

**REGULAR MEETING OF THE  
GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
March 17, 2016  
7:30 PM**

<b>BOARD</b>	<b>Wendy Goldstein</b>	<b>Stella Kalfas</b>
<b>(Present)</b>	<b>M. David Johnson</b>	<b>John Miller</b>
	<b>Jack Neymark</b>	<b>Allan Ruter</b>
	<b>Ellen Scholly</b>	

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

**GUEST**                    **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) Regular Meeting of February 18, 2016**

**MOTION**    **Moved by Scholly, seconded by Miller, to approve the Minutes of the February 18, 2016 Board Meeting.**

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

**4. APPROVAL OF WARRANTS – E. Scholly**

**Trustee Scholly reviewed the Warrants for March 17, 2016. She found them to be in order and itemized those warrants and checks greater than \$5,000.00.**

**MOTION** Moved by Scholly, seconded by Johnson, to approve the Warrants for March 17, 2016 in the amount of \$196,749.79.

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

**5. EXAMINATION OF FIANCIALS REPORTS AND STATISTICS**

**(a) Revenues, Expenditures and Fund Balances through January, 2016**

Library Director reviewed the cash and investments fund balances and noted that the balances have declined slightly, which is anticipated as we move toward the first tax distribution of the year in March. The amount of funds on hand represents 42.31% of the total Budget. The Grand Total of all cash and investments is \$4,065,847.56.

Revenues are very slim, which is also typical of the first month of the new fiscal year, with a total of \$17,481.73 received (or 0.2%), most of which can be attributed to library fines and fees and non-resident cards.

Spending has been very light thus far. An aggregate total of 2.3% of Appropriated Funds has been spent in January. 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 visited with Former Trustee Arlene Anthony. Anthony says hello and is well.

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

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

**8. BOARD COMMITTEE REPORTS**

- (a) Strategic Planning Committee
  - i.) Approval of Minutes of February 10, 2016 Meeting

**MOTION** Moved by Scholly, seconded by Kalfas, to approve the minutes of the Strategic Planning Committee meeting of February 10, 2016.

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

- ii.) Report on Meeting of March 8, 2016 – A. Ruter

Chairman Ruter reviewed the phone conference that was held on March 8, 2016 with John Huber, of Tulsa, OK. The Strategic Planning Committee members Ruter, Kalfas and Scholly were in attendance, as were Library Director Novak, Assistant Library Director Berry and Business Manager Klimusko. Huber gave a 40 minute presentation, based on his idea of improved service delivery, which will lead to better allocation of resources. Huber suggests that all departments be reviewed during the productivity study.

After the call, Novak noted that it would be very difficult for the library to conduct a comprehensive productivity study based on the major projects already allocated to staff for completion in 2016, coupled with the fact that Huber could not begin the project until Summer of 2016, at which time Trustees and Staff will be deeply

engaged in the budget process. The Committee agreed that the study should coincide with the start of 2017.

Trustee Scholly expressed her concern that Huber's prior clients were larger libraries with multiple locations.

It was agreed that the Trustees would submit questions to Novak that she would compile and forward to Huber. This would allow the Board to have more information before they move forward with the productivity study. Trustee Scholly suggested that the Strategic Planning Committee meet before they present findings to the board. She suggested that Caltigirone be asked the same questions.

iii.) Approval of Recommendation to Proceed with Consultant's Assessment

**MOTION** Moved by Ruter to allow Library Director Novak to move forward in working with John Huber and to determine the scope and sequence for the productivity study. Motion from Committee requires no second.

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

(b) Friends' Recognition Committee  
i.) Report on Meeting of March 15, 2016

Library Director Novak explained that the Friends' Recognition Committee met on Tuesday, March 15. Sadly, Rene Kreer was not chosen as Glenview Citizen of the Year. A reception to recognize Irene Kreer's contributions to the Library and the community will be held on Wednesday, April 13<sup>th</sup> from 3:30 p.m. to 4:30 p.m. in the Community Room. Light refreshments will be served. There will be a few short speeches and the new sign will be unveiled. Invitations will be mailed shortly.

(c) Sponsorship Committee  
i.) Report on Meeting of March 8, 2016

Sponsorship Chair Kalfas, Committee members Ruter and Goldstein met with Library Director Novak, Assistant Director Berry and Business Manager Klimusko on March 8th. Trustee Goldstein did some research regarding library sponsorship programs and presented her findings. There are a number of other libraries that are doing sponsorship programs. Staff will be asked to list two or three key programs

that they think would be good sponsorship opportunities in 2017.

A policy would need to be developed and presented to By Laws and Policies Committee for approval. This initiative will have to be done through the Glenview Public Library Foundation. The Board members will have to be involved and do some of the work. The target date to have the ground work completed is the beginning of 2017. The Foundation will seek corporate and individual sponsors.

ii.) **Approval to Develop Plan for Program Sponsorships**

**MOTION** Moved by Kalfas to allow the Program Sponsorships Committee to develop a sponsorship policy and procedures. Motion from Committee requires no second.

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

**9. PUBLIC PRESENTATION**

None at this time.

**10. UNFINISHED BUSINESS**

None at this time.

**11. NEW BUSINESS**

- (a) **Adoption of Resolution for the Release of Certain Executive Session Minutes into the Public Domain**

**MOTION** Moved by Johnson as recommended by committee to adopt and approve the Resolution for the Release of Certain Executive Session Minutes into the Public Domain dated March 17, 2016. Motion from Committee requires no second.

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

- (b) **Approval of Friends of the Library Wish List – 2016**

The Board discussed the addition of a bench to the Reading Garden. It was agreed that the money would be better spent on other projects at this time.

**MOTION** Moved by Johnson, seconded by Scholly, to approve the 2016 Friends of the Library Wish List Priority 1 items in the amount of \$19,047.00.

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

**(c) Review of Quote for Vinyl Wallcovering**

Library Director Novak obtained a quote for vinyl wallcovering for the second floor south wall in the amount of \$6,875.00. The condition of the south wall was noticed as the Trustees inspected the work done in the second floor Study Rooms. Novak contacted ABL for a quote for the purchase and installation of the wallcovering. Novak noted that this expense was not included in the 2016 budget, but would need to be taken from Contingency. Novak was asked to add this to the April agenda.

**(d) Discussion re: Statistical Summary – A. Ruter**

Trustee Ruter met with Library Director Novak and Assistant Library Director Berry to discuss the layout of the monthly statistical summary that Berry prepares. There were a few enhancements that Ruter suggested that Berry incorporate into the report. The Trustees thought the changes were acceptable. It was also agreed that the report will be moved up in the Board Packet to be immediately behind Library Director Novak's monthly report.

**12. ANNOUNCEMENTS**

**(a) National Library Week, April 10-16**

**13. OTHER**

None at this time.

**14. PUBLIC COMMENTS**

None at this time.

**MOTION** Moved by Ruter, seconded by Goldstein, 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, 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

16. ADJOURNMENT

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

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

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

The meeting adjourned at 9:44 p.m.

Respectfully submitted,

Wendy Goldstein, Secretary  
Glenview Public Library Board of Trustees