

**REGULAR MEETING OF THE
GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
Minutes
Thursday, September 24, 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	Mark Depa, Head of Facilities
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1. CALL TO ORDER & ROLL CALL

President Kalfas called the meeting to order at 7:30 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 August 17, 2015

MOTION Moved by Miller, seconded by Ruter, to approve the Minutes of the August 17, 2015 Board of Trustees meeting.

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

4. APPROVAL OF THE WARRANTS – E. Scholly

Trustee Scholly reviewed the Warrants for September 24, 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 Johnson, to approve the Warrants for September 24, 2015 in the amount of \$150,097.02.

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

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

11. NEW BUSINESS

- (a) Review and Acceptance of the Following Budget Items:
 - ii.) Building Maintenance Budget, FY2016 HVAC Service Contract

Head of Facilities, Mark Depa, presented three HVAC preventative maintenance service proposals for the Trustees to review. President Kalfas referred the contract review process to the Building and Grounds Committee. Kalfas requested the Committee to have a recommendation for the Board at the October 22nd Board Meeting.

Depa also distributed a schematic of the Library for purposes of a standalone generator. Depa contacted four contractors in an attempt to get a price proposal. However, all of them concurred that further engineering design was needed in order to prepare a reliable cost estimate.

MOTION Moved by Johnson, seconded by Ruter, to authorize Library Director Novak to engage Dewberry, the Library architect, to prepare plans and specifications for the purpose of purchasing a generator, not to exceed \$25,000.

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

5. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

- (a) Revenues, Expenditures and Fund Balances through July, 2015

Library Director Novak reviewed the Financial Reports through July, 2015. Cash and investments are still healthy, with the amount of cash on hand equal to 50.58% of total Budget. This is due to the receipt of additional monies from Real Estate Taxes, which now totals \$3.9 million. Collections total 66.9% of the current year's tax levy.

Revenues are right where they should be at this time of year. A total of 57.8% of all revenues have been received to date. This does not include the bulk of the second property tax installment.

Department expenditures range from a low of 38.4% in Administration to a high of 62.6% in Building & Grounds Maintenance. The latter comes as no surprise, given the building maintenance issues which have arisen this year.

Personnel expenses account for the highest percentage of expenditures at 51.0%, while Other Charges accounts for the lowest with 20.2% of the total budget spent. All categories are well below the seven month average mark of 58.3%. An aggregate total of 40.9% of Appropriated Funds has been spent thus far. This includes the Debt Service and Bond and Interest.

6. PRESIDENT'S REPORT

President Kalfas has been doing some research in order to do a statistical comparison of libraries similar in size to Glenview. Kalfas requested that the Library purchase a subscription to PLA Metrics, which has been done. This will allow her to access statistics on FTE, library hours, etc. among other public libraries.

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
- (o) IMET Update

MOTION Moved by Goldstein, seconded by Johnson, to approve the Consent Agenda as presented.

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

8. BOARD COMMITTEE REPORTS

- (a) Bylaws and Policies Committee
 - i.) Report on Meeting of September 3, 2015 – Approval of the Following Policies:
 - (a) Meeting Room Policy & Application

Committee Chair Goldstein presented the Meeting Room Policy & Application changes and revised fee structure. The changes will become effective January 1, 2016. The Committee recommends a charge of \$25.00 to use the Multi-Purpose Room. The fee to use the East or West Community Room will increase from \$25.00 to \$50.00 and the fee to use the full Community Room will go from \$50.00 to \$100.00. The fee for the kitchen will increase from \$25.00 to \$30.00. These increases are to offset increased maintenance costs for the all meeting rooms. The Committee also recommends that businesses now be able to rent the meeting rooms, within the parameters of a different fee structure. Non-commercial meetings must be open to the public, which is in keeping with the current Policy. Business meetings may have attendance restrictions.

Trustee Scholly expressed a concern regarding the proposed Multi-Purpose Room fee. She is concerned about the reaction from groups that have little or no budget to pay for a meeting room.

MOTION Moved by Scholly, seconded by Johnson to amend the Committee's Motion with regards to the fee for non-commercial Multi-Purpose Room users. Scholly proposed that there be no fee for use of the Multi-Purpose Room for non-commercial users.

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

MOTION Moved by the Committee to approve the revised Meeting Room Policy & Application as amended

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

(b) VESSA Policy

Committee Chair Goldstein explained that the VESSA Policy - Victim's Economic Security and Safety Act - allows employees who are victims of domestic or sexual violence to take up to 12 weeks of unpaid leave per any 12 month period. The library did not have a formal Policy in place and, until recently, there had been no need. The Library's attorney prepared the Policy to ensure compliance with state and federal requirements.

MOTION Moved by the Committee to approve the VESSA Policy, as presented.

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

(c) Gift Ban Policy

Goldstein explained that Gift Ban Policy had not been reviewed in some time. The attorney clarified some of the terminology and included recent changes in the law.

MOTION Moved by Committee to approve the Gift Ban Policy as presented.

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

9. PUBLIC PRESENTATION

None at this time.

10. UNFINISHED BUSINESS

(a) Discussion Regarding Pedestrian Crosswalk at Glenview & Washington

Street

Library Director Novak contacted Village Manager, Todd Hileman, regarding traffic and pedestrian safety concerns at the intersection of Washington Street and Glenview Road. Village Manager Hileman responded to Novak, letting her know that Joe Kenny would take the lead on this issue. Joe Kenny contacted Novak. He will work with the Police Department and he thought a traffic study might be in order. He will get back to Novak with the results.

11. NEW BUSINESS

(a) Review and Acceptance of the Following Budget Items:

- i.) Capital Repair and Replacement Budget Projections, 2016 – 2019
- ii.) Building Maintenance Budget, FY 2016 – HVAC Service Contract
- iii.) Collection Development to Meet Minimum State Standards
- iv.) Preferred Tax Levy Scenario
- v.) Content of Village Budget Workshop Presentation

MOTION Moved by Johnson, seconded by Miller, to approve New Business items i., iii., iv. and v. through an omnibus motion.

The Trustees reviewed and discussed in detail the Budget scenarios and tax levy scenarios.

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

12. ANNOUNCEMENTS.

None at this time.

13. OTHER

Library Director Novak invited the Trustees to the Library's Annual Staff Training Day which will be held on Friday, October 23rd. The meeting will begin at 9:00 a.m. The schedule of the day's events will be emailed when ready.

14. PUBLIC COMMENTS

None at this time.

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

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

The meeting moved to closed session at 9:48 p.m.

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 Johnson, seconded by Ruter to adjourn.

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

The meeting adjourned at 10:05 p.m.

Respectfully submitted,

Wendy Goldstein, Secretary
Glenview Public Library
Board of Trustees