will be held at the May Board Meeting.

8. Acceptance of Staff Reports and Statistics

- (a) Library Director's Report**
- (b) Staff Reports**
 - i.) Assistant Director**
 - ii.) Head of Circulation**
 - iii.) Director of Communications**
 - iv.) Head of Reader Services**
 - v.) Head of Reference Services**
 - vi.) Head of Technical Services /IT Progress Summary**
 - vii.) Head of Youth Services**
- (c) Report from Associated Technology Partners**
- (d) Statistics for March, 2015**
- (e) Electronic Statistics for March, 2015**
- (f) Library Website Electronic Usage**
- (g) MyPC Reservation Service**
- (h) Interlibrary Loan Graph**
- (i) Electronic Payment Transactions**
- (j) Monthly Vending Summary from Mark Vend**
- (k) Drive-Up Window Usage**
- (l) Press Releases**
 - i.) CCS Announces New Executive Director**
- (m) Miscellaneous Speak Ups**
- (n) Correspondence**

MOTION Moved by Scholly, seconded by Kalfas, to accept the Consent Agenda as presented.

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

9. BOARD COMMITTEE REPORTS

None at this time.

10. PUBLIC PRESENTATIONS

None at this time.

11. UNFINISHED BUSINESS

At the March Board meeting, the Trustees asked Library Director Novak to survey CCS member libraries as to whether or not the libraries will be open on Sunday, July 5th. The survey results were included in the April Board packet. The Board reviewed the results and discussed various holiday weekend hour options.

MOTION Moved by Anthony, seconded by Kalfas, to close the Library early on Friday, July 3rd at 5:00 p.m., to be closed July 4th and to remain open on Sunday, July 5th from 1:00 p.m. to 5:00 p.m., which are the regularly scheduled Sunday hours.

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

Assistant Library Director Berry took a minute to introduce Security Monitor, John Brdecka.

12. NEW BUSINESS

- (a) Report on National Library Week 2015 Proclamation by Village Board – Tuesday, April 7th

President Goldstein passed the framed National Library Week 2015 Proclamation around to the Glenview Board of Trustees for all to see.

- (b) Discussion re: Procedure for Filling the Trustee Vacancy

Library Director Novak distributed the procedures for filling the trustee vacancy. Novak confirmed with the library's attorney that the search can begin immediately. Trustee Kalfas suggested the library post the vacancy on certain volunteer websites. Novak stated that the vacancy will be posted on the library's website, at customer service desks throughout the library and a press release will be sent to the local newspapers.

Each applicant will complete the Board Vacancy Profile and return the application to the Business Office, to the attention of the Library Director or the Business Manager. Applications should be returned by 5:00 PM on May 20th. Trustees will review the

applications during the Executive Session of the May 21st Board Meeting. Interviews will be held late May, early June.

(c) Review of Proposed hoopla Limits

Reader Services Department Head, Linda Burns, surveyed a number of libraries that currently offer hoopla to their patrons. The average number of checkouts is 8 downloads per card per month. The consensus of the Trustees is to allow 5 downloads per card holder per month, with the idea that this will be reviewed in ninety days and may be adjusted accordingly.

(d) Discussion of Memorial in Honor of Former Trustee

The Board will extend its condolences in the form of a letter to the family of former Trustee Richard Murphy, if an address can be found, and thank the family posthumously for his efforts

13. ANNOUNCEMENTS

(a) Glenview Civic Awards Dinner – Friday, April 17, North Shore Country Club

The annual Glenview Civic Awards Dinner will be held on Friday, April 17th at the North Shore Country Club. The reception begins at 6:00 p.m. Dinner will begin at 6:45 p.m.

(b) Reception in Honor of Arlene Anthony, Tuesday, April 28, 3:30 p.m. – 5:00 p.m.

A reception will be held in honor of Trustee Arlene Anthony's retirement on Tuesday, April 28th, from 3:30 to 5:00 p.m. in the Community Room.

14. OTHER

Trustee Neymark read the highlights from a letter from Rep. Elaine Nekritz regarding libraries and their important role in the community.

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

Roll call vote taken. Anthony, Kalfas, Neymark, Scholly and Goldstein voted aye.

No nays. Motion carried.

The meeting moved to closed session at 9:22 p.m.

15. EXECUTIVE SESSION

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

The meeting returned to open session at 10:32 p.m.

16. ADJOURNMENT

There being no additional business to be considered by the Glenview Public Library Board of Trustees, President Goldstein asked for a motion to adjourn.

MOTION Moved by Scholly, seconded by Neymark, to adjourn the meeting.

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

The meeting adjourned at 10:36 p.m.

Respectfully submitted,

Jack Neymark, Secretary
Glenview Public Library
Board of Trustees