

**REGULAR MEETING OF THE
GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
Minutes
Thursday, January 15, 2015**

PRESENT (Board)	Wendy Goldstein M. David Johnson Jack Neymark	Stella Kalfas Ellen Scholly Mary Theisen
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**ABSENT
(Board)** **Arlene Anthony**

PRESENT (Staff)	Vickie L. Novak, Library Director Jane Berry, Assistant Library Director Christine Klimusko, Business Manager
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GUEST	Nancy Stonish, League of Women Voters John Miller, Glenview Resident
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1. CALL TO ORDER AND ROLL CALL

President Goldstein call the meeting to order at 7:33 p.m. and the roll was called.

2. PUBLIC COMMENTS

None at this time.

3. REPORT OF THE FRIENDS OF THE GLENVIEW PUBLIC LIBRARY

Library Director Novak received a letter from the Friends of the Glenview Public Library which will be discussed under New Business.

4. APPROVAL OF THE MINUTES

(a) Regular meeting of December 16, 2014

MOTION Moved by Johnson, seconded by Scholly, to approve the Minutes of the December 16, 2014 Board Meeting.

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

and Theisen abstained.

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 greater than \$5,000.00.

MOTION Moved by Goldstein, seconded by Johnson, to approve the Warrants for January 15, 2015 in the total of \$224,068.81.

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

Trustee Johnson suggested that the Board should include vendor payments that exceed \$5,000 during the monthly review of the warrants.

MOTION Moved by Johnson, seconded by Kalfas, to include vendor payments that exceed \$5,000 in the itemized list of warrants each month.

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

6. Examination of Financial Reports and Statistics

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

Library Director Novak reviewed the financial statements through November, 2014. Cash and investments are healthy, with funds on hand equal to 56.53% of the total Operating Budget. She noted that the Investment report still includes funds with IMET, which is no longer the case.

Revenues are topping out for the year, with 100.3% of all anticipated revenues collected. Tax collections for both the current and prior year have reached 100%, which is always a positive indicator. The Personal Property Replacement Tax of \$29,000 has not yet been credited to the Library's account. Interest income has exceeded projections by a small amount, as projections were very conservative, given the investment market.

Expenditures are in keeping with what would be expected this near to the end of the fiscal year. Department expenditures range from a low of 66.0% in Administration to

a high of 94.0% 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. To date, no charges which fall under the Memorandum of Understanding have been received from the Village.

Other Charges is the highest category of expenditures, with 90.4% of annual budget spent, while it was the lowest a month ago. The Bond & Interest payments account for the majority of this. The least amount expended is from Contractual Services with 61.4% of the total budget spent. An aggregate total of 83.9% of Appropriated Funds has been spent thus far. This includes the Debt Service and Bond and Interest.

The Library has not received any information regarding the 2014 or 2015 Memorandum of Understanding from the Village.

Trustee Scholly noticed that Library Director Novak mentioned the 2014 Make Whole Payment in her monthly board report. Scholly asked if the Make Whole payment was what was expected. Novak explained that the payment was slightly higher than budgeted.

7. PRESIDENT'S REPORT

During President Goldstein's 2015 Budget Presentation at the November Village of Glenview Board Meeting, the question was raised by Village board members if the library should charge a fee for library programs. President Goldstein asked Library Director Novak to contact area libraries to see if they charge for programs. Novak posted a survey on RAILS and also sent it to the NSLS Directors. Twenty three libraries responded to Novak's request for information. Not one of the 23 libraries charges for programs. Goldstein sent a response to Village Board President Patterson stating that none of 23 libraries charge for program.

President Goldstein mentioned an editorial that she recently read in the Glenview Lantern. The article calls attention to the need for more candidates to run for board positions.

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 December, 2014
- (e) Electronic Statistics for December, 2014
- (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) Communications

MOTION Moved by Scholly, seconded by Neymark, to approve the Consent Agenda as presented.

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

Library Director Novak called Trustee Anthony at 8:15 p.m. so she could participate in the discussion regarding the vacation policy revision and the Friends of the Glenview Public Library's annual donation to the Library.

9. Board Committee Reports

- (a) Bylaws & Policy Committee
 - i.) Report on Meeting of January 15, 2015, at 7:00 PM

Committee Chair Scholly explained to the Board members that the Bylaws and Policy Committee met just prior to this evening's Board meeting. The current vacation tracking system has become quite time consuming. It was suggested that the employees' vacation time for the year be credited to the employee at the first of the year, with the understanding that should the employee leave prior to actually earning the vacation time used, the amount will be deducted from their final paycheck. It is the consensus of the Bylaws & Policy Committee to change the policy and thereby reduce the amount of data entry time for the Business Office. The new system would also make it much easier for employees to plan time off over the course of the year and to track their vacation time.

