

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES  
A G E N D A  
Meeting Date: June 16, 2016  
7:30 PM**

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

**ABSENT**  
**(Board)**                              **Stella Kalfas**

**PRESENT**                      **Vickie L. Novak, Library Director**  
**(Staff)**                              **Jane Berry, Assistant Director**  
   **Christine Klimusko, Business Manager**

**GUESTS**                              **Nancy Stonis, League of Women Voters**  
   **Teri Room, Department Head, Technical Services**  
   **Sarah Schillerstrom, Village of Glenview, Human Resources Director**

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

**Vice President Scholly called the meeting to order at 7:30 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 May 19, 2016**

**MOTION    Moved by Scholly, seconded by Goldstein, to approve the Minutes of the May 19, 2016 Board Meeting as presented.**

**Voice vote taken. Goldstein, Johnson, Miller, Neymark and Ruter voted aye. No nays. Scholly abstained. Motion carried.**

**Vice President Scholly requested the Agenda be re-ordered at this time.**

**10.       NEW BUSINESS**  
**(c)        Approval of Library Participation in PUSH Incentive Program**

i.) **Presentation/Q&A by Sara Schillerstrom, Village of Glenview**

Sarah Schillerstrom, Human Resources Director for the Village of Glenview, gave a brief overview on the health insurance plan for the Village and the Library. The Village is part of IPBC, which has 80 organizations in the group. IPBC would like its member to focus on employee wellness, as a way to lower healthcare costs. Schillerstrom presented the PUSH Incentive Program. The program is based on incremental health improvements for which employees will be rewarded over time. Incentives can range from \$10 to \$40/month.

**MOTION** Moved by Ruter, seconded by Johnson, to approve the expenditures related to the participation in the Village's PUSH wellness program, as presented by the Village.

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

(a) **Presentation by Teri Room re: Library Website**

Technical Services Department Head, Teri Room, gave the Trustees an overview of the Library's website, including the recent enhancements that have been made to the website and future changes that may be incorporated into a new website.

Room's philosophy is that a website should be an access point to the Library. She feels that a website should make those tasks easy and effortless for the user. The website should also serve as a marketing tool. Room has been working methodically on the changes to the website. She first revised the library's website content. The Library's website was very content heavy. She is working with the Department Heads to eliminate those things that people are not using.

Room is working with Library Graphic Designer, Bronwyn Sill, on design updates for the website. Sill has a dedicated web day, which is Thursday, and is able to spend the entire day working on website design. One of the first design changes that has been made to the website is a font change, which makes the website more up-to-date.

Room anticipates that the library will hire an outside website designer to complete the update to the website. The updated website should be a responsive website that looks good on a cell phone, a tablet and a computer. The goal is to get as much work completed in house as possible, before contracting with an outside web designer.

**4. APPROVAL OF WARRANTS – M. David Johnson**

Trustee Johnson reviewed the Warrants for June 16, 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 Miller, to approve the warrants in the amount of \$207,269.33.

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 April, 2016**

Library Director Novak reviewed the Financial Reports through April, 2016. The beginning 2016 Cash Balance on the Cash Flow Analyses have been modified since the reports last month, as these reflect the final audit journal entries. Due to sound fiscal management, the beginning Cash Balance is \$93,186 higher than projected. Cash and investments fund balances are very solid, given the recent receipt of the first tax distribution of the year. 51.2% of all property taxes have been collected to date. The amount of funds on hand represents 61.31% of the total Budget.

Having completed five months of the fiscal year, 43.4% of total projected revenues have been received. The majority can be attributed to Property Taxes collected for both the current year and prior years.

Spending by Department is trending below the 33.3% mark, with one third of the fiscal year complete. Department expenditures range from a low of 22.6% in Administration to a high of 32.7% in Technical Services. The Transfer to Debt Service for the Bond and Interest payment is included with the April expenditures: \$780,131.00 in interest and \$1,155,000.00 in principal.

