

**REGULAR MEETING OF THE
GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
Minutes
Thursday, June 18, 2015**

PRESENT (Board)	M. David Johnson John Miller Ellen Scholly	Stella Kalfas Jack Neymark
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**ABSENT
(Board)** **Wendy Goldstein**

PRESENT (Staff)	Vickie L. Novak, Library Director Jane Berry, Assistant Library Director Christine Klimusko, Business Manager
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GUEST	Linda Burns, Department Head, Reader Services Nancy Stonis, League of Women Voters
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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 THE MINUTES

(a) Regular Meeting of May 21, 2015

MOTION Moved by Neymark, seconded by Scholly, to approve the Minutes of the May 21, 2015 meeting of the Board of Trustees as amended.

Edits were made and the Minutes were amended to reflect the changes.

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

5. APPROVAL OF THE WARRANTS – M. David Johnson

Trustee Johnson reviewed the Warrants for June 18, 2015. He found them to be in order and itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Johnson, seconded by Scholly, to approve the Warrants for June 18, 2015 in the amount of \$134,640.07.

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

6. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

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

Library Director Novak reviewed the Financial Reports and Statistics through April, 2015. Cash and Investments Fund Balances are healthy, with the amount of funds on hand representing 59.68% of total Budget. This is due to the receipt of additional monies from the first installment of the Real Estate taxes, which now totals \$3.03 million. When complete, collections should amount to 55% of the previous year's tax levy.

A total of 43.3% of all Revenues have been received to date. The majority of this amount can be attributed to Current and Prior Years' Property Taxes. Library fines and fees account for the greater part of the balance of the revenue stream. Novak added that it is interesting to note that approximately 20% of the library fines are now being paid via electronic payment. The amount of revenue taken in from video rental fees is also significant – more than \$7,000.00 thus far.

Department Expenditures are trending conservatively, having completed the first third of the fiscal year. Department Expenditures range from a low of 22.6% in Reference to a high of 33.1% in Building and Grounds Maintenance.

In an unexpected turn of events, Contractual Services expenditures exceed Personnel expenses for the month of April as the highest category, with 31.9% of the annual budget spent; the least amount expended is from Other Charges with 7.0% of the total budget spent. An aggregate total of 24.8% of Appropriated Funds has been spent thus far. This includes the Debt Service and Bond and Interest.

Library Director Novak explained that the Library's mechanical systems are no longer under warranty. Facilities Department Head Mark Depa is renegotiating maintenance contracts for many of these systems at this time.

MOTION Moved by Scholly, seconded by Neymark, to accept the Financial Reports and Statistics as presented.

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

President Kalfas requested the Agenda be reordered at this time.

12. NEW BUSINESS

(g) hoopla Demonstration – L. Burns

Reader Services Department Head, Linda Burns, began with a statistical overview of patron usage. The Library went "live" with hoopla on May 18th. There were 207 circulations from May 18 through May 31, with 143 registered users and 93 active users. June seems to be on course with May. The average cost per circulation is \$1.70. The total cost per day to the Library is \$21.38. This pace should keep the library on target with the allocated amount for 2015. The Library has currently limited patron checkouts to 5 per month. This will be reviewed after ninety days.

Burns demonstrated the new hoopla application that is now available to Glenview Public Library patrons. She walked the Board through the login process and the download process. The most popular selections are movies, followed by music, then audio books and television shows. Most downloads are to iPads and iPhones. Reader Services is planning an "Appy Hour" this fall. Patrons will be invited to attend and explore the Library's various apps.

The Board thanked Burns for her excellent presentation. President Kalfas returned to the original order of the Agenda.

7. PRESIDENT'S REPORT

President Kalfas thanked Library Director Novak for her help during the search and interview process for the vacant Library Trustee position.

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 May, 2015
- (e) Electronic Statistics for May, 2015
- (f) Library Website Electronic Usage
- (g) MyPC 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 Johnson, seconded by Miller, to accept the Consent Agenda as presented.

The newly added Executive Summary reports were discussed and will be reviewed again in 90 days. It was asked that they be presented in a bulleted format.