- ii.) Approval of Revisions to Vacation Policies

MOTION Moved by Scholly to change the vacation policy as presented, which would award employees their annual vacation time at the first of the year.

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

10. PUBLIC PRESENTATION

None at this time.

11. UNFINISHED BUSINESS

None at this time.

12. NEW BUSINESS

- (a) Discussion re: Letter from Friends of the Library – Annual Donation and Proposal for Artwork Restoration

Library Director Novak received a letter from the Friends which included a check from the Friends of the Glenview Public Library in the amount of \$40,000.00. This very generous donation of \$40,000 to the Library was accompanied by a letter which mentioned the reframing of Library artwork from an artwork fund that has been created by the Friends.

The artwork has been stored in the lower level since the move to the new building. Artwork that would be suitable for display should be reframed and restored. The Friends asked that Vickie meet with Jeanne Goss to review the artwork, choose locations for the artwork and select some of the artwork to be restored, reframed and hung, based upon funds available. The Trustees appointed Wendy Goldstein to participate in the review process with Novak.

- (b) Discussion re: Treatment of Library Deck for Snow and Ice Removal

The ramp to garage parking area has been very slippery and treacherous due to the winter weather. Library Director Novak asked Facilities Manager Depa to look into the situation.

The care and maintenance guidelines from the manufacturer of parking deck state that the Library should only use CMA for snow and ice treatment. Unfortunately, the product does not work well once the temperature drops to below 20 degrees. The snow removal contractor will not use untreated rock salt products on unfinished concrete. Sand would be an option, the Library would have to store the sand and then wheel barrow the salt up to the ramp.

It was agreed that the maintenance team not use rock salt on the ramp. Mark Depa will contact the Village and/or Park District to see if there is a sand source in the area that the Library could access. Library Director Novak will also contact PSA to see if they have any suggestions regarding modifications to the surface of the ramp.

- (c) Discussion re: March Board Meeting Date

Trustee Goldstein and Trustee Scholly will not be able to attend the March Board Meeting, which is scheduled for March 19, 2015. It was agreed that the Board will meet on the scheduled date of March 19, as an alternative date could not be found.

13. Announcements

(a) ILA Trustee Forum February 14, 2015

The annual ILA Trustee Forum will be held on Saturday, February 14, 2015. The event will be held in Oak Brook.

(b) Annual Winter Dinner – The Park Center’s Lakeview Room – Saturday, February 21st, 6:00 PM

The annual Winter Dinner will be held at the Park Center’s Lakeview Room on Saturday, February 21st. The event will begin at 6:00 p.m. Please contact Business Manager Klimusko by February 12th if you plan to attend.

(c) Annual ILA Legislative Breakfast - February 16th, Arboretum Club, 7:45 AM – 10:30 AM

The annual ILA Legislative Breakfast will be held on Monday, February 16th at the Arboretum Club in Buffalo Grove. Please let Business Manager Klimusko know if you are planning to attend by February 1st.

(d) ALA Mid-Winter Conference – McCormick Place, Jan. 31st – Feb. 2

The ALA Mid-Winter Conference will be held January 31st through February 2nd at McCormick Place.

14. OTHER

Library Director Novak received an email from Chuck Balling, Glenview Park District Director, in which he asked Novak if the Library would have space for two filing cabinets that belong to the League of Women Voters. Balling explained that the cabinets are currently stored at one of the park district buildings that is being renovated and will no longer have space for the cabinets. Novak will contact the League to see what accessibility requirements they have and will get more information for the next Board meeting.

Early last year Library Director Novak met with Communications Director Jenn Black and explained to Black that she would like a notecard that featured the new library. Novak and Black worked together with Kathy O’Malley, a Glenview artist and Graphic Designer, Nancy Sheeber. The team came up with two note cards. One is a photo of the library at night taken

by Bulley's photographer, Mark Ballogg and the other is a watercolor rendering of the building by local artist Kathy O'Malley. Novak presented packets of the notecards to the Trustees. The original watercolor artwork will be framed, matted and hung in the Conference Room.

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 9:25 p.m.

Respectfully submitted,

Jack Neymark, Secretary
Glenview Public Library
Board of Trustees