

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

Minutes

Thursday, January 21, 2016

7:30 PM

**PRESENT
(Board)**

Wendy Goldstein	Stella Kalfas
M. David Johnson	John Miller
Jack Neymark	Allan Ruter
Ellen Scholly	

**PRESENT
(Staff)**

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

GUESTS

Maggie Bosley, Finance Director, Village of Glenview
Steve Ellis, Friends of the Glenview Public Library
Nancy Stonish, League of Women Voters
Jeanette Thornton Schwab, Friends of the Glenview Public Library

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

President Kalfas welcomed immediate past President of the Friends of the Library, Steve Ellis, and current President of the Friends of the Library, Jeanette Thornton Schwab. Kalfas thanked them for the recent donation the Friends made to the Library. Ellis stated that the purpose of their visit was to ask that the Board recognize in a formal, permanent manner, the hard work that Irene Kreer has done for the Library. Several ideas were discussed and it was agreed that the Library will honor Kreer this year. Trustee Goldstein, Trustee Kalfas and Trustee Miller offered to serve on an ad hoc Committee to work with Ellis and Thornton Schwab to determine the best way to do this.

Trustee Kalfas thanked Ellis and Thornton Schwab for their suggestions and hope to see them at future Board Meetings.

3. APPROVAL OF MINUTES

a. Regular Meeting of December 17, 2015

MOTION Moved by Johnson, seconded by Scholly, to approve the Minutes of the December 17, 2015 Board Meeting as presented.

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

President Kalfas reordered the agenda at this time.

11. NEW BUSINESS

a. Cash Flow Analysis by Maggie Bosley, Village Finance Director

Finance Director Bosley distributed and reviewed three cash flow analysis spreadsheets to the Trustees. The first cash flow analysis reviewed was the original cash flow analysis Bosley presented to the Board last fall. The cash flow analysis was a conservative estimate for the end of 2015 through 2020. Bosley emphasized that real estate tax receipts are typically received in March and August of each year.

The second cash flow analysis Bosley presented had the actual cash balance at the end of November, 2015 and used that figure for the basis of the cash flow estimate through 2020, including a \$300,000 levy increase in 2017.

The third cash flow analysis Bosley presented did not include the possible levy increase of \$300,000 in 2017 and the effect that this will have on the Library's cash balance through 2020. The Library would not achieve its Cash Reserve Balance Policy of maintaining a minimum balance of two months' expenses in cash.

With these scenarios, Bosley has set the "goal posts" for the Library's cash flow analysis. In the short term, the Library's cash reserves will be adequate. Bosley will update the actual cash flow analysis and it will be included in the Board Packet each month.

President Kalfas thanked Bosley for her presentation.

4. APPROVAL OF THE WARRANTS – A. Ruter

Trustee Ruter reviewed the Warrants for January 21, 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 January 21, 2016 in the amount of \$355,281.20.

Ruter expanded the warrant review summary that Business Office Assistant Jenny Edmonds prepares each month to include a detailed invoice summary for those items over \$5,000. He distributed a copy of this report to the Board. He explained that this expanded summary will provide a snapshot view of all expenses that are greater than \$5,000.00 and suggested that it be included in the Board Packet each month.

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

5. EXAMINATION OF FINANCIAL REPORTS

a. Revenues, Expenditures and Fund Balances through November, 2015

Library Director Novak reviewed the Fund Balances through November 30, 2015. Cash and investments fund balances are doing well, with the amount of funds on hand representing 59.92% of the total Budget. The Grand Total of all cash and investments is \$5,502,510.89.

Revenues are holding steady, since the bulk of the tax collections for the year have been received. The Library has received 100% of its projected property tax levy amount. Total receipts are only \$256.19 short of the projected number, with one more month of the fiscal year to go. To date, the library has received 101.6% of its annual projected revenues, which includes all revenues from other sources.

With the exception of Building & Grounds Maintenance, department expenditures are on target, with 91.6% of the fiscal year completed. Department expenditures range from a low of 74.1% in Administration to a high of 99.7% in Building and Grounds Maintenance. There are a number of large expenditures that are charged to the Administrative budget that will bring these expenditure totals into line with other departments before the end of the year.

As department managers spend down their budgets, there was a noticeable shift this month. The highest total expenditures are reflected in the Other Charges category, with 94.4% spent, causing Personnel to drop to second place. The lowest amount of funds expended is from the Capital Outlay category.

An aggregate total of 61.2% of Appropriated Funds has been spent through November. 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 spoke with Village Manager Todd Hileman regarding the Library's Memorandum of Understanding with the Village for 2016. Kalfas would like the Library staff to assume some of the accounting functions that are performed by the Village. Hileman was very receptive to the idea.

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 December, 2015
- e. Electronic Statistics for December, 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

MOTION Moved by Scholly, seconded by Neymark, to accept the Consent Agenda as presented.

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

8. BOARD COMMITTEE REPORTS

- a. Building and Grounds Committee
 - i. Approval of Minutes of November 16, 2015 Meeting

MOTION Moved by Ruter, seconded by Johnson, to approve the Minutes of the November 16, 2015 meeting, as presented.

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

- ii. Approval of Minutes of the November 19, 2015 Meeting

MOTION Moved by Ruter, seconded by Miller, to approve the Minutes of the November 19, 2015 meeting, as presented.