As anticipated, the highest total expenditures are reflected in the Personnel category, with 28.4% spent. The lowest amount of funds expended is from the Other Charges category, with expenditures of 0.5%. An aggregate total of 19.9% of Appropriated Funds has been spent in April. 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**

Vice President Scholly received an invitation from Dan Peterson for a round of golf at the Park District Golf Course. It was agreed that each Trustee would respond to the invitation individually. Scholly shared an article she read in The Chicago Tribune. The article stated that every child that signs up for the Chicago Public Library's Summer Reading Program will receive 12 books donated from Bernie's Book Bank.

**7. ACCEPTANCE OF STAFF REPORTS AND STATISTICS**

- (a) Library Director's Report
- (b) Statistics for May, 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 May, 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 Johnson, seconded by Goldstein, to approve the Consent Agenda, as presented.

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

**8. BOARD COMMITTEE REPORTS**

- (a) Strategic Planning Committee
  - i.) Formalize Approval of Memo re: Status Report on Strategic Financial Analysis

The memo was delivered to the Village by Library Director Novak on May 31, 2016. Trustee

Ruter would like the Board to formally accept the report and read it into the Minutes.

**MOTION** Moved by Ruter, seconded by Johnson, to approve the Memorandum regarding the Status Report on Strategic Financial Analysis addressed to the Village dated May 31, 2016 and read it into the meeting minutes, thereby formalizing the response to the Village Trustees.

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

- (b) Budget & Finance Committee
  - i.) Set Meeting Date

Library Director Novak asked the Budget and Finance Committee members to check their schedules. Village of Glenview Finance Director Maggie Bosley has requested a meeting for the first week in July. Several dates were mentioned and Library Director Novak will check with Trustee Kalfas as to what date works with her schedule and will coordinate date and time with the Committee and with Bosley.

## 9. PUBLIC PRESENTATION

Nancy Stonish asked if the July 12<sup>th</sup> Special Board Meeting and the Strategic Planning Committee Meeting scheduled for June 22<sup>nd</sup>, would be open to the public. Library Director Novak confirmed that those meetings would be posted and open to the public.

## 10. UNFINISHED BUSINESS

None at this time.

## 11. NEW BUSINESS

- (b) Approval of Construction Invoice #2 for Lyons & Pinner Electric

**MOTION** Moved by Goldstein, seconded by Ruter, to approve Construction Invoice #2 from Lyons & Pinner in the amount of \$72,000.00.

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

- (d) Consideration of Change to Library Hours on July 4<sup>th</sup> Weekend

Library Director Novak explained that the 4<sup>th</sup> of July falls on a Monday this year. Library Policy states that when a holiday – Memorial Day and Labor Day – falls on a Monday, the Library is closed on the Sunday before the holiday. The Policy states Memorial Day and Labor Day as the two holidays that consistently follow this rule. Every so many years,

Independence Day falls on a Monday. Novak asked the Board if they would agree to close the Library on Sunday, July 3<sup>rd</sup> this year. Novak was asked to revise the Policy to reflect consistency and to submit it at the July Meeting for Board approval.

**MOTION** Moved by Goldstein, seconded by Neymark, to close the library on Sunday, July 3<sup>rd</sup>, in honor of the 4<sup>th</sup> of July.

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

(e) Discussion re: Maker Space Grant – V. Novak

Library Director Novak was contacted by Glenview resident, Karen Stock, last week. The patron's daughter applied for a Maker Space Grant through Infosys. The daughter is a semi-finalist. She chose the Glenview Public Library to be the recipient of the \$10,000 grant award. Novak has been in contact with Infosys to see what the requirements are for the grant. There will be a contract to sign and a training session in San Francisco. Novak will update the Board as more information is available.

(f) Approval of Changes to Circulation Matrix

Library Director Novak noted that the Tech Data Committee has proposed revisions to the Circulation Matrix regarding periodicals.

**MOTION** Moved by Goldstein, seconded by Johnson, to approve the Circulation Matrix revisions, as presented.

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

The meeting moved to closed session at 9:18 p.m.

15. EXECUTIVE SESSION

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

The meeting returned to Open Session at 9:28 p.m.

16. ADJOURNMENT

There being no more items to discuss, Vice President Scholly requested a motion to adjourn.

MOTION Moved by Goldstein, seconded by Johnson, to adjourn.

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

The meeting adjourned at 9:29 p.m.

Respectfully submitted,

Wendy Goldstein  
Secretary, Glenview Public Library  
Board of Trustees