

**REGULAR MEETING OF THE  
GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES**

**Minutes**

**Thursday, February 18, 2016**

**7:30 PM**

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

<b>PRESENT (Staff)</b>	<b>Vickie L. Novak, Library Director Jane Berry, Assistant Library Director Christine Klimusko, Business Manager</b>
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**GUESTS**                      **Nancy Stonish, League of Women Voters**

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

**President Kalfas called the meeting to order at 7:35 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) Regular Meeting of January 21, 2016**

**MOTION**    **Moved by Scholly, seconded by Neymark, to approve the minutes of January 21, 2016 Board Meeting.**

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

**4. APPROVAL OF WARRANTS – A. Ruter**

**Trustee Ruter reviewed the warrants for February 18, 2016. He found them to**

be in order and itemized those warrants and checks greater than \$5,000.00.

**MOTION** Moved by Ruter, seconded by Johnson, to approve the Warrants of February 18, 2016 in the amount of \$170,809.77.

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

**5. EXAMINATION OF FINANCIAL REPORTS**

**(a) Revenues, Expenditures and Fund Balances through December, 2015**

Library Director Novak reviewed the year-end revenue figures and stated that the numbers are greater than originally anticipated. Novak and Village Finance Director Bosley were very conservative in their projections. Novak also cautioned the Trustees that there are outstanding 2015 expenses that have not yet hit the December Profit & Loss statement and the final numbers will be presented when the fiscal year has been closed.

**MOTION** Moved by Johnson, seconded by Scholly, to approve the Financial Reports as presented.

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

**6. PRESIDENT'S REPORT**

President Kalfas met with Village Director of Administrative Services Amy Ahner, Village Finance Director Maggie Bosley, Library Director Novak and Business Manager Klimusko. It was agreed that the Business Office will enter the Library's accounts payable into the Village's Munis accounting software. Library Director Novak updated the group that the library's staff will begin training next week. There is an issue with the connectivity and Library IT staff are coordinating with Village IT staff to try to work through these issues.

**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 January, 2016
- (e) Electronic Statistics for January, 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 Ruter, seconded by Johnson, to approve the Consent Agenda as presented.

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

## **8. BOARD COMMITTEE REPORTS**

- (a) Legislative Committee
  - i.) Report on ILA Legislative Day – February 15, 2016

Legislative Committee Chairman Miller reported on the recent Legislation Day and distributed a summary of ILA Legislation Day highlights to the Trustees for their review.

- (b) Strategic Planning Committee
  - i.) Approval of Minutes of January 19, 2016 Meeting

**MOTION** Moved by Scholly, seconded by Kalfas, to approve the minutes of the January 19, 2016 Strategic Committee Meeting.

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

ii.) Report on Meeting of February 10, 2016 – A. Ruter

The Strategic Planning Committee invited John Caltagirone from Loyola University's Quinlan School of Business Supply and Value Chain Center to discuss what his group does and how they would work with the library to complete a productivity study. Caltagirone explained his background and how he transferred his corporate experience to the development of the Supply and Value Chain Center at Loyola. He also highlighted several projects his group has completed, including the delivery service analysis for RAILS.

The committee determined that they would like Caltagirone's team to concentrate on the library's Circulation and Acquisitions functions, which make up approximately 40% of library staff. Caltagirone's group would shadow staff, and then present the library with several options on how to achieve their desired goals. Before Caltagirone could provide a proposal, he would need to know the scope of the project.

The committee will interview productivity consultant John Huber in early March and will report its findings and make a recommendation to the Trustees at the March Board Meeting. The next step would be to draft the scope of work and submit for Board review and approval.

The Trustees indicated that they would like to invite the consultant to speak to the full Board.

(c) Friends' Recognition Committee

i.) Report on Meeting of February 8<sup>th</sup> and February 16<sup>th</sup>, 2016

The Friends' Recognition Committee held its first meeting on February 8<sup>th</sup>. Trustee Goldstein suggested that Irene Kreer be nominated as Village of Glenview's Citizen of the Year. Former Friend's President Steve Ellis and current Friend's President Jeanette Thorton-Schwab attended the meeting and thought the suggestion was a great idea. Nominations are due to the Village by March 1<sup>st</sup>. Staff will work to gather information for the nomination and letters of endorsement will also be solicited.

The second committee meeting was held on February 16<sup>th</sup>. The topic of discussion was the renaming of the Used Book Store. It was agreed that the unveiling of the new name and recognition would be held during National Library Week, which is the week of April 10<sup>th</sup>. It was suggested that there be a small reception, with cake and coffee being served.

**ii.) Approval of Citizen of the Year Nomination**

**MOTION** Moved by Ruter, seconded by Miller, to nominate Irene Overman Kreer as Glenview 2016 Citizen of the Year.

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

**iii.) Consideration and Approval of Naming Rights Proposal**

**MOTION** Moved by Johnson, seconded by Scholly, to approve the renaming of the Glenview Public Library Used Book Store to the Irene Overman Kreer Used Book Store.

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

**9. PUBLIC PRESENTATION**

None at this time.

**10. UNFINISHED BUSINESS**

None at this time.

**11. NEW BUSINESS**

**(a) Appoint Trustees to Perform Executive Session Minute Review**

Library Director Novak explained that the Library must perform a review of Executive Session minutes every six months. The Executive Session minutes are reviewed in order to determine if any closed session minutes should be released to the public domain. Trustee Johnson and Trustee Miller volunteered to review the minutes. They will make arrangements with the Business Office once they choose a date and time.

**(b) Review and Accept Proposal for Position Reclassification**

The Library conducts a Position Reclassification and Compensation study every four years. Library Director Novak has included two proposals in the Board Packet. Novak recommends Eric Van Clevon for the project. He has worked with several

other libraries and comes highly recommended. The other consultant is a marketing consultant and has limited compensation experience.

**MOTION** Moved by Johnson, seconded by Ruter, to accept Van Cleven's proposal for the Position Reclassification study in the amount of \$---, with the addition of a not-to-exceed travel expense limit of \$500.

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

**12. ANNOUNCEMENTS**

Trustee Allan Ruter will present "Southern Trails to Social Justice: Civil Rights Highways & Byways" on Sunday, February 28<sup>th</sup> at 2:00 p.m. in the Community Room.

**13. OTHER**

None at this time.

**14. PUBLIC COMMENTS**

None at this time.

**MOTION** Moved by Johnson, seconded by Ruter, to move to Executive Session Per Section 2(c) (1) of the Open Meetings Act – Personnel

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

The meeting moved to closed session at 9:20 p.m.

**15. EXECUTIVE SESSION**

- (a) Per Section 2(c) (1) of the Open Meetings Act – Personnel
- (b) Approval of Executive Session Minutes

The meeting returned to open session at 9:40 p.m.

**MOTION** Moved by Ruter, seconded by Johnson, to approve the Executive Session Minutes of April 16, 2015; May 21, 2015; June 3, 2015; June 4, 2015; June 11,

2015; June 18, 2015; July 16, 2015; August 17, 2015 and September 24, 2015.

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

**MOTION** Moved by Johnson, seconded by Miller, to not release the Executive Session Minutes of April 16, 2015; May 21, 2015; June 3, 2015; June 4, 2015; June 11, 2015; June 18, 2015; July 16, 2015; and August 17, 2015 and to release the minutes from the September 24, 2015 meeting.

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

16. **ADJOURNMENT**

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

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

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

The meeting adjourned at 9:43 p.m.

Respectfully submitted,

Jack Neymark, Secretary, Pro-Tem  
Glenview Public Library  
Board of Trustees