

**REGULAR MEETING OF THE  
GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES**

**Minutes**

**Thursday, December 17, 2015**

**7:30 PM**

**PRESENT  
(Board)**

**Wendy Goldstein                      Stella Kalfas  
M. David Johnson                    John Miller  
Jack Neymark                         Allan Ruter  
Ellen Scholly**

**PRESENT  
(Staff)**

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

**GUESTS**

**Maggie Bosley, Finance Director, Village of Glenview  
Nancy Stonish, League of Women Voters**

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

**President Kalfas called the meeting to order at 7:37 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 November 19, 2015**

**MOTION   Moved by Neymark, seconded by Scholly, to approve the Minutes of the November 19, 2015 Board meeting.**

**Voice vote taken. Goldstein, Miller, Neymark, Ruter, Scholly and Kalfas voted aye. No nays. Johnson abstained.**

**President Kalfas requested the Agenda be reordered at this time.**

**11. NEW BUSINESS**

- (a) Presentation by Maggie Bosley, Village Finance Director**
  - i.) Adopt 2<sup>nd</sup> and 3<sup>rd</sup> Budget Amendments**

Finance Director Bosley presented two budget amendments to the 2015 Library Budget.

The Second Amendment to the 2015 Budget amends the Friends of the Library Gift Fund – Fund 810 - in the amount of \$10,000.00 for public service related expenditures. The 2015 Library Budget projected a \$20,000 donation from the Friends of the Library, In actuality, a donation of \$40,000 was received.

The Third Amendment to the 2015 Library Budget amends the Gift Fund – Fund 825 – in the amount of \$7,000.00 for the digital software application Hoopla. This amendment is due to an unanticipated donation received during 2015.

**MOTION** Moved by Ruter, seconded by Goldstein, to approve the Second and Third Amendments to the 2015 Budget, as presented.

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

- ii.) Approve Miscellaneous Funds Budgets, FY2016**

Finance Director Bosley presented the Library's 2016 Miscellaneous Funds Budgets for Fund 810 – Friends of the Library; Fund 820 – Gift; Fund 825 – Glenview Public Library Foundation; Fund 850 – Debt Service and Fund 830 – Special Reserve (aka Capital Repair & Replacement). Bosley met with Library Director Novak and Business Manager Klimusko on December 7<sup>th</sup> to review the FY 2016 Miscellaneous Funds Budgets.

**MOTION** Moved by Goldstein, seconded by Miller, to approve the Miscellaneous Funds Budgets for 2016, as follows: Fund 850 – Debt Service in the amount of \$374,309 and Fund 830 Special Reserve in the amount of \$551,512.

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

**MOTION** Moved by Ruter, seconded by Goldstein, to approve the Gift Funds as

follows: Fund 810 – Friends of the Library in the amount of \$81,141; Fund 820 – Gift in the amount of \$83,710; and Fund 825 - Glenview Public Library Foundation in the amount of \$48,796.

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

Village Finance Director Bosley gave a brief update regarding the budget of the State of Illinois.

The Library's 2016 Levy with the increase of \$200,000 was adopted and approved by the Village of Glenview Board of Trustees at their meeting of December 8th.

(f) Discussion re: Memo from Village Manager Hileman re: 2017 Budget Process

There was a discussion regarding the recent email from Todd Hileman, Village Manager, referencing the possible \$300,000 levy request for FY 2017. The Village would like the Library to take a close look at revenue and expenses for 2017. Bosley wants the library to look at the \$300,000 holistically, taking into consideration increases in revenue and reductions in expenses.

Library Director Novak asked Bosley how the Library will monitor its cash flow beginning January, 2016. Bosley will use the Cash Flow Analysis that she prepared this fall and will add the actual figures each month. She will attend the January and February Board meetings and present the Library's actual cash balance to the Board.

4. APPROVAL OF WARRANTS – J. Miller

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

**MOTION** Moved by Miller, seconded by Johnson, to approve the Warrants for December 17, 2015 in the amount of \$216,902.36.

Roll call vote taken. Goldstein, Johnson, 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 October, 2015

Cash and investments fund balances are healthy, with the amount of funds on hand representing 67.51% of the total Budget. This has increased by 3% over the prior month, largely due to the reconciliation of the Corporate Personal Property Replacement Taxes which hit the Revenue report this month. Property Tax collections are nearly complete with a total of 99.5% of the current year's tax levy in pocket.

Revenues are tracking ahead of the nine month total, as 101.3% of all revenues have been received to date.

With the exception of Building & Grounds Maintenance, department expenditures are on target, with 83.3% of the fiscal year completed. Department expenditures range from a low of 63.8% in Administration to a high of 90.6% in Building and Grounds Maintenance.

An aggregate total of 61.2% of Appropriated Funds has been spent thus far. 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.

## 6. PRESIDENT'S REPORT

President Kalfas would like to include a survey in Library's next Newsletter. She would like to get some feedback from the community. The Board discussed several survey methods. It was agreed that the survey be statistically relevant and the results needs to be credible when presented to the Village. League of Women Voters representative Nancy Stonish suggested that the Library prepare a Needs Assessment, with carefully crafted questions with a distinct goal in mind.

