

**REGULAR MEETING OF THE
GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
Minutes
Monday, August 17, 2015**

PRESENT (Board)	Wendy Goldstein Stella Kalfas Jack Neymark Ellen Scholly	M. David Johnson John Miller Allan J. Ruter
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PRESENT (Staff)	Vickie L. Novak, Library Director Jane Berry, Assistant Library Director Christine Klimusko, Business Manager
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GUESTS	Maggie Bosley, Finance Director, Village of Glenview Al McAndrew, Glenview Resident Ken Kirsner, Glenview Resident
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1. CALL TO ORDER AND ROLL CALL

President Kalfas called the meeting to order at 7:36 p.m. and the roll was called.

2. PUBLIC COMMENTS

Glenview resident Ken Kirsner recently sent an email to the Glenview Public Library Board of Trustees regarding a class that was held at Northbrook Public Library on Saturday August 15th. Library Director Novak responded to Mr. Kirsner's email and suggested he attend the August meeting and presents his topic to the Board. Mr. Kirsner explained that he was recently at the Northbrook Library and a class was about to begin. Kirsner asked if he could attend, and was told that he needed to be a Northbrook resident to attend this specific class. He wanted to bring this to the attention of the Board. President Kalfas thanked Mr. Kirsner for the information.

Glenview resident Al McAndrew discussed the shortage of available parking at the library. He suggested that the library purchase the house on Glenview Road, remove the house and create additional parking for library patrons.

Trustee Johnson thanked Mr. McAndrew for stopping by and presenting this

information to the Board and stating that it is something they will look in to.

3. REPORT OF THE FRIENDS OF THE GLENVIEW PUBLIC LIBRARY

None at this time.

4. APPROVAL OF MINUTES

(a) Regular Meeting of July 16, 2015

MOTION Moved by Johnson, seconded by Goldstein, to approve the Minutes of the July 16, 2015 Board of Trustees meeting.

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

5. APPROVAL OF THE WARRANTS – Jack Neymark

Trustee Neymark reviewed the Warrants for August 17, 2015. He found them to be in order and itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Neymark, seconded by Johnson, to approve the Warrants for August 17, 2015 in the amount of \$214,440.47.

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

6. EXAMINATION OF FINANCIAL REPORTS

Library Director Novak reviewed the financial reports through June, 2015. Cash and investments are still healthy, with the amount of cash on hand equal to 45.31% of total Budget. Shortly, we will begin to see the tax receipts from the second installment of real estate taxes hitting the books.

Revenues are trending slightly behind where they should be six months into the fiscal year, with totals at 45.3% - 4.7% below the anticipated 50%. This is not cause for concern, yet, as the very significant Make Whole Payment, generally transferred to the library account in September, will not be reflected in financial statements for at least three more months. Non-resident card fees are ahead of last year's six-month totals. Video fees and miscellaneous revenues are trending lower than expected.

Expenditures are conservative, but in keeping with what would be expected at this time in the fiscal year. Department expenditures range from a low of 32.2% in Administration to a high of 52.9% in Building & Grounds Maintenance. The Administration budget lags behind due to the large expenditures which typically hit during the final quarter of the fiscal year, such as the General Insurance and Liability Insurance.

Expenditures by Category are as anticipated, personnel expenses are the highest category, with 43.6% on annual budget spent; the least amount expended is from Commodities with 17.1% of the total budget spent. An aggregate total of 35.4% of Appropriated Funds has been spent thus far. This includes the Debt Service and Bond and Interest.

7. PRESIDENT'S REPORT

President Kalfas met with Village of Glenview Board President James Patterson Saturday. Kalfas asked Patterson what he expects to see from the Library. Patterson asked that the Library Trustees be fiscally responsible as they develop the Library's 2016 Budget.