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

- b. Bylaws & Policies Committee

- iii. Approval of Minutes of December 17, 2015 Meeting

MOTION Moved by Goldstein, seconded by Neymark, to approve the Minutes of the December 17, 2015 meeting, as presented.

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

- c. Legislative Committee

- i. Approval of the Minutes of the January 11, 2016 Meeting

Chairman Miller stressed the importance of building a relationship with our local legislators and keeping abreast of the issues in Springfield that may affect the Library.

MOTION Moved by Miller, seconded by Neymark, to approve the Minutes of the January 11, 2016 meeting.

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

- d. Strategic Planning Committee Meeting

- i. Report on Meetings of January 12 and January 19, 2016

Committee Chairman Ruter gave a brief overview of the two meetings. New materials in the amount of \$20,000 have been added to the library's collection. The Star Library Award was based on 2013 year-end statistics, compiled from the IPLAR (Annual Report). The new SenSource people counting device will help the library better track attendance figures. The library has two possible consultants, John Huber and John Caltagirone. John Caltagirone will meet with the Committee on Wednesday, February 10th at 10:00 a.m. The Committee discussed an internal assessment. Trustee Ruter distributed the authorization motion to the

Trustees. The internal assessment serves to engage both Department Heads and staff to reflect, to do peer research, to consider innovations and to consider possible budgetary impact. They will be instructed to consider ideas and goals with an eye to improved service and programs. The Department Heads have been instructed to complete the assessment by 3/31/16. This will allow the Board sufficient time to review the assessment and use the information in the preliminary report to the Village in May.

- ii. Approval of Authorization Motion
- iii. Approval of Internal Assessment Structure and Format

MOTION Moved by the Committee to approve the omnibus motion to approve the Authorization Motion and Internal Assessment Structure and Format, as presented.

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

9. PUBLIC COMMENTS

None at this time.

10. UNFINISHED BUSINESS

None at this time.

11. NEW BUSINESS

- b. Acceptance of FY2016 Per Capita Grant

MOTION Moved by Johnson, seconded by Goldstein, to approve the FY2016 Per Capita Grant, as presented.

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

- c. Adoption of Annual Determination to Library System regarding Provision of Library Services to Non Residents

Library Director Novak explained to the Board that the adoption of this Resolution is an annual requirement by RAILS and is reported to the State of Illinois. It confirms that the Glenview Public Library is committed to offering reciprocal borrowing privileges.

MOTION Moved by Johnson, seconded by Goldstein, to approve the Annual Determination to Library System regarding Provision of Library Services to Non Residents.

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

d. Approval of Affiliations with Other Organizations Policy

MOTION Moved by Committee to approve the Affiliations with Other Organizations Policy, as presented.

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

e. Approval of Donations of Art Policy

Trustee Ruter suggested that the Library's mission statement be added to the beginning of the policy and change the third bullet point on page one, under "The Board shall also consider:" to read "Any safety issues, creating no hazards or annoyances for public or staff;"

MOTION Moved by Ruter, seconded by Johnson, to amend the Donations of Art Policy.

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

MOTION Moved by Committee to approve the Donations of Art Policy, as amended.

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

f. Award the Bid for the Library Generator Project

President Kalfas referred the report on the generator bid process to the Building and Grounds Committee.

Building and Ground Committee Chairman Johnson entertained a motion to accept the bid for the generator from Lyons Electrical, the lowest bidder on the project.

MOTION Moved by Scholly, seconded by Johnson, to approve the bid for the generator from Lyons Pinner Electric in the amount of \$165,000.00.

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

g. Authorization to Execute the Contract with Lyons Electric, pending Legal Review and Permit Review

Library Director Novak requested, based upon the recommendation of Doug Pfeiffer at Dewberry, that the Board give her authorization to execute the contract with Lyons Electric for the generator project in the amount of \$165,000 after legal review and permit review. This will expedite the process and not delay the start of construction.

MOTION Moved by Johnson, seconded by Ruter, to authorize Library Director Novak to execute the contract with Lyons Electric as recommended by Doug Pfeiffer of Dewberry.

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

h. Appoint an Ad Hoc Committee for Program Sponsorship – S. Kalfas

President Kalfas would like to appoint an Ad Hoc Committee for the purpose of pursuing additional revenue sources for the Library.

Trustee Johnson would prefer that the Board continue to pursue naming rights for the Multipurpose Room and the Community Room(s). Library Director Novak reminded the Trustees that the Friends of the Library donated funds for the Youth Services Program Room, for which they received naming rights.

President Kalfas will chair the Committee and Trustees Ruter and Goldstein agreed to be on the Committee.

12. ANNOUNCEMENTS

- a. Legislative Breakfast – Monday, February 15th – 7:45 a.m. – Arboretum Club, Buffalo Grove**

Trustee Goldstein will not attend the February Board Meeting. Trustee Ruter will not attend the May Board Meeting.

13. OTHER

Trustee Scholly recently visited the Teen Room and recommended that the Trustees stop by to see the new slat wall shelving and other additions to the Teen Scene, made possible by the donation from the Friends of the Library. Library Director Novak noted that Teen Scene usage has increased with the recent enhancements to the area.

Trustee Scholly presented a recent article that Park Ridge Library will be charging tutors \$10/per hour for Study Room usage.

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, President Kalfas request 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 9:58 p.m.

Respectfully submitted,

Wendy Goldstein, Secretary
Glenview Public Library
Board of Trustees