

**REGULAR MEETING OF THE
GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
April 21, 2016
7:30 PM**

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

STAFF **Vickie L. Novak, Library Director
Jane Berry, Assistant Library Director
Christine Klimusko, Business Manager**

GUEST **Nancy Stonish, League of Women Voters**

1. CALL TO ORDER AND ROLL CALL

Vice President Scholly 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 March 17, 2016

MOTION Moved by Miller, seconded by Goldstein, to approve the Minutes of the March 17, 2016 Board Meeting.

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

4. APPROVAL OF WARRANTS – W. Goldstein

Trustee Goldstein reviewed the Warrants for April 21, 2016. She found them to be in order and itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Goldstein, seconded by Ruter, to approve the warrants for April 21, 2016 in the amount of \$181,034.60.

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

5. Examination of Financial Reports and Statistics

(a) Revenues, Expenditures and Fund Balances through February, 2016

Library Director Novak gave a brief review of the financial reports through February, 2016. Cash and investments fund balances are increasing, which is anticipated as we move toward the first tax distribution of the year in March. The amount of funds on hand represents 47.07% of the total Budget – up by 5% from last month. Tax receipts have begun to be posted. The Grand Total of all cash and investments is \$4,948,311.61.

Approximately 12% of all anticipated revenues have been received through February. The majority can be attributed to Property Taxes (\$898,000) for the current year and \$31,000 in Prior Years' Property Taxes. This represents approximately 27.9% of the first portion of the tax collections.

Spending has been very light thus far. Department expenditures range from a low of 8.2% in Building & Grounds to a high of 12.5% in Technical Services. The highest total expenditures are reflected in the Personnel category, with 11.3% spent. The lowest amount of funds expended is from the Other Charges category, with expenditures of 0.1%.

An aggregate total of 7.4% of Appropriated Funds has been spent in February. 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.

(b) Presentation of Revised Cash Flow Scenarios – V. Novak & C. Klimusko

Library Director Novak walked the Trustees through the three cash flow scenarios prepared by Village Finance Director Maggie Bosley.

6. PRESIDENT'S REPORT

President Pro-Tem Scholly shared a brochure from the White Sox organization for a Library Appreciation Night. Library Staff and Trustees are offered reduced tickets for the White Sox game on July 6th. The Skokie Public Library won the ALA Excellence in Programming Award. The Library created Voices of Race. The program was part their annual Coming Together Series and included 70 events. Scholly distributed "A Library Board's Practical Guide to Strategic Planning" from Sally G. Reed, Executive Director of United for Libraries. Scholly thought this article would be useful for the Trustees as the Strategic Planning process moves forward.

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 March, 2016
- (e) Electronic Statistics for March, 2016
- (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 Miller, to approve the Consent Agenda as presented.

Voice vote taken. All ayes. No nays. Motion carried.
Staff answered questions about the various Department reports.

8. BOARD COMMITTEE REPORTS

(a) Strategic Planning Committee

i.) Approval of Minutes of March 8, 2016 Meeting

MOTION Moved by Ruter, seconded by Scholly, to approve the Minutes of the March 8, 2016 minutes of the Strategic Planning Committee.

Ruter and Scholly voted aye. Motion carried.

(b) Sponsorship Committee

i.) Approval of Minutes of March 8, 2016 Meeting

MOTION Moved by Ruter, seconded by Goldstein, to approve the Minutes of the March 8, 2016 Sponsorship Committee meeting.

Ruter and Goldstein voted aye. Motion carried.

9. PUBLIC PRESENTATION

None at this time.

10. UNFINISHED BUSINESS

(a) Review quote for Vinyl Wallcovering

MOTION Moved by Miller, seconded by Scholly, to proceed with the vinyl wallcovering.

MOTION Moved by Johnson, seconded by Goldstein, to table the motion made by Miller.

Roll call vote. Ruter, Neymark, Johnson and Goldstein voted aye. Miller and Scholly voted nay. Ayes have it. Motion to table carried.

11. NEW BUSINESS

(a) Motion to Engage the Services of J. Huber & Associates for FY 2017

Included in the Board Packet were the questions from the Board and Administrative staff directed to John Huber and his responses to them. Trustee Ruter feels that the Committee has done its due diligence with regard to choosing a consultant to

conduct an external assessment. Trustee Ruter was initially predisposed to John Caltagirone, as he is local. Trustee Ruter explained that he changed his mind after the teleconference with Huber. He likes that fact the Huber specializes in libraries. In her absence, Trustee Kalfas sent an email to Director Novak that she requested is shared with the Board in support of John Huber.

Trustee Scholly listened to the recording of the March 8th Strategic Planning Committee Meeting. The meeting ended very quickly. So the Board is better informed, Trustee Scholly feels that the Strategic Planning Committee should have an open meeting to further discuss this issue. John Huber will have library staff perform the study. John Caltagirone will have students perform the study. The scope of the project has not yet been confirmed. The Committee needs to have a discussion regarding the two consultants and which direction the study will take. Trustee Scholly feels strongly that the Strategic Planning Committee should have an open meeting to discuss, so the Board is better informed.

Library Director Novak will follow up with a few of Huber's references and report her findings to the Board at the next meeting.

Trustee Ruter is bringing the motion forward. It is not a motion from the committee.

MOTION Moved by Ruter, seconded by Johnson, to engage J. Huber and Associates to conduct an external assessment in the first half of 2017.

MOTION Moved by Miller, seconded by Neymark, to table the motion.

Roll call vote taken. Goldstein, Johnson, Miller, Neymark, Rutter and Scholly voted aye. No nays. Motion to table carried.

(b) Report on External Book Drop Survey

Library book drop statistics for the New Year's holiday and Easter holiday were reviewed. It was agreed that the external book drop box on Prairie Street will remain open Memorial Day weekend, with Trustee Ruter checking to see if there is any overflow of books.

12. ANNOUNCEMENTS

Trustee Ruter and several friends will present "Town Without Pity: The Spoon River Anthology" on Tuesday May 10th at 7:30 p.m. in the Community Room.

13. OTHER

None at this time.

14. PUBLIC COMMENTS

None at this time.

15. EXECUTIVE SESSION

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

None at this time.

16. ADJOURNMENT

There being no further business, Vice President Scholly requested 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 9:45 p.m.

Respectfully submitted,

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