

**REGULAR MEETING OF THE  
GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES**

**Minutes**

**Thursday, November 19, 2015**

**7:30 PM**

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

**ABSENT**                      **M. David Johnson**  
**(Board)**

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

**GUESTS**                      **Nancy Stonish, League of Women Voters**  
   **Todd Marver, Reporter, Glenview Lantern**

**1. CALL TO ORDER AND ROLL CALL**

**President Kalfas called the meeting to order at 7:32 p.m. and the roll was called.**

**2. REPORT OF THE FRIENDS OF THE GLENVIEW PUBLIC LIBRARY**

**None at this time.**

**3. APPROVAL OF THE MINUTES**

**(a) Regular Meeting of October 22, 2015**

**MOTION**    **Moved by Scholly, seconded by Ruter, to approve the Minutes of the October 22, 2015 Board Meeting.**

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

#### 4. APPROVAL OF THE WARRANTS – J. Miller

Trustee Miller reviewed the warrants for November 19, 2015. He found them to be in order and itemized those warrants and checks greater than \$5,000.00.

**MOTION** Moved by Miller, seconded by Scholly, to approve the Warrants for November 19, 2015 in the amount of \$1,739,232.73.

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

#### 5. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

##### (a) Revenues, Expenditures and Fund Balances through September, 2015

Library Director Novak reviewed the Library's Financial Reports and Statistics through YTD September, 2015. Cash and investments fund balances are solid, with the amount of funds on hand representing 64.76% of total Budget. Collections are nearly complete with a total of 99.4% of the current year's tax levy in pocket.

An aggregate total of 47.1% of Appropriated Funds has been spent thus far. Appropriated Funds includes the library's Operating Budget, as well as the Gift Fund, the Capital Contribution Fund, the Capital Reserve Fund and the Debt Service and Bond and Interest.

Regarding the latter, the Village has processed the Library's debt service payment in the amount of \$1,531,940.63, due December 1<sup>st</sup>. This amount will be transferred from the library's checking account at Glenview State Bank to the Village's List of Bills checking account on November 24<sup>th</sup>, to ensure that funds are available for Wells Fargo's auto-debit ACH on Monday, November 30<sup>th</sup>. This was noted as a "pre issue" on the warrant list for the November 19<sup>th</sup> Board meeting.

#### 6. President's Report

President Kalfas explained to the Board that the Library must prepare an analysis for the Village on how the library would operate, should tax funds be reduced and how this would impact the Library.

#### 7. 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 October, 2015**
- (e) Electronic Statistics for October, 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 Goldstein, seconded by Neymark, to approve the Consent Agenda as presented.

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

## **8. BOARD COMMITTEE REPORTS**

- (a) Building & Grounds Committee – M. David Johnson, Chair**
  - i.) Report on Meeting of November 16, 2015**
    - a. Approval of Committee Recommendation re: Generator**

The Building & Grounds Committee met on Monday, November 16<sup>th</sup>. Head of Facilities, Mark Depa, IT Manager, Rich Kalinski and Library Director, Vickie Novak, presented a timeline for the proposal for a generator to the Committee. The preliminary estimate for the generator is less than originally estimated. The all-inclusive option quote came in at \$272,800. A second quote, which included the sump pumps, emergency lighting and safety alarm system but excluded technology

components came in at \$177,800. The third (and preferred) option at \$183,398 included the sump pumps, the #22CTA, the security cameras, emergency systems and CRAC unit #225. Novak noted that there may be some cost savings, as we are going out to bid jointly with a Village generator project. It was suggested that since the 2016 budget included only \$150,000 of the total projected cost of the generator, that the unrestricted gift funds could be used to cover the balance of the cost. Trustees authorized Library Director Novak to engage the architect to move forward with the specifications.

**MOTION** Moved by Committee, seconded by Miller, to approve the third option for the library's backup generator in the amount of \$183,398 and for the architect to proceed with the preparation of specifications.

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

**b. Committee Recommendation re: Painting Guide Lines on Parking Wall Cap**

Trustee Ruter filled in for Trustee Johnson with the update. Facilities Manager Mark Depa taped up a sample parking spot for the Building & Grounds Committee to view. The Committee felt that marking the parking space caps with tape or paint to indicate parking spaces was not an acceptable option in the parking lot from an esthetic point of view, nor did it provide any real assistance to those who are parking. Therefore, the committee decided not to take any action at this time.

**9. PUBLIC PRESENTATIONS**

None at this time.

**10. UNFINISHED BUSINESS**

**(a) Discussion re: Library Book Drops after Hours – A. Ruter**

The current book drop is showing wear. The bottom is rusting out due to a water runoff issue. Total cost to replace this piece is approximately \$1,300 and can be absorbed into Circulation's budget for 2015.

A second book drop would cost approximately \$7,000. The estimate does not include a concrete pad. The Village would have to approve the second book drop, as it would

be placed on Village property, adjacent to the existing drop.