President Kalfas asked Village Finance Director Bosley what she has heard regarding the 2016 budget process. Bosley suggested that the Trustees watch the November 4, 2014 budget presentation, which can be found on the Village's website. There was some discussion last year as to whether or not that the Library would be able to increase the levy beyond the new growth. Bosley has heard that there is a possibility of a state property tax freeze. Bosley did state that the latest update is that the property tax freeze would be a two year freeze, beginning with the 2017 levy, which would affect 2018 and 2019 budgets. The library needs to look at the financial needs for 2017 and 2018, in the event there is a freeze and make sure to take those figures into account in considering a levy increase.

The IMET situation directly affects the library, by reducing our operating fund balance. Kalfas requested that the Department Heads prepare another budget scenario, one that would include a 5% decrease in their 2016 operating budgets. Those funds would then be used to fund Capital Repair and Replacement and the reduction in operating fund balances.

Kalfas looked at the Foundation Center – a database that her nonprofit subscribes to – and found 25 companies that may be willing to help the library through grants. She also suggested that the library contact previous donors and request more support.

Kalfas would also like to set up a meeting with the Friends of the Library for more information. Kalfas would like the library to continue to pursue sponsorship programs.

President Kalfas called for a Special Board Meeting to be held prior to the previously schedule Budget and Finance committee meeting on Monday August 24th. The Special Board Meeting will begin at 5:30 p.m. to discuss a 5% decrease budget scenario for the 2016 budget. The Budget & Finance Committee will begin at 6:00 p.m.

President Kalfas asked that the agenda be reordered at this time.

12. NEW BUSINESS

- a. Presentation by Maggie Bosley, Village Finance Director re: 2014 Comprehensive Annual Financial Report

Village Finance Director Bosley presented the 2014 Comprehensive Annual Financial Report to the Board of Trustees. The Library is a component of the Village and is included in the report. The Village and the Library received an unmodified or clean audit opinion from McGladery for the year ending December 31, 2014.

- b. Approval of First 2015 Budget Amendment

Village Finance Director Bosley presented the First Budget Amendment for 2015 to the Board. The first amendment totals \$34,866.19 in unexpected expenses and will be transferred into the Special Reserve Fund to cover the cost of repairs to two boilers, RTU's and electrical work on light fixtures. This revision to the Special Reserve Fund will increase that budget to a total of \$66,366.00 for 2015.

MOTION Moved by Johnson, seconded by Scholly to adopt the First 2015 Budget Amendment.

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

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.) Information Technology
- v.) Head of Reader Services
- vi.) Head of Reference Services
- vii.) Head of Technical Services
- viii.) Head of Youth Services
- (c) Report from Associated Technology Partners
- (d) Statistics for July, 2015
- (e) Electronic Statistics for July, 2015
- (f) Library Website Electronic Usage
- (g) MyPC Reservation Service
- (h) Electronic Payment Transaction
- (i) Inter Library Loan
- (j) Monthly Vending Summary from Mark Vend
- (k) Drive-Up Window Usage
- (l) Press Releases
- (m) Miscellaneous Speak Ups
- (n) Correspondence

MOTION Moved by Johnson, seconded by Goldstein, to approve the Consent Agenda as presented.

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

9. Board Committee Reports

(a) Technology Committee

- i.) Report on Per Capita Grant Review – July 30, 2015 – J. Neymark

Trustee Neymark reported on the Technology Committee meeting held on July 30th. The committee was tasked with the review of the Per Capita Grant requirement this year, which involved the review of Illinois State Standards Chapter 5 – Technology. The committee agreed that the Glenview Public Library meets or exceeds all Illinois State Standards as outlined in Chapter 5 - Technology 2014 edition.

10. Public Presentation

None at this time.

11. Unfinished Business

None at this time.

12. New Business

(c) Strategic Plan/Implementation Status Report – 2015

Library Director Novak directed the Board's attention to the Board Packet. Included in this month's packet was the updated 2015 Implementation Plan. Novak explained that midway through the fiscal year, the Department Heads' are requested to update the status of their goals and objectives for the current year.

