

**REGULAR MEETING OF THE
GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
Minutes
Thursday, March 19, 2015**

PRESENT (Board)	Arlene Anthony	Stella Kalfas
	M. David Johnson	Jack Neymark
	Mary Theisen	

ABSENT (Board)	Wendy Goldstein	Ellen Scholly
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PRESENT (Staff)	Vickie L. Novak, Library Director
	Jane Berry, Assistant Library Director

1. CALL TO ORDER AND ROLL CALL

Vice President Anthony called the meeting to order at 7:30 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 February 19, 2015

MOTION Moved by Johnson, seconded by Neymark, to approve the minutes of the Board Meeting of February 19, 2015, as presented.

Voice call taken. Johnson, Kalfas, Neymark and Anthony voted aye. No nays. Theisen abstained. Motion carried.

5. APPROVAL OF WARRANTS – S. Kalfas

Kalfas reviewed the warrants for March 19, 2015. She found them to be in order and itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Kalfas, seconded by Theisen, to approve the Warrants for March, 19, 2015 in the total of \$161,535.59.

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

6. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

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

Library Director Novak reviewed the Financial Statements through January, 2015. Cash and investments remain solid, with the amount of funds on hand representing 40.27% of total Budget. While the total is on the decline, tax receipts will begin trickling in by the end of March.

Revenues are unremarkable, at 0.2%, only one month into the fiscal year. To date, this amount represents primarily library fines and fees.

Department expenditures are very light this early in the fiscal year. Department expenditures range from a low of 3.1% in Administration to a high of 7.2% in Circulation. This is the first year that the Information Technology and Technical Services budgets are broken out and will be tracked separately.

As for Expenditures by Category, Personnel expenses are the highest category, with 6.5% of the annual budget spent; the least amount expended is from Other Charges with 0.0% of the total budget spent. An aggregate total of 4.0% of Appropriated Funds has been spent thus far. This includes the Debt Service and Bond and Interest.

7. PRESIDENT'S REPORT

Anthony expressed her joy and satisfaction and considered it a privilege to be a part of the Library Board for the past 22 years.

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 February, 2015
- (e) Electronic Statistics for February, 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 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

None at this time.

12. NEW BUSINESS

- (a) Appoint Trustees to Conduct Review of Executive Session Minutes

Trustee Anthony volunteered to review the Executive Session Minutes with Trustee

Scholly.

(b) Approval of Friends of the Library Wish List Requests

The 2015 Wish List was included in the Board Packet. Library Director Novak gave her assessment of the Wish List. The items on the Wish List are brand new requests for 2015. Novak suggests that the Board reserve a portion of the donation for the latter part of the year, should there be needs that arise as the year progresses.

MOTION Moved by Johnson, seconded by Neymark, to approve those items listed as Priority 1 and Priority 2 in the total of \$32,410.61.

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

(c) Appraisal of Friends' Navajo Rug – J. Berry

Assistant Library Director Berry met with Gary Piattoni. His appraisal and the replacement value of the Navajo rug is \$2,800.00. Piattoni referred Berry to The Conservation Center for the appropriate cleaning of the piece. Berry contacted the conservatory and they came out last week and picked up the rug. Once the rug is cleaned, it will be returned to the Library. The piece will then be framed and hung in the Community Room.

(d) Discussion re: July 4th Holiday

The Fourth of July falls on a Saturday this year. A decision needs to be made as to the Library hours for that weekend. Library Director Novak reported on what the library did the last time the 4th was on a Saturday. The library closed early (5:00 p.m.) on Friday, July 3rd; was closed on July 4th and closed on Sunday, as an unscheduled closing. Novak was asked to pull the statistics from July 3rd of last year and also to research what other NSLS libraries are doing this year. A decision will be made at next month's meeting.

13. ANNOUNCEMENTS

(a) National Library Week 2015 Proclamation by Village Board

A Nation Library Week 2015 Proclamation will be awarded at the April 7th Village of Glenview Board Meeting. Library Director Novak urged the Library Trustees to attend.

- (b) **LACONI Trustee Banquet – Friday, April 17, 6:00 P.M. – 9:00 p.m., at Alta Villa in Addison, IL**

The annual LACONI Trustee Banquet will be held on Friday, April 17th, from 6:00 p.m. to 9:00 p.m. at Alta Villa in Addison, IL.

- (c) **Glenview Civic Awards Dinner – Friday, April 17th, North Shore Country Club**

The Glenview Civic Awards Dinner will be held on Friday, April 17th at the North Shore Country Club. Please let Vickie know if you are planning to attend.

Trustee Johnson announced that he will not be able to attend the April, 2015 Board Meeting.

Trustee Johnson mentioned that RAILS is seeking interested candidates to run for the position of System Trustee. There was no interest at this time.

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. Theisen, Neymark, Kalfas, Johnson and Anthony voted aye. No nays. Motion carried.

The meeting moved to Executive Session at 8:45 p.m.

15. EXECUTIVE SESSION

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

The Board returned to Open Session at 9:05 p.m.

16. ADJOURNMENT

There being no additional business to be considered by the Glenview Public Library Board of Trustees, Vice-President Anthony asked for a motion to adjourn.

MOTION Moved by Johnson, seconded by Neymark, to adjourn the meeting.

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

The meeting adjourned at 9:05 p.m.

Respectfully submitted,

**Jack Neymark, Secretary
Glenview Public Library
Board of Trustees**