

**GLENVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
December 15, 2016**

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

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

**GUESTS**                              **Carol Schmitt, Glenview Resident**  
   **Helen Costello, Glenview Resident**

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

**President Kalfas called the meeting to order at 6:33 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 November 17, 2016**

**MOTION      Moved by Scholly, seconded by Neymark, to approve the Minutes of the November 17, 2016 Board Meeting, as presented.**

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

**4.      APPROVAL OF WARRANTS – E. Scholly**

**Trustee Scholly reviewed the Warrants for December 15, 2016. She found them to be in order and itemized those warrants and checks greater than \$5,000.00.**

**MOTION** Moved by Scholly, seconded by Goldstein, to approve the Warrants for December 15, 2016 in the amount of \$158,825.90.

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

President Kalfas reordered the agenda at this time.

**11. NEW BUSINESS**

- (a) Presentation by Maggie Bosley, Village Finance Director**
  - i.) Approval of Miscellaneous Funds Budgets, 2017**

Village Finance Director Bosley presented the Miscellaneous Funds Budgets for FY2017. These budgets included: Fund 810 – Friends of the Glenview Public Library; Fund 820 – Gift Fund; and Fund 825 – Glenview Public Library Foundation Fund. Bosley also review Fund 830 - Special Reserve and Fund 850 – Debt Service. Bosley met with Library Director Novak and Business Manager Klimusko on December 2, 2016 to review the 2017 Miscellaneous Budgets presented this evening.

**MOTION** Moved by Johnson, seconded by Ruter, to approve the FY2017 Budgets for Other Funds – Fund 810 – Friends of the Glenview Public Library in the amount of \$93,123; Fund 820 – Gift Fund in the amount of \$77,896 and Fund 825 – Glenview Public Library Foundation in the amount of \$51,877.

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

**MOTION** Moved by Johnson, seconded by Ruter, to approve the FY2017 Budget for Fund 830 – Special Reserve in the amount of \$574,490 and Fund 850 – Debt Service, in the amount of \$365,109.

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 October, 2016**

Library Director Novak reviewed the Financial Statements through October, 2016.

Cash and investments fund balances are healthy ten months into the fiscal year. The amount of funds on hand represents 69.43% of the total Budget.

Having completed ten months of the fiscal year, 99.9% of total projected revenues have been received. This includes 99.2 % of the current year's property taxes.

Spending by department is trending below the 83.0% mark at 76.2%, with ten months of the fiscal year completed. Department expenditures range from a low of 64.9% in Reference to a high of 97.3% in Building & Grounds.

The highest total expenditures are reflected in the Other Charges category, with 907.9% spent. This is due to the refinancing of the Library's Debt Service. Maggie Bosley addressed questions regarding this during her presentation at the December Board Meeting. The lowest amount of funds expended is from the Commodities category, with expenditures of 67.3%.

An aggregate total of 257.7% of Appropriated Funds has been spent through October. 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 Funds.

## 6. PRESIDENT'S REPORT

None at this time.

## 7. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

- (a) Library Director's Report
- (b) Statistics for November, 2016
- (c) Electronic Statistics for November, 2016
- (d) Library Website Electronic Usage
- (e) MyPC Reservation Service
- (f) Electronic Payment Transaction
- (g) Inter Library Loan
- (h) Monthly Vending Summary from Mark Vend
- (i) Drive-Up Window Usage
- (j) 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
- (k) Report from Associated Technology Partners
- (l) Press Releases
- (m) Miscellaneous Speak Ups
- (n) Correspondence

**MOTION** Moved by Goldstein, seconded by Miller, to approve the Staff Reports and Statistics as presented.

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

#### **8. BOARD COMMITTEE REPORTS**

None at this time.

#### **9. PUBLIC PRESENTATION**

Helen Costello, Glenview resident and library patron, introduced herself. Costello wrote a letter to the Board regarding the recent elimination of the Library's Toy collection. The letter is included in the Board Packet for Trustee review. Costello explained that as a stay-at-home mom with two young children, she found the Library's Toy collection to be a great way to occupy her children. She feels that families truly rely on the library's Toy collection. She plans to write to the Village Board, expressing her concern that the library's budget has been flat for so many years and that important services are being eliminated because of this situation. She thanked the Board for allowing her to voice her opinion and concern.