Trustee Scholly asked for a more detailed description of Stack Map. Library Director Novak explained that the Stack Map software will direct a patron to the specific shelf where the book would be located with the use of a mobile app. Novak and Assistant Director Berry first saw a demo of the software at PLA last year. The Department Heads will discuss the potential usefulness of this software at the next meeting of the Management Team.

Winnetka Public Library is closing its genealogy room in order to make room for a multi-purpose room for library space for library programs and classes. Library Director Novak was contacted by the Winnetka-Northfield Library Director and was offered some of their materials. Novak referred this to the Reference staff who work with genealogy. They have visited the Winnetka-Northfield Library and have submitted a list of the items that they would like for the Glenview collection. A final decision is pending.

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

None at this time.

12. NEW BUSINESS

(a) Administer Oath of Office to Newly Appointed Trustee

Newly appointed Trustee Allan J. Ruter was not able to attend the June meeting due to a previous out-of-town commitment. Therefore, the Oath of Office will be administered at the July meeting.

(b) Determine Composition of Board Committees and Appoint Trustees to Serve

President Kalfas distributed the 2015/16 Board Committee Assignments. It was noted that Jack Neymark was listed twice on the Technology Committee. President Kalfas updated the Committee assignments to include Wendy Goldstein on the Technology Committee. Kalfas would like each Committee to meet at least once this year. Library Director Novak reminded the Trustees that when the committees meet, it is an Open Meeting and the meeting needs to be posted. President Kalfas asked that each Committee prepare a mission statement for their Committee.

(c) Set Guidelines for the Handling of Open Meeting Tapes

Library Director Novak included a memo from Library Attorney Mike Roth, regarding the disposition of Open Meeting audiotapes. Library Director Novak asked the Trustees to formally consider the attorney's recommendation for the handling of Open Session Meeting tapes. Inasmuch as there is no legal requirement, there is no reason to keep the recordings once the Minutes have been approved.

MOTION Moved by Johnson, seconded by Miller, that verbatim Open Meeting recordings be destroyed once the meeting Minutes have been approved, per the Open Meetings Act 2.06(a), provided that no Freedom of Information Act request has been received for a specific set of meeting Minutes.

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

(d) Accept Proposal for the Recycling of PCs and Outdated Computer Equipment

IT Consultant Rich Kalinski solicited quotes from three computer recycling companies, in order to recycle the Library's outdated computer equipment. Library Director Novak distributed a spreadsheet prepared by Kalinski, with the results of the RFP. Kalinski has recommended the Library accept the bid from PC Rebuilding and Recycling. PC Rebuilding and Recycling has offered the Library \$3,577.00 for the lot. A list of those items being recycled can be found on the summary spreadsheet.

MOTION Moved by Scholly, seconded by Neymark, to approve the proposal from PC Rebuilders and Recyclers for \$3,577.00.

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

(e) Appoint Trustees to Perform Per Capita Grant Review

The Board agreed that the newly appointed Technology Committee will meet and review Chapter 5 - Technology from the Standards for Illinois Public Libraries - Serving the Public 3.0 for the annual Per Capita Grant.

(f) Approval of Resolution in Honor of Retiring Trustee, Mary Crowley Theisen

MOTION Moved by Miller, seconded by Neymark, to approve the Resolution in Honor of Retiring Trustee Mary Crowley Theisen.

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

13. ANNOUNCEMENTS

Trustee Miller shared a quote from Tony Morris, taken from the *Complete Library Trustee Handbook*.

President Kalfas will not be able to attend the October Board Meeting scheduled for the 15th. Trustee Scholly mentioned that she will not be at that meeting, either.

14. OTHER

None at this time.

MOTION Moved by Johnson, seconded by Neymark, to move to Executive Session Per Section 2(c) (1) of the Open Meetings Act – Personnel.

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

The meeting moved to Closed Session at 9:00 p.m.

15. EXECUTIVE SESSION

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

The meeting returned to Open Session at 9:37 p.m.

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 Johnson, to adjourn the meeting.

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

The meeting was adjourned at 9:38 p.m.

Respectfully submitted,

Jack Neymark, Secretary, Pro-Tem
Glenview Public Library
Board of Trustees