

**REGULAR MEETING OF THE
GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
Minutes
Thursday, October 22, 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

GUESTS Joe Foszcz, Glenview Resident

1. CALL TO ORDER & ROLL CALL

President Kalfas called the meeting to order at 7:31 p.m. and the roll was called.

2. REPORT OF THE FRIENDS OF THE GLENVIEW PUBLIC LIBRARY

None at this time.

3. APPROVAL OF MINUTES

(a) Regular Meeting of September 24, 2015

MOTION Moved by Johnson, seconded by Goldstein, to approve the Minutes of the September 24, 2015 Board of Trustees meeting.

Scholly asked that the minutes regarding the Meeting Room Policy revisions be amended.

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

(b) Special Meeting of October 7, 2015

MOTION Moved by Goldstein, seconded by Johnson, to approve the Minutes of the Special Board Meeting on October 7, 2015.

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

President Kalfas requested that the Agenda be reordered at this time.

9. PUBLIC PRESENTATION

President Kalfas welcomed Glenview Resident Joe Foszcz. Mr. Foszcz explained to the Board that he suggested the Library extend the parking space lines up the wall in the lower level garage for ease of parking within the spaces. He appreciates that this was done. He would like to suggest at this time that the Library do the same on the parking deck. A stripe up the brick would be obtrusive, but a square on the cap above the brick would be helpful. The Board thanked Mr. Foszcz for his suggestion and will take it into consideration. Novak will have Facilities use all weather tape to see what this will look like and send photos to the Building & Grounds Committee for their comments before any permanent changes are made.

4. APPROVAL OF THE WARRANTS – E. Scholly

Trustee Scholly reviewed the Warrants for October 22, 2015. She found them to be in order and itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Scholly, seconded by Miller, to approve the Warrants for October 22, 2015 in the amount of \$252,891.63.

Roll call vote taken. Goldstein, Johnson, 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 August, 2015

Library Director Novak reviewed the Financial Reports through August, 2015. Cash and investments fund balances are solid, with the amount of funds on hand representing 67.81% of total Budget. This upward trend is due to the receipt of the second installment of the Real Estate taxes. Collections are nearly complete with a total of 97.5% of the current year's tax levy in pocket.

Revenues are slightly ahead of where they should be at this time of year. A total of 83.4% of all revenues have been received to date.

Department expenditures have, for the most part, been conservative but in keeping with what is generally expected two-thirds into the fiscal year. Department expenditures range from a low of 44.8% in Administration to a high of 71.6% in Building and Grounds Maintenance. Maintenance expenditure trending will be tracked closely in the remaining months.

As would be expected, Personnel expenses account for the highest percentage of expenditures at 58.4%, while Other Charges accounts for the lowest with 20.3% of the total budget spent. An aggregate total of 47.1% of Appropriated Funds has been spent thus far. This includes the Debt Service and Bond and Interest.

6. PRESIDENT'S REPORT

President Kalfas received an anonymous letter regarding the Library's membership in LIRA Library Director Novak's involvement in LIRA. Kalfas read the following statement in response to the letter:

Statement for Minutes of October 22, 2015 Board Meeting

The Glenview Public Library is a charter member of the Libraries of Illinois Risk Agency, (LIRA) established in 2013. Recognizing the potential for significant cost savings, the Glenview Public Library Board of Trustees voted unanimously to join LIRA at their regular meeting on November 21, 2013.

LIRA is an insurance cooperative structured under the laws of the State of Illinois to provide eligible libraries with a joint self-insurance program to meet property/liability and workers compensation obligations, to reduce administrative costs, and to reduce claims through active programs for loss prevention and loss control. Membership is extended only to libraries in Illinois created pursuant to law.

In its first year of participation in LIRA, the Glenview Public Library saved \$15,121.00 in annual insurance premiums, which amounted to a 27% savings, and LIRA has continued to effect significant savings to its members. LIRA bids all of its insurance coverages annually, on behalf of the membership, resulting in significant group savings and cost containment. These bids are reviewed by the Glenview Public Library's Board of Trustees each year prior to approval of the renewal.

LIRA is governed by a Board, a collective group of persons selected or appointed by each participating library to represent that library and a seven-member Executive Committee selected from the Board to act collectively on behalf of LIRA and to carry out its daily functions. It is

managed in accordance with pertinent statutes and subject to the terms, conditions and provisions set forth in the Intergovernmental Cooperative Agreement (“bylaws”) adopted by the Board.

Library Director, Vickie Novak, was elected to serve on LIRA’s Executive Committee. As such, she and other Committee members were asked to comment on the benefits of membership in LIRA. Some of these statements were selected by LIRA’s web designer for inclusion on the LIRA website. The Glenview Public Library Board was fully aware of Novak’s statement. Novak and the Board were unaware of any other use of the statement outside of LIRA. *Novak did not receive, nor has she ever received any compensation or remuneration by the Arthur J. Gallagher Company.*

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 August, 2015
- (e) Electronic Statistics for August, 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 Scholly, 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 October 8, 2015****a. Approval of Recommendation for HVAC Service Contract Vendor**

Building & Grounds Committee Chair Johnson reported on the meeting held on October 8, 2015. The committee reviewed several vendor proposals and recommends that the Library award Dynamic Heating and Piping the HVAC Service contract for one year, beginning January 1, 2016 at a cost of \$8,480.00, subject to an annual review.

MOTION Moved by Committee to approve Dynamic Heating and Piping as the HVAC Service Contractor for one year, beginning January 1, 2016.

