

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

PRESENT (Board)	Wendy Goldstein	M. David Johnson
	Stella Kalfas	John Miller
	Jack Neymark	Allan J. Ruter
	Ellen Scholly	

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

1. CALL TO ORDER AND ROLL CALL

President Kalfas called 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

None at this time.

4. APPROVAL OF MINUTES

(a) Regular Meeting of June 18, 2015

MOTION Moved by Scholly, seconded by Neymark, to approve the Minutes of the June 18, 2015 Board of Trustees meeting.

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

5. APPROVAL OF THE WARRANTS – Jack Neymark

Trustee Neymark reviewed the Warrants for July 16, 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 June 18, 2015 in the amount of \$156,570.88.

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

President Kalfas reordered the agenda at this time.

12. New Business

(a) Administer Oath of Office to Newly Appointed Trustee

President Kalfas administered the Oath of Office to newly appointed Trustee Allan J. Ruter. Ruter was congratulated and welcomed to the Board.

President Kalfas returned to the original order of the agenda.

6. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

(a) Revenues, Expenditures and Fund Balances through May, 2015

Library Director Novak reviewed the Financial Reports and Statistics through May, 2015. Cash and investments fund balances are healthy, with the amount of funds on hand representing 50.92% of total Budget. This is due to the receipt of additional monies from the first installment of the Real Estate taxes, which now totals \$3.08 million. Collections total 52% of the current year's tax levy.

Revenues have been light in May. A total of 44.2% of all revenues have been received to date.. The majority of this amount can be attributed to Current and Prior Years' Property Taxes.

Department expenditures have been conservative, but are within what is generally expected only five months into the fiscal year. Personnel expenses account for the highest percentage of expenditures at 36.3%, while Other Charges accounts for the lowest with 19.9% of the total budget spent. All categories are well below the five month average mark of 41.6%. An aggregate total of 30.1% of Appropriated Funds has been spent thus far. This includes the Debt Service and Bond and Interest.

7. PRESIDENT'S REPORT

President Kalfas received a phone call from the Glenview Lantern regarding the newly appointed Trustee. Kalfas suggested the reporter contact Trustee Allan Ruter. Trustee Ruter did speak with the reporter.

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 June, 2015**
 - i.) Cumulative Meeting Room Revenue Report, 2011 – June, 2015**
- (e) Electronic Statistics for June, 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 Neymark, to approve the Consent Agenda as presented.

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

9. BOARD COMMITTEE REPORTS

- (a) Technology Committee**
 - i) Set Date for Per Capita Grant Review**

The Technology Committee will meet on Thursday, July 30th, at 3:00 p.m. with

Library Director Novak and Assistant Library Director Berry to review Chapter 5 of Serving our Public 3.0: Standards for Illinois Libraries, for the Illinois Public Library Per Capita Grant.

10. PUBLIC PRESENTATION

None at this time.

11. UNFINISHED BUSINESS

None at this time.

12. NEW BUSINESS

- (b) Review Budget Timetable and Develop Guidelines for Department Presentations**

Library Director Novak requested direction from the Trustees to share with the Management Team for the 2016 Budget process.

MOTION Moved by Johnson, seconded by Ruter, to instruct the Department Heads to prepare three budget scenarios – a flat budget scenario, a 3% increase and a 5% increase, exclusive of personnel related expenses and capital repair and replacement expenses.

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

It was agreed that the Department budgets will be presented on Monday, August 24th, beginning at 6:00 p.m. The budgets will be presented in reverse alphabetical order, starting with Youth Services, and ending with IT. Each Department Head will have 15 minutes to present their 2016 budget, with the exception of IT, which will have a half hour

The August Board Meeting will be held on Monday, August 17th, beginning at 7:30 p.m. The Budget and Finance Committee will meet on Monday, August 31st, at 6:30 p.m. The 2016 preliminary Budget Workshop with the Village Trustees is tentatively scheduled for Tuesday, September 8th, at the Glenview Village Hall.

Maggie Bosley, Village Finance Director, requested a preliminary Capital Repair and

Replacement review meeting. Novak will coordinate the date and time with Bosley and Mark Depa, Head of Facilities. Novak will email the Building and Grounds Committee members with the information.

(c) Discussion re: Business Cards for Trustees

Communications Director Jenn Black will be submitting an order for business cards. She asked Library Director Novak to see if the new trustees would like business cards or if current trustees need additional cards. Trustees who desire business cards will forward their information to Library Director Novak and the print order will be coordinated with Jenn Black.

(d) Approval 2014 IL Form AG990-IL for Glenview Public Library Foundation

MOTION Moved by Goldstein, seconded by Miller, to approve the AG990-IL tax return for the Glenview Public Library Foundation.

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

13. ANNOUNCEMENTS

None at this time.

14. OTHER

Trustee Miller shared several recent newspaper articles that referenced and/or featured the Library.

Trustees Goldstein and Scholly shared their recent visit to the Northbrook Public Library for a TEDx Talk regarding social media.

MOTION Moved by Scholly, seconded by Johnson, to move to Closed 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 9:52 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 Johnson, seconded by Neymark, to adjourn.

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

The meeting was adjourned at 10:30 p.m.

Respectfully submitted,

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