

**GLENVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES**

**Thursday, August 18, 2016
7:30 PM**

**PRESENT
(Board)**

**Stella Kalfas
Jack Neymark
Ellen Scholly**

**M. David Johnson
John Miller**

**ABSENT
(Board)**

Wendy Goldstein

Allan Ruter

**PRESENT
(Staff)**

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

GUESTS

**Maggie Bosley, Finance Director, Village of Glenview
Nancy Stonish, League of Women Voters**

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) Special Meeting of July 12, 2016

MOTION Moved by Scholly, seconded by Miller, to approve the Minutes of the Special Board meeting of July 12, 2016, as presented.

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

(b) Regular Meeting of July 21, 2016

MOTION Moved by Scholly, seconded by Miller, to approve the minutes of the July 21, 2016 Board Meeting as presented.

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

President Kalfas re-ordered the agenda at this time.

11. NEW BUSINESS

- (a) Presentation from M. Bosley, Village Finance Director re: 2016 CAFR and State of the Library Finances

Village Finance Director Bosley reviewed the financials for the Fiscal Year 2015. The Village and the Library received an unmodified or “clean” opinion from the outside audit firm of RSM US LLP for the year ending December 31, 2015. Bosley reviewed the Library’s Fund balance for 2015. Expenditures were 96% of the 2015 budget. Revenue included an additional \$92,000 in Personal Property Replacement Tax.

Bosley stated that based on what she has heard from the state, it does not look like there will be a property tax freeze for 2017 and 2018 levies. Home Rule Communities would not be included in a property tax freeze if a freeze were to happen.

Bosley reviewed the Gifts Funds and the Capital Project Funds with the Trustees. All funds were within budget.

MOTION Moved by Neymark, seconded by Scholly, to move to Executive Session per Section 2(c)(7) of the Open Meetings Act – Sales or Purchase of Securities, Investments or Investment Contracts.

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

The meeting moved to close session at 7:45 p.m.

The meeting returned to open session at 8:05 p.m.

The Trustees discussed the proposed timetable for the FY2017 budget. The Budget and Finance Committee will meet with Bosley on Tuesday, August 23rd, at 2:00 p.m. to prepare the Preliminary 2017 Budget Presentation for the Village’s Budget Workshop, to be held on Monday, September 12th.

The Library plans to present its FY2017 budget to the Village on November 1st. President Kalfas will give a summary of the 2016 fiscal year and goals and plans for 2017. Bosley will present the financial aspects of the 2017 Budget. Bosley explained the tax levy hearing will be held on November 15th, and the budget hearing will be held on December 6th.

President Kalfas thanked Village Finance Director Bosley for her presentation.

4. APPROVAL OF WARRANTS – M. David Johnson

Trustee Johnson reviewed the Warrants for August 18, 2016. He found them to be in order and itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Johnson, seconded by Scholly, to approve the Warrants for August 18, 2016 in the amount of \$233,657.79.

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

5. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS.

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

Library Director Novak reviewed the Financial Statements through June, 2016. Cash and investments fund balances are healthy midway through the fiscal year. The amount of funds on hand represents 49.08% of the total Budget.

Having completed six months of the fiscal year, 45.2% of total projected revenues have been received. This is not cause for concern, as the deficit should be made up when the second installment of the property taxes is received, coupled with the Per Capita Grant and the Make Whole Payment.

Spending by department is trending below the 50.0% mark, with the first half of the fiscal year completed. Department expenditures range from a low of 39.3% in Administration to a high of 49.3% in Technical Services.

The highest total expenditures are reflected in the Contractual category, with 44.9% spent. This month lowest amount of funds expended is from the Other Charges category, with expenditures of 19.9%.

An aggregate total of 37.2% of Appropriated Funds has been spent through June. 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

President Kalfas recently met with Village President Jim Patterson. He continues to stress cost reductions. Kalfas explained to him that the Library is looking to reduce costs, with an eye on a consistent level of service. President Kalfas will meet with Village Manager Todd Hileman in early September.

7. ACCEPTANCE OF STAFF REPORTS & STATISTICS

- (a) Library Director's Report
- (b) Statistics for July, 2016
- (c) 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
- (d) Report from Associated Technology Partners
- (e) Electronic Statistics for July, 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 Scholly, seconded by Johnson, to accept the Consent Agenda as presented.

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

8. Board Committee Reports
 - (a) Budget & Finance Committee
 - i.) Report on Meeting of August 16, 2016

The Department Heads presented their FY2017 budgets to the Board of Trustees on Tuesday, August 16th.

- ii.) Meeting with Maggie Bosley – Tuesday August 23, 2016 at 2:00 PM

Library Director Novak reminded the Trustees of the Meeting with Village Finance Director Bosley on Tuesday, August 23rd, at 2:00 p.m.

The Trustees agreed to hold a Budget and Finance Committee meeting on Thursday, September 8th, at 7:00 p.m. to review the presentation prior to the Village Budget Workshop.

9. PUBLIC PRESENTATIONS

None at this time.

10. UNFINISHED BUSINESS

None at this time.

11. NEW BUSINESS

- (b) Select Trustees to Perform Annual Review for Per Capita Grant

Trustee Neymark and Trustee Miller volunteered to review Chapter 6 – Access from *Serving our Public 3.0 Standards for Illinois Public Libraries* with Library Director Novak and Assistant Library Director Berry. A date is to be determined.

- (c) Review of Status Report for 2016 Strategic Implementation Plan

The Status Report for the 2016 Strategic Implementation Plan was included in the Board Packet for Trustee Review and was accepted by the Board.

(d) Report from Dewberry on Parking Deck Precast

Included in the Board Packet is a memorandum from Doug Pfeiffer of Dewberry to Library Director Novak addressing the Library's parking deck. Pfeiffer met with Facilities Manager Mark Depa to assess the situation. There is a deflection problem. The price to repair this issue was under \$2,000 and the work has been completed. The Facilities staff will re-caulk the joint this weekend.

12. ANNOUNCEMENTS

(a) Village Budget Workshop – September 12, 2016 at 7:00 PM

13. OTHER

None at this time.

14. PUBLIC COMMENTS

None at this time.

MOTION Moved by Johnson, seconded by Scholly, to move to Executive Session per Section 2(c)(1) of the Open Meetings Act.

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

The meeting moved to Closed Session at 9:07 p.m.

15. EXECUTIVE SESSION

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

The meeting returned to Open Session at 9:18 p.m.

16. ADJOURNMENT

There being no additional business to be brought before the Board, President Kalfas requested a motion to adjourn.

MOTION Moved by Scholly, seconded by Neymark, to adjourn.

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

The meeting adjourned at 9:19 p.m.

Respectfully submitted,

**M. David Johnson, Secretary Pro Tem
Glenview Public Library
Board of Trustees**