(d) Discussion re: September and October Board Meeting Dates

As a result of several scheduling conflicts, the September and October Board Meeting dates need to be changed. It was agreed that the September Board Meeting will be held on Thursday September 24, 2015. The October Board Meeting will be held on October 22, 2015.

MOTION Moved by Ruter, seconded by Johnson, to change the September Board Meeting to Thursday, September 24th and October Board Meeting to Thursday, October 22nd.

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

(e) Update Signature Cards for Glenview State Bank

The signature cards for the Library's manual checking account at Glenview State Bank needed to be updated to include the two new trustees added to the Board this spring. Signatures were collected and the paperwork will be forwarded to the bank.

(f) Approval of Proposal re: AV Security Gates

Library Director Novak explained that the security gates to the audio/visual section of the library have been deactivated, with no great increase in loss or theft of items. This was one of the items on the 2015 Implementation Plan. The alarm was more of a patron nuisance, while moving from the Audio Visual Room to the Circulation checkout line.

MOTION Moved by Goldstein, seconded by Miller, to deactivate the Audio Visual security gates.

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

(g) Review of Library Meeting Room Policy – M. David Johnson

Trustee Johnson explained that there was an article in the Glenview Lantern discussing the presentation by Bernie Sanders, one of the Democratic presidential candidates, held at the Glenview Public Library. Sanders group used the Community Room based on false information provided by Sander's group. The meeting was reserved as an informational and training meeting. Based on the media coverage, it is clear that the meeting was a campaign presentation. Johnson suggested that the Library change the Meeting Room Policy to strengthen the penalties for false information regarding the use of the meeting room. The policy should be changed for first time violation from a warning to a three month ban and second warning for 12 month ban.

MOTION Moved by Johnson, seconded by Goldstein, to change the Meeting Room Policy for the first offense for all violations of the Meeting Room Policy by a ban for three months.

President Kalfas referred the policy change to the Bylaws & Policy Committee for review.

(h) Discussion regarding Pedestrian Crosswalk at Glenview Road and Washington Street

Several library staff members have approached Library Director Novak regarding the safety, or lack thereof, when crossing the street at Glenview Road and Washington. Drivers are often distracted, when turning right on red from northbound Washington to eastbound Glenview Road and when turning left from southbound on Washington to eastbound onto Glenview. Novak is willing to contact the Village and/or Police Department to see if there is a solution to this issue.

(i) Discussion re: FOIA Request

Library Director Novak informed the Board that the Library has received a FOIA request and will supply the requested materials as quickly as possible, based on legal council's advice.

13. Announcements

- (a) Budget Meeting – Monday, August 24, 2015, 6:00 p.m.

The Budget and Finance Committee will meet on Monday, August 24th at 6:00 p.m. A special Board meeting will be held just prior to the Budget and Finance committee meeting and will begin at 5:30 p.m.

- (b) Special Board Meeting – Monday, August 31, 2015 6:30 p.m.

The Budget and Finance Committee will meet on Monday, August 31st at 6:30 p.m.

- (c) Village Budget Workshop – Tuesday, September 15, 6:00 p.m.

The Village Budget Workshop will be held at the Village Hall on Tuesday, September 15th at 6:00 p.m.

14. Other

The Board of Trustees commended Library Director Novak on her 13 years of service.

A local Glenview business has offered the Library a holiday light display. Novak feels this display would benefit both the Library and the Glenview Park District. Through the Intergovernmental Agreement with the Park District the Library and the Park District would share in the maintenance and storage of the holiday display. Novak will contact the Park District and get back to the Board with their thoughts and suggestions. Novak asked Trustee Ruter to have the donor contact her on August 25th.

MOTION Moved by Johnson, seconded by Ruter 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 11:00 p.m.

15. Executive Session

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

16. Adjournment

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

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

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

The meeting was adjourned at 11:25 p.m.

Respectfully submitted,

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