#### **10. UNFINISHED BUSINESS**

- (a) Review of Guidelines for Release of Closed Session Minutes

As requested at the November 17<sup>th</sup> Board Meeting, Library Director Novak contacted Library Attorney Roth for additional guidelines for the review and release of Closed Session Minutes. His response has been included in this month's Board Packet. It was agreed that the guidelines will be included in the Closed Session Minute binders, as a quick reference for Trustees, assigned to performing the review of

**Closed Session Minutes.**

**11. NEW BUSINESS**

**(b) Adoption of 2017 Board Meeting Schedule**

**MOTION** Moved by Goldstein, seconded by Scholly, to approve the 2017 Board Meeting Schedule, as presented.

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

**(c) Adoption of 2017 Warrant Schedule**

**MOTION** Moved by Goldstein, seconded by Scholly, to approve the 2017 Warrant Schedule as presented.

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

**(d) Approval of Photocopy Machine Lease Agreement – C. Klimusko**

Business Manager Klimusko explained the current maintenance agreement for the copiers throughout the Library. There would be a cost savings of \$3,000 per year on the maintenance of the copiers and the library would not have to pay \$30,000 to replace those copiers that are no longer supported by the current maintenance agreement. Per copy costs will be applied uniformly across all copiers. Black and white copies will run \$.006 per copy and color copies will be \$.05 per copy. This will be a savings, as color copies currently cost the library between \$0.07 per copy in the Business Office to \$0.16 per copy in Youth Services.

**MOTION** Moved by Ruter, seconded by Johnson, to approve the leasing of 6 copiers, to replace those older machines at various locations throughout the library.

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

**(e) Adoption of Resolution and Approval of Travel Reimbursement Policy**

**MOTION** Moved by Johnson, seconded by Scholly, to approve the Travel Reimbursement Policy, excluding the paragraph referring to per diem and the IRS rate. This policy will be reviewed by the By-Laws and Policy Committee in January

and any amendments will be brought forward to the full Board for approval.

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

**MOTION** Moved by Goldstein, seconded by Ruter, to adopt the Resolution as presented.

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

**(h) Proposal for Employee Recognition**

The topic of employee recognition has been discussed and Library Director Novak wanted to propose an idea for the Board's consideration. She proposed that each employee have their birthday as a paid day off. Full-time staff would get a full day and part-time staff would get a half day, equal to 4 hours of paid time off. Staff would be required to use the day within a two week period of their birthdate.

**MOTION** Moved by Johnson, seconded by Goldstein, to approve the proposal for employee recognition, as presented by Library Director Novak.

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

**(i) Approval to Close the Library for In Service Day**

Library Director Novak explained that consultant John Huber will be available on Friday, February 24<sup>th</sup> to speak with the Library Staff and Board regarding his External Assessment process. Novak would like the Board to approve the closing of the Library on Friday, February 24<sup>th</sup> for Staff Training. This would meet the requirement of the Illinois State Library for the 2017 Staff Training.

**MOTION** Moved by Johnson, seconded by Ruter, to close the library on Friday, February 24, 2016 for a Staff Training Day.

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**

**None at this time.**

**14. PUBLIC COMMENTS**

**None at this time.**

**MOTION** Moved by Ruter, seconded by Goldstein, 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 7:55 p.m.** Assistant Library Director Berry and Business Manager Klimusko were excused at this time.

**15. EXECUTIVE SESSION**

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

**The meeting returned to open session at 8:40 p.m.**

**11. NEW BUSINESS**

**(f) Approval of Full-Time and Part –Time Staff Salary Increases**

**MOTION** Moved by Ruter, seconded by Johnson, to approve the 2017 full-time and part-time employee compensation packages as discussed, said approval to become effective 7 days after those 2017 employee compensation packages equal to or in excess of \$150,000 have been posted in accordance with statute 5ILCS 120/7.3.

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

**(g) Approval of Library Operations Budget, FY2017**

**MOTION** Moved by Ruter, seconded by Johnson, to approve the FY2017 Operations Budget as presented and discussed in the amount of \$7,448,000.00.

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

**16. ADJOURNMENT**

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

**MOTION** Moved by Ruter, seconded by Johnson, to adjourn.

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

The meeting adjourned at 8:50 p.m.

Respectfully submitted,

Wendy Goldstein, Secretary  
Glenview Public Library  
Board of Trustees