The survey discussion will be continued and added to Strategic Planning Committee's January meeting agenda.

## 7. 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 November, 2015
- (e) Electronic Statistics for November, 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 Neymark, seconded by Johnson, to accept the Consent Agenda as presented.

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

## **8. BOARD COMMITTEE REPORTS**

None at this time.

## **9. PUBLIC PRESENTATION**

None at this time.

## **10. UNFINISHED BUSINESS**

- (a) Discussion re: Library Book Drops after Hours – A. Ruter

Trustee Ruter will check the Prairie Street Book Drop on New Year's Day for any overflow of returned library materials.

**11. NEW BUSINESS****(d) Approval of ATP Contract, FY2016**

**MOTION** Moved by Johnson, seconded Goldstein, to approve the 2016 Associated Technology Partners contract as presented.

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

**(e) Review of Letter Proposal for Generator Implementation 2016**

Library Director Novak explained that the letter from Dewberry Architects, Inc. included in the Board Packet is for the Trustee's information, as the Trustees gave Novak the authorization at the November Board Meeting to move forward with the proposal for the generator.

**(g) Review and Approval of the 2016 Implementation Plan**

**MOTION** Moved by Scholly, seconded by Johnson, to approve the 2016 Implementation Plan.

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

**(h) Update on Productivity Study – V. Novak**

Library Director Novak surveyed all of the NSLS Library Directors for consultants that perform productivity studies. Novak heard back from a handful of Directors and the response was the same. They had no suggestions, but they were very interested in more information and, possibly, in collaborating with us, if we were able to find someone to do this type of study.

Novak contacted John Huber, who did a program at the Public Library Association Conference in March, 2013. He is located in Tulsa, Oklahoma and is willing to travel. Huber approaches a productivity study in a different light. He likes to think in terms of a "purpose based" library. He looks at process, finds a better way to perform tasks and these, in turn, may lead to job consolidation. He generally comes out with a team for a week and observes and speaks with and trains staff. He asked Novak to provide him with certain information in order to prepare a proposal. The estimated

cost is \$25,000 to \$30,000 and takes six months to complete. Huber and his team are completely booked the first quarter of 2016.

Novak reached out to a friend who has some contacts with the MBA Program at Loyola. This individual is in charge of the Supply and Value Chain Center. He speaks with clients to determine their needs and then matches them with resources that can deliver the desired product. He can supply graduate students who are compensated at a rate of \$15.00/hour. Or, he can match up the Library with other for-profit companies that can perform the types of studies and analyses that are desired.

The consultant would need to meet with the Library Board to determine is the goals and desired outcomes. RAILS is one of his clients. He prepared their Delivery Study and RAILS was so pleased with his work that they have engaged him to do additional studies.

Novak also emailed a woman from Oregon who does this type of work with libraries and plans to follow up after the first of the year.

Before moving forward, Novak will need to have the project scope defined. It is hoped that this will come from the Strategic Planning Committee meeting in January.

## 12. ANNOUNCEMENTS

### (a) Strategic Planning Committee Meeting – January 12<sup>th</sup> - 10:00 a.m.

The Strategic Planning Committee will meet on Tuesday, January 12<sup>th</sup>, 10:00 a.m. in the Conference Room.

Trustee Miller would like to hold a Legislative Committee meeting after the first of the year. He will contact the Committee Members to confirm the date and time.

Library Director Novak mentioned the Trustees might want to attend the annual President's Day Library Legislative Breakfast sponsored by ILA. It will be held on Monday, February 15<sup>th</sup> at the Arboretum Club in Buffalo Grove.

## 13. OTHER

None at this time.

**14. PUBLIC COMMENTS**

None at this time.

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

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

The meeting moved to Closed Session at 9:43 p.m.

**15. EXECUTIVE SESSION**

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

The meeting returned to Open Session at 10:58 p.m.

The Board then considered the following Agenda items:

**11. NEW BUSINESS**

- b) Approval Library Operations Budget FY2016

**MOTION** Moved by Johnson, seconded by Goldstein, to approve the Library's 2016 Operations Budget with salary increases as presented during Closed Session.

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

- (c) Approval Full-Time and Part-Time Staff Salary Increases

**MOTION** Moved by Johnson, seconded by Goldstein, to approve the 2016 full-time and part-time employee compensation packages as discussed, said approval to become effective 7 days after those 2016 employee compensation packages equal to or in excess of \$150,000.00 have been posted in accordance with Statute 5 ILCS 120/7.3.

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

Trustee Goldstein asked about the Annual Winter Dinner handout included in the



**Board Packet. Library Director Novak explained that the Staff Winter Dinner will be held at Gusto's on Saturday, January 31<sup>st</sup>. Trustees are invited to attend. The Library pays for the Trustee's dinner and Trustees must pay for a spouse or guest. Please RSVP to Business Manager Klimusko.**

**16. ADJOURNMENT**

**There being no further business to discuss, President Kalfas requested a motion to adjourn.**

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

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

**The meeting was adjourned at 10:59 p.m.**

**Respectfully submitted,**

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