

REGULARE MEETING OF THE
GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
Minutes
February 19, 2015

PRESENT (Board)	Wendy Goldstein M. David Johnson Jack Neymark	Stella Kalfas Arlene Anthony
--------------------	---	---------------------------------

ABSENT (Board)	Ellen Scholly	Mary Theisen
-------------------	---------------	--------------

PRESENT (Staff)	Vickie L. Novak, Library Director Jane Berry, Assistant Library Director Christine Klimusko, Business Manager
--------------------	---

GUEST	Rich Kalinski, Consultant, ATP John LaBuda, Security Monitor
-------	---

1. CALL TO ORDER AND ROLL CALL

President Goldstein called the meeting to order at 7:50 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. Library Director Novak extended an invitation to Rene Kreer and the members of the Friends of the Glenview Public Library to this evening's meeting. Rene Kreer has a prior engagement and would not be able to attend. Kalinski met with Kreer on Tuesday, February 17th and gave her a brief overview and demonstration of the security systems enhancements that were made possible thanks to the Friends' donation.

4. APPROVAL OF THE MINUTES

(a) Regular Meeting of January 15, 2015

MOTION Moved by Johnson, seconded by Kalfas, to approve the minutes of the January 15,

2015 Board Meeting.

Spelling errors were noted and the corrections will be made.

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

5. APPROVAL OF THE WARRANTS – W. Goldstein

Trustee Goldstein reviewed the warrants for January 15, 2015. She found them to be in order and itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Goldstein, seconded by Johnson, to approve the Warrants for February 19, 2015 in the total of \$164,560.18.

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

President Goldstein reordered the agenda at this time. IT Consultant Rich Kalinski and Security Monitor John LaBuda joined the meeting at 8:05 p.m.

12. NEW BUSINESS

(a) Presentation of New Security Cameras – R. Kalinski and J. LaBuda

Kalinski and LaBuda gave a “real time” demonstration of the updated security system, highlighting the new cameras within the library and upgraded cameras located in the patron parking lot. LaBuda was able to show the Board members the difference between the images from the old analog cameras and the new digital cameras. The library has 51 cameras, which record on a loop, stored for 30 days. The cameras are motion sensitive and only record when motion is detected.

6. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

(a) Revenues, Expenditures and Fund Balances through December, 2014

Library Director Novak reviewed the financial reports and statistics through December, 2014. Cash and investments remain healthy, with the amount of funds on hand representing 48.05% of total budget.

Revenues are right on target, having complete twelve (12) months or 100% of the fiscal year, at 101.2%.

Department expenditures are trending heavier during the final quarter. Department

expenditures range from a low of 84.6% in Administration to a high of 105.1% in Building & Grounds Maintenance. This was due to some significant unexpected building expenditures at the end of the fiscal year.

Personnel expenses are the highest category, with 95.8% of annual budget spent; the least amount expended is from Contractual Services with 81.0% of the total budget spent. An aggregate total of 93.3% of appropriated funds has been spent. This includes the Debt Service and Bond and Interest. These figures are the preliminary numbers. Final figures will be presented once the annual audit is completed.

7. PRESIDENT'S REPORT

President Goldstein did not have a report. She did mention that the watercolor of the new building has been hung in the Conference Room.

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 January, 2015
- (e) Electronic Statistics for January, 2015
- (f) Library Website Electronic Usage
- (g) PC 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
- (m) Miscellaneous Speak Ups
- (n) Correspondence

MOTION Moved by Kalfas, seconded by Johnson, 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 PRESENTATION

None at this time.

11. UNFINISHED BUSINESS

(a) Discussion re: Mark Vend Coffee Machine Options – C. Klimusko

Business Manager Klimusko reported that she had spoken to Mark Vend. Chris Hudson from Mark Vend has suggested that the Rubi coffee vending machine be removed and replaced by a Seattle's Best Coffee vending machine. The Board agreed with the change and will revisit the issue in six months.

12. NEW BUSINESS

(b) Request from League of Women Voters re: Transfer of Files

Library Director Novak received a letter from the League of Women Voters. The League has requested the Library house two file cabinets containing League historical documents at the Library.

The Board members discussed the topic and agreed that the Library would pass on this request.

MOTION Moved by Johnson, seconded by Kalfas, to decline the opportunity to store two file cabinets for the League of Women Voters.

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

(c) Report on ILA Legislative Day

President Goldstein, Library Director Novak and Assistant Director Berry attended the ILA Legislative Day program on Monday, February 16th, at the Arboretum Club in Buffalo Grove. The legislators all love libraries, but they cannot not make any financial commitment with regards to Illinois public libraries at this time.

(d) Report on Meeting with Jeanne Goss re: Artwork

President Goldstein, Library Novak and Assistant Director Berry met with Jeanne Goss and Rene Kreer on (insert date). It was agreed that the project would begin with the three Indian

pieces. These are first priority. The rug will be cleaned and reframed. The other two pieces would also be reframed. The group decided that the grouping will be hung in the Community Room.

The next group of artwork to be considered is the collection of Molas. The three pieces need to be cleaned, reframed and may be hung in the Youth Services Middle Study Room.

13. ANNOUNCEMENTS

Trustee Johnson will not be at the April 16, 2015 Board meeting.

The annual Staff Winter Dinner will be held at the Park Center, Lakeview Room this Saturday, February 21, 2015. The event will begin at 6:00 p.m.

14. OTHER

None at this time.

15. EXECUTIVE SESSION

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

None at this time.

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 Anthony, seconded by Neymark, to adjourn the meeting.

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

The meeting adjourned at 9:38 p.m.

Respectfully submitted,

Jack Neymark, Secretary
Glenview Public Library
Board of Trustees