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

10. UNFINISHED BUSINESS

None at this time.

11. NEW BUSINESS**(a) Approval of Illinois Public Library Annual Report, 2014**

MOTION Moved by Goldstein, seconded by Scholly, to approve the Illinois Public Library Annual Report for 2014.

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

(b) Review of Technology Strategic Plan Status Report

MOTION Moved by Johnson, seconded by Ruter, to accept the Technology Strategic Plan Status Report as presented.

Trustee Ruter requested that the Technology Strategic Plan Status Report be prepared in a summary format, in MSWord next year.

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

(c) Select a Preferred Operations Budget Option

Library Director Novak explained that the 2016 Draft Budget has been revised to include the addition of the generator and the increase in materials and a reduction in various expenses in order hit the target number of \$7,365,400. Novak and Klimusko prepared three scenarios for the board to review. In the preferred scenario, salaries are funded at 98%. This is reasonable due to savings which may occur during the year. The proposed scenario also reflects a change in the computer replacement schedule, moving from a 4 year replacement cycle to a 5 year computer replacement schedule. The proposed budget scenario also reflects a reduction in the increase in collections from \$35,000 to \$25,000 for 2016.

Trustee Ruter expressed concerned that the revised budget reflects cuts to operations and not to salaries, as the Trustees spent a great deal of time on the operating expenses and felt that there was no room for any additional cuts in operating expenses when the budget was reviewed last month.

The Trustees requested that Library Director Novak communicate to Village Finance Director Bosley their suggestions re: the PowerPoint slides, in light of recent budget discussions. The presentation should reflect the Cash Reserve Balance Policy as approved by the Library Board. They would like Bosley to remove all references to fund balance from the slides.

MOTION Moved by Johnson, seconded by Goldstein, to proceed with Library Director Novak's recommendation for the preferred operations budget.

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

(d) Approval of Cash Reserve Policy

MOTION Moved by Johnson, seconded by Ruter, to approve the change from the Operating Fund Balance Policy to the Operating Cash Reserve Balance Policy as presented in this document, with the exception that the Library will adhere to the policy within a one year period, not two years.

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

MOTION Moved by Johnson, seconded by Goldstein, to direct Village Finance

Director Maggie Bosley to eliminate the Fund Balance Reserve and to include Cash Flow Reserve Balance in its place in the Library's Budget PowerPoint presentation to the Village of Glenview Board of Trustees on pages 3, 5 and 8.

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

(e) Report on Status of Generator Engineering Project – V. Novak

Library Director Novak, Facilities Manager Depa and IT Manager, Rich Kalinski met with Dewberry Engineer Michael Parrish on Tuesday, October 20th to review the requirements for a backup generator. The group was able to downsize some of the load requirements. Dewberry should have more information before the end of October. Novak spoke with Jerry Burke and Amy Ahner at the Village. If the Library can supply the size and capacity of the generator by November 15th, the Village can include the Library's generator in the Village's RFP. The specifications will follow, with a 2016 installation date.

(f) Review of Commitment from Village Board – S. Kalfas

President Kalfas explained that the Board Packet includes a memo from Village Manager Todd Hileman stating that the Village of Glenview would be agreeable to offering the Library an interest free emergency loan should the Library's operating cash fall below the agreed upon level. This will be included on the Village's agenda at the October 29th Budget Workshop.

The Board found Hileman's memo to be satisfactory assurance of the Village's willingness to provide a loan in the event of a cash flow emergency.

(g) Review of Budget Presentation to Village Board – S. Kalfas

President Kalfas walked the Trustees through her 2016 Budget presentation that will be presented at the Village of Glenview's Budget Workshop on Thursday, October 29th.

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

Trustee Ruter would like to better understand why the library does not offer drop

box access when the library is closed. The reasoning behind the current Policy was reviewed and several alternative options were discussed. One solution is to leave the Prairie Avenue book drop open during closed hours and keep the drive up closed, due to concerns for the safety and security of the library building. Novak will look into the cost of another standalone Book Return bin. This topic will be revisited at the November Board meeting.

(i) Discussion re: CCS Reorganization Plan

Library Director Novak included the CCS Reorganization Plan in the Board Packet this month for the Trustees' information and review. The new CCS Director is making significant changes and will be hiring a full time trainer in response to member libraries' complaints that this position had be eliminated.

(j) Discussion re: Productivity Study

President Kalfas would like to have a productivity study prepared next year. She would like to get quotes for the cost of the study. Scholly feels we should concentrate on getting this year's budget approved and then get cost estimates for a productivity study. It was stressed how important it is to have a consultant qualified to do a productivity study in a library setting. It was suggested that this be thoroughly investigated in 2016, with an eye toward funding in 2017.

12. ANNOUNCEMENTS.

- (a) Staff Training Day – Friday, October 23rd, 8:30 a.m. to 4:30 p.m. – Library Closed

Library Director Novak reminded the trustees that Staff Training Day will be this Friday and they are all invited to attend.

Trustee Miller will be attending ILA Trustee Day in Peoria on Saturday.

13. OTHER

Library Director Novak shared that the Make Whole Payment from the Village has been recalculated and the Library will receive an additional \$35,000 this year and next year.

14. PUBLIC COMMENT

None at this time.

15. EXECUTIVE SESSION

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

16. ADJOURNMENT

There being no additional business, President Kalfas asked for a motion to adjourn.

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

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

The meeting was adjourned at 9:46 p.m.

Respectfully submitted,

Wendy Goldstein, Secretary
Glenview Public Library
Board of Trustees