Trustee Ruter would like the Library to leave the Book Drop unlocked during the Library's ten scheduled annual holidays and on Staff Training Day. There was a discussion of the pros and cons. It was agreed that the Book Drop will be left unlocked on New Year's Eve, New Year's Day and Easter Sunday, as a trial. The results will be reviewed at the April Board Meeting.

**MOTION** Moved by Ruter, seconded by Goldstein, to leave the Prairie Street Book Drop open (not locked) on New Year's Eve, New Year's Day and Easter on a trial basis, to be reviewed at the April Board Meeting.

Voice vote taken. Goldstein, Miller, Ruter, Scholly and Kalfas voted aye. Neymark voted nay. Motion carried.

#### 11. NEW BUSINESS

- (a) Discussion re: Village Board Meeting & Development of Final Operating Budget

Library Director Novak requested the Board's direction regarding the preferred 2016 Operating Budget scenario. The scenario was approved in total. Novak would like to adjust the Department budgets to conform to this option for the Board's final review and approval at the December, 2015 board meeting. The Board concurred that Novak should proceed with this option.

- (b) Review & Approval of 2015/2016 Memorandum of Understanding with the Village of Glenview

**MOTION** Moved by Scholly, seconded by Goldstein, to approve the Memorandum of Understanding with the Village of Glenview for FY 2015 in the amount of \$136,000 and for FY 2016 in the amount of \$136,000.

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

- (c) Approval of Insurance Renewal

**MOTION** Moved by Goldstein, seconded by Scholly, to approve the Library's 2015/2016 General Liability Insurance coverage, Workers Compensation coverage and

Cyber Liability coverage in the amount of \$55,956.00.

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

(d) Glenview Public Library – Recipient of Star Library Award

Library Director Novak announced that the Glenview Public Library is the recipient of the Star Library Award from *Library Journal*. This is the first time that the Library has received this award. It was suggested that Trustees recognize the staff for all of their hard work at the Annual Staff Winter Dinner. The Trustees thought a banner and an announcement on the Library's video screens and screen savers on public computers would be appropriate thanking the community for making us a star library.

(e) Discussion re: iPad Data Plan – W. Goldstein

Trustee Goldstein suggested that it may be cost effective to eliminate the data package for the iPads for those Trustees who have Wi-Fi accessibility. Trustees should consider this idea and report back next month on their need for the built-in Wi-Fi connectivity.

(f) ILA Conference Report – J. Miller

Trustee Miller attended the Trustee Day at the ILA conference in Peoria last month and presented an overview of the meetings and sessions that he attended.

(g) Consideration of Request for Use of Community Room from North Shore Village

North Shore Village has requested the use of the Library's Community Room for a series of eight "Boost Your Brain" memory discussions. The discussions require participants to purchase a workbook. There is no fee for attending the discussions. The fee is merely to offset the cost of the materials for the course. Library Director Novak recommends that the Board approve this request. The Board supported Novak's recommendation.

(h) Review of Library Donor Brochure

Library Director Novak presented the new Library Donor Brochure to the Trustees for their review. The Trustees made a few suggestions and Novak will work with Communications Director Black to incorporate these changes into the brochure.

(i) Approval of 2016 Library Board Meeting Dates

**MOTION** Moved by Scholly, seconded by Neymark, to approve the 2016 Board Meeting Dates as presented.

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

(j) Approval of Quote from ABL for Vinyl Wallcovering

Library Director Novak explained that the adult Study Rooms are heavily used and the walls are beginning to show wear and tear. The quote presented to the Board includes the six Study Rooms on the second floor. There is money in the budget to cover this cost. Chair rails will be installed by the Facilities staff once the wallpaper is hung. Novak took the Trustees on a visual inspection of the Study Rooms so they could see the condition of the study room walls.

**MOTION** Moved by Scholly, seconded by Ruter, to approve the vinyl wallcovering quote from ABL in the amount of \$19,850.00.

12. ANNOUNCEMENTS

None at this time.

13. OTHER

Trustee Goldstein announced that the Bylaws & Policy Committee needs to meet to review the Library's Policy regarding donations of artwork to the Library. Novak had the Library's attorney review and update the policy, and prepared a release regarding the display of artwork. The Committee will meet on Thursday, December 17<sup>th</sup> at 6:45 p.m. This will be prior to the monthly December Board meeting.

14. PUBLIC COMMENTS

None at this time.

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

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

The meeting moved to Closed Session at 10:30 p.m.

**15. EXECUTIVE SESSION**

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

The meeting returned to Open Session at 10: 35 p.m.

**16. ADJOURNMENT**

There being no further business to discuss, President Kalfas requested a motion to adjourn.

**MOTION** Moved by Scholly, seconded by Goldstein, to adjourn.

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

The meeting was adjourned at 10:36 p.m.

Respectfully submitted,

Wendy Goldstein  
Secretary  
Glenview Public Library Board of Trustees