

**REGULAR MEETING OF THE
GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
Minutes
May 21, 2015**

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

ABSENT: **Arlene Anthony**

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

GUESTS: **Nancy Stonis, League of Women Voters**
 Jack Morgan, Glenview Resident
 Michael Crowe, Glenview Resident
 Carol Schmitt, Glenview Resident
 Robert Stein, Glenview Resident
 Joel Levin, Glenview Resident

1. CALL TO ORDER & ROLL CALL

President Goldstein called the meeting to order at 7:30 p.m. and the roll was called.

2. PUBLIC COMMENTS

President Goldstein welcomed the guests and asked the Trustees to introduce themselves. President Goldstein then invited each visitor to introduce him or herself.

3. REPORT OF THE FRIENDS OF THE GLENVIEW PUBLIC LIBRARY

None at this time.

4. APPROVAL OF MINUTES

(a) Regular Meeting of April 16, 2015

MOTION Moved by Kalfas, seconded by Johnson, to approve the Minutes of the April 16, 2015 Board Meeting.

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

5. APPROVAL OF THE WARRANTS – M. David Johnson

Trustee Johnson reviewed the warrants for April 16, 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 Neymark, to approve the Warrants for May 21, 2015 in the amount of \$562,645.99.

Roll call vote taken. Johnson, Kalfas, Miller, 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 March, 2015

Library Director Novak reviewed the financial statements and reports through March, 2015. Cash and investments show a significant increase over the previous month, with the amount of funds on hand representing 66.71% of total Budget, as opposed to 45.78% in February. This is due to the receipt of the first installment of the Real Estate taxes, which totals \$2.9 million.

A total of 41.6% 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 revenues.

Department expenditures are beginning to escalate as we complete the first quarter of the fiscal year. Department expenditures range from a low of 12.3% in Information Technology to a high of 24.8% in Building and Grounds Maintenance. Personnel expenses are the highest category, with 20.5% of the annual budget spent; the least amount expended is from Other Charges with 0.2% of the total budget spent. An aggregate total of 14.2% of Appropriated Funds has been spent thus far. This includes the Debt Service and Bond and Interest.

(b) IMET Recovery Status Spreadsheet

Village Finance Director Maggie Bosley prepared the IMET Recovery Status spreadsheet included in the Board packet. The spreadsheet begins with December, 2014 and continues through March, 2015 and shows the current recovery activity.

7. PRESIDENT'S REPORT

President Goldstein thanked Library Director Novak, Assistant Library Director Berry and the entire staff for hosting the retirement party for Library Trustee Anthony.

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**
 - a.) Money Smart Week Report – C. Miller**
 - vii.) Head of Technical Services/IT Progress Summary**
 - viii.) Head of Youth Services**
- (c) Report from Associated Technology Partners**
- (d) Statistics for April, 2015**
- (e) Electronic Statistics for April, 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**
 - i.) Letter to V. Novak From Eleanor Sorenson**
 - ii.) Letter to J. Black from Donna Manning**

- iii.) Letter to Washington School Students from V. Novak re: Local Government Study Questions

MOTION Moved by Johnson, seconded by Scholly, to accept the Consent Agenda as presented.

Trustee Scholly suggested that the term Active Shooter should be replaced with Active Threat in the final draft of the Emergency Response Manual that Assistant Library Director Berry is currently updating.

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 Trustees M. David Johnson and John Miller

President Goldstein administered the Oath of Office to John Miller and then to M. David Johnson.

- (b) Adoption of Resolution Authorizing the Release of Minutes of Certain Closed Session Meetings for Public Inspection

Trustee Scholly and Trustee Anthony reviewed the Executive Session Minutes earlier this month. Trustee Scholly read the Resolution Authorizing the Release of Minutes of Certain Closed Session Meetings for Public Inspection.

MOTION Moved by Scholly to adopt the Resolution Authorizing the Release of Certain Closed Session Meetings for Public Inspection. As this recommendation came from committee, no second is needed at this time.

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

(c) Review of Revised Procedures for the Selection of New Trustees

Library Director Novak consulted Attorney Mike Roth with regard to the process. Updates were made to the procedures based upon his input. The Trustees took a few moments and reviewed the revised procedures.

MOTION Moved by Johnson, seconded by Scholly, to approve the Revised Procedures for the Selection of New Trustees.

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

(e) Discussion re: Format of Department Head Reports

Library Director Novak noted that there was some discussion at the last Board Meeting regarding the length of the monthly Department Head reports. Novak would like clarification from the Trustees as to what they would find most useful each month. Trustee Johnson suggested an Executive Summary from each Department Head, in addition to their regular monthly department report. The Executive Summary would highlight the purpose and accomplishments/outcomes for each department for the month. The Trustees were in agreement that this would be implemented with the June packet, and reviewed after a few months.

(f) Discussion re: Review/Update of Plaques for Conference Room

Library Director Novak and Assistant Library Director Berry came across a plaque that lists the Library Board of Trustees Past Presidents, going back to the establishment of the Library in 1930. The Trustees agreed that the plaque should be updated through the present and hung in the Board Room.

(g) Approval of Revised Circulation Matrix

The revised Circulation Matrix includes an increase in borrowing limits to the library's DVD and BluRay collections. Now that the collections have grown, the items should be made more readily available to patrons. The Department Heads have reviewed and recommend this change.

The Library now has bicycle locks available for patron use. A guest can leave their ID at the Circulation Desk in exchange for a lock. There is no fee, unless the lock is not returned. The Circulation Matrix has been updated to reflect the addition of the bicycle locks available for loan.

MOTION Moved by Johnson, seconded by Scholly to approve the revised Circulation Matrix.

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

(d) Election of Officers

President Goldstein reminded the Trustees that the By Laws state that officers are selected by a self-nomination process. Goldstein has been President for two years and, based on the Board's By Laws, she can no longer serve as President. Neymark has been Secretary for two years and can no longer serve as Secretary.

Trustee Kalfas nominated herself for President. Trustee Goldstein nominated herself as Secretary. Trustee Scholly and Trustee Neymark both nominated themselves as Vice President.

MOTION Moved by Johnson, seconded Neymark that the nominations for President and Secretary be closed and the candidates be elected by acclamation.

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

MOTION Moved by Johnson, seconded by Kalfas, to vote on whether Ellen Scholly or Jack Neymark should be Vice President.

Trustee Neymark withdrew his nomination.

MOTION Moved by Johnson, seconded by Kalfas, that the nomination for Vice President be closed and Trustee Scholly be elected as Vice President by acclamation.

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

The meeting was turned over to newly elected President Kalfas at this time.

13. ANNOUNCEMENTS

Trustee Goldstein will not attend the June 18th Board meeting.

14. OTHER

Trustee Scholly noticed on RAILS that the Northbrook Public Library will hold its Grand Opening June 13th and 14th. Trustee Scholly will attend the Opening and report back to the Board of Trustees at the June meeting.

MOTION Moved by Johnson, seconded by Scholly, to move to Executive Session per Section 2(c) (1) and 2(c) (3) of the Open Meetings Act – Personnel and Selection of a Person to Fill a Public Office.

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

The meeting moved to closed session at 8:37 p.m.

15. EXECUTIVE SESSION

- (a) Per Section 2(c)(1) and 2(c)(3) of the Open Meetings Act – Personnel and Selection of a Person to Fill a Public Office

The meeting returned to open session at 10:00 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 Johnson, seconded by Neymark, to adjourn the meeting.

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

The meeting adjourned at 10:02 p.m.

Respectfully submitted,

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