

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

Minutes

Thursday, July 21, 2016

7:30 PM

PRESENT (Board)	Wendy Goldstein M. David Johnson Allan Ruter	Stella Kalfas John Miller Ellen Scholly
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ABSENT (Board)	Jack Neymark
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PRESENT (Staff)	Vickie L. Novak, Library Director Jane Berry, Assistant Library Director Christine Klimusko, Business Manager
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GUESTS	Nancy Stonish, League of Women Voters
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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

Library Director Novak reported that she and Assistant Director Jane Berry met Rene Kreer and Jeanne Goss (Friend of the Library and former interior designer) at H. Marion Gallery in Edens Plaza to select new frames and matting for the three Native American art pieces donated by the Friends many years ago – the Navajo woven tapestry and two oil paintings. These art pieces will be framed and hung as a “grouping” on the long wall in the Community Room. The Friends are funding this art project. Novak also shared a letter from Rene Kreer regarding this project.

3. APPROVAL OF MINUTES

(a) Regular Meeting of June 16, 2016

MOTION Moved by Scholly, seconded by Johnson, to approve the Minutes of the June 16, 2016 Board Meeting.

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

4. APPROVAL OF WARRANTS – S. Kalfas

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

MOTION Moved by Kalfas, seconded by Goldstein, to approve the Warrants for in the amount of \$282,144.14.

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

5. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

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

Cash and investments fund balances are very solid, given the recent influx of tax distributions. 51.6% of all property taxes have been collected to date. The amount of funds on hand represents 55.10% of the total Budget.

Having completed five months of the fiscal year, 44.2% of total projected revenues have been received. The majority can be attributed to Property Taxes collected for both the current year and prior years. Epay fines, photocopies, prior years' property taxes, savings account interest and miscellaneous revenues are all trending ahead of schedule.

Spending by Department is trending below the 41.6% mark, with 5/12 of the fiscal year completed. Department expenditures range from a low of 29.5% in Administration to a high of 40.8% in Technical Services.

As anticipated, the highest total expenditures are reflected in the Personnel category, with 35.8% spent. This month lowest amount of funds expended is from the Capital Outlay category, with expenditures of 10.0%.

An aggregate total of 29.5% of Appropriated Funds has been spent through May. 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 thanked Trustee Miller for his recent memo outlining his thoughts regarding the Internal Assessment suggestions. The Trustees agreed that there needs to be a plan in place for sharing the Internal Assessment ideas with staff, once a determination has been made as to the course that the Board wishes to pursue.

7. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

- (a) Library Director's Report
- (b) Statistics for June, 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 June, 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 REPORT

- (a) Strategic Planning Committee
 - i.) Approval of Minutes of June 22, 2016 Meeting

MOTION Moved by Scholly, seconded by Ruter, to approve the Minutes of the June 22nd Strategic Planning Committee.

Voice vote taken. Scholly and Ruter voted aye. No nays. Kalfas abstained. Motion carried.

- (b) Budget & Finance Committee**
 - i.) Report on Meeting of July 6, 2016**

Budget & Finance Committee Chair Kalfas reviewed the meeting with Village Finance Director, Maggie Bosley, held on July 6th. Bosley reviewed the Library's current Cash Flow balance and forecast scenarios through 2020. The Village's 2017 Budget Workshop will be held on September 12th.

- ii.) Approval of Minutes of July 6, 2016 meeting**

MOTION Moved by Goldstein, seconded by Ruter, to approve the Minutes of the July 6, 2016 Budget and Finance Committee meeting.

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

- iii.) Determine Guidelines for Departmental Budget Presentations**

Budget guidelines for 2017 budget will give Department Heads the latitude to request as much as a 3% increase, if there is a Special Project that is being presented. Each Department Head should provide a one-page narrative and the presentation should not exceed 15 minutes. Any Special Projects should be included in the Department's budget presentation. Special Project narratives may be presented on a separate page of narrative.

- iv.) Set Date for Departmental Budget Presentations**

The Department Heads will present their department's 2017 budget to the Board on Tuesday, August 16th at 6:00 p.m.

- v.) Next Meeting with Maggie Bosley – Tuesday, August 23 at 2:00 PM**

The Budget and Finance Committee will meet with Village Finance Director Maggie

Bosley on Tuesday, August 23 at 2:00 p.m. to prepare the presentation for the Village's Budget Workshop to be held on September 12th.

9. PUBLIC PRESENTATION

None at this time.

10. UNFINISHED BUSINESS

Business Manager Klimusko explained to the Board that the digital recordings for the Executive Sessions from November, 2015 through June, 2016 were lost due to a technology glitch. The tape recorder is being replaced with a better, newer model.

11. NEW BUSINESS

- (a) Presentation from Eric Van Cleven re: Position Reclassification Outcomes and Recommendations

Van Cleven's report was not ready for presentation to the Board and has been rescheduled for Tuesday, August 2, 2016 at 7:00 p.m.

- (b) Approval of Revised Holiday Policy

MOTION Moved by Scholly, seconded by Goldstein, to approve the Revised Holiday Policy as presented.

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

- (d) Approval of Increase to IMRF Sick Time Limit

MOTION Moved by Ruter, seconded by Scholly, to increase the IMRF service hours from 900 hours to 1,800 hours effective January 1, 2017.

Roll call vote taken. Goldstein, Johnson, Ruter, Scholly and Kalfas voted aye. Miller voted nay. Motion carried.

- (e) Authorization to Proceed with Investigation of Photocopy Lease Options and Consolidation of Supplies Purchases

MOTION Moved by Johnson, seconded by Scholly, to move forward with the investigation of photocopy lease options and the consolidation of supplies purchases.

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

(f) Approval of Lyons-Pinner Construction Invoice #3

MOTION Moved by Johnson, seconded by Goldstein, to approve Lyons & Pinner invoice #3 in the amount of \$63,050.00, upon receipt of final acceptance by Dewberry.

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

(g) Approval of IPLAR FY 2015

MOTION Moved by Scholly, seconded by Goldstein, to accept the IPLAR for the year ending December 31, 2015.

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

(h) Approval of Makers Space Grant Agreement

Library Director Novak has had the Library's attorney, Michael Roth, review the Makers Space Grant Agreement. Roth changed paragraph 1.3. The physical space for the Makers Space can be a cart or a mobile unit. The attorney added a cancellation or "opt out" clause, which can be found under the Terms of the Agreement.

IT consultant Rich Kalinski and Youth Services Librarian Beth Kerns will be attending the required Makers Space training in San Francisco August 1st and 2nd. The Board requested that Novak invite Kalinski and Kerns to make a brief presentation highlighting the seminar at the September Board Meeting.

MOTION Moved by Johnson, seconded by Scholly, to approve the Makers Space Grant Agreement as amended by library attorney, Michael Roth.

Roll call vote taken. Goldstein, Johnson, Miller, Scholly, Ruter 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 Johnson, to move to Executive Session per Section 2(c)(1) of the Open Meetings Act – Personnel.

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

The meeting moved to Closed Session at 9:43 p.m.

15. EXECUTIVE SESSION

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

10. NEW BUSINESS

(c) Approval of Reference Staffing Proposal

MOTION Moved by Ruter, seconded by Johnson, to approve the Reference staff proposal as presented.

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 Johnson, seconded by Scholly, to adjourn.

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

The meeting adjourned at 10:04 p.m.

Respectfully submitted,

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