

**REGULAR MEETING OF THE  
GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
May 19, 2016  
7:30 PM**

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

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

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

President Kalfas called the meeting to order and the roll was called at 7:32 p.m.

**2.      REPORT OF THE FRIENDS OF THE GLENVIEW PUBLIC LIBRARY**

None at this time.

**3.      APPROVAL OF MINUTES**

**(a)      Regular Meeting of April 21, 2016**

**MOTION**    Moved by Goldstein, seconded by Ruter, to approve the Minutes of the April 21, 2016 Board Meeting as presented.

Voice vote taken. Goldstein, Johnson, Miller, Neymark and Ruter voted aye. Kalfas abstained.

**4.      APPROVAL OF WARRANTS – S. Kalfas**

Trustee Kalfas reviewed the Warrants for May 19, 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 May 19, 2016 in the amount of \$551,012.75.

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

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

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

Library Director Novak reviewed the Financial Reports and Statistics through March 31, 2016. Cash and investment balances are improving as the receipt of the first tax distribution for the year occurred in March. 50% of all property taxes have been collected to date. The amount of funds on hand represents 70.37% of the total Budget.

With the completion of the first quarter of the fiscal year, the Library has collected 43% of all total projected revenues. The majority can be attributed to Property Taxes collected for both the current year and prior years. Revenues from non-resident cards, lost and paid materials, video rentals and interest on savings are also trending ahead of projected amounts.

Spending still continues to be light. Department expenditures range from a low of 13.3% in Administration to a high of 20.7% in Technical Services.

An aggregate total of 12.4% of Appropriated Funds has been spent in March.

Appropriated Funds include 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 shared an article she recently read. The article stated that library revenues are not increasing through tax levies. The article suggests that each trustee write 10 letters to friends requesting donations. It also mentions raising funds through an annual gala. The article also mentioned that several Friends of the Library organizations contribute \$100,000 to \$150,000 to their corresponding libraries. President Kalfas would like more financial information from the Friends of the Glenview Public Library. The Library's Fundraising Policy should be completed before the end of 2016 and the Fundraising Committee should begin a fund raising campaign in 2017.

President Kalfas will not be at the June Board Meeting. Trustee Johnson agreed to review the June warrants for Kalfas, and she will review the July warrants in return.

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

- (a) Library Director's Report
- (b) Statistics for April, 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 April, 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 Neymark, seconded by Goldstein, to accept the Consent Agenda as presented.

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

**8. BOARD COMMITTEE REPORTS**

- (a) Strategic Planning Committee
  - i. Report on Meeting of May 12, 2016

Committee Chairman Ruter reported on the Strategic Planning Committee meeting held on Thursday, May 12<sup>th</sup>. The Committee spent the majority of the meeting reviewing the results of the Internal Assessment. The document includes 98 ideas/suggestions from staff. Ruter commended Staff for their thoroughness and the creativity that went into the development of the Internal Assessment ideas.

ii. Status Report of Internal Assessment Process

The Committee will meet on June 22<sup>nd</sup> to further review and discuss the Internal Assessment.

iii. Discussion re: Report to the Village Board of Trustees

The Board agreed as to the content and format of the report. The report may include mention of the financial status to date, the internal assessment, the external assessment and the Strategic Plan. Library Director Novak will prepare the report and forward to the Trustees for their edits and comments. The report will be sent to the Village on Tuesday, May 31<sup>st</sup>.

iv. Set Date for Special Meeting

A Special Board Meeting will be held on Tuesday, July 12<sup>th</sup> at 7:00 p.m. in the Conference Room to review the Internal Assessment reports and consider the implications for the budget cycle.

9. PUBLIC PRESENTATION

None at this time.

President Kalfas requested that the agenda be re-ordered at this time.

11. NEW BUSINESS

(b) Report on J. Huber & Associates Reference Check

At last month's Board meeting, the Board discussed the possible engagement of John Huber to prepare an External Assessment in 2017. Library Director Novak was asked to contact the references supplied by Huber and report back to the Board at the May meeting. Library Director Novak distributed a summary of those discussions.

**10. UNFINISHED BUSINESS**

- (a) **Motion to Engage the Services of J. Huber & Associates for FY 2017**

**MOTION** Moved by Johnson, seconded by Goldstein, to take the motion from the table.

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

**MOTION** Moved by Ruter, seconded by Johnson, to engage J. Huber and Associates to perform an External Assessment in FY 2017.

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

**11. NEW BUSINESS**

- (a) **Approval of Construction Invoice #1 for Lyons & Pinner Electric**

**Invoice #1 from Lyons & Pinner Electric for the work on the generator has been included in the board packet for the Board's review and approval. The architect has reviewed and signed off on the work specified in the invoice.**

**MOTION** Moved by Goldstein, seconded by Ruter, to approve Construction Invoice #1 from Lyons & Pinner Electric in the amount of \$31,500.00.

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

- (c) **Approval of Capital Assets Policy**

**Novak explained that the auditors are recommending that both the Village and the Library adopt a Capital Assets Policy which formalizes what has been done for some time. The Village adopted a similar Policy recently. Finance Director Bosley has suggested the wording for this Policy, based upon the Village's Policy.**

**MOTION** Moved by Goldstein, seconded by Ruter, to approval the Capital Assets Policy as presented.

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

**9. Approval of Renewal of Intergovernmental Agreement with Glenview Park District**

Novak pointed out the changes to the Agreement, which include some enhancements for both the Library and the Park District.

**MOTION** Moved by Goldstein, seconded by Ruter, to approve the renewal of the Intergovernmental Agreement with the Glenview Park District.

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

**(e) Approval of Change Order #2 – Generator Project**

**MOTION** Moved by Johnson, seconded by Goldstein, to approve Change Order #2 – Generator Project for the addition of two (2) concrete bollards in the amount of \$1,550.00.

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

**(f) Election of Board Officers**

President Kalfas noted that the Board needs to elect Officers for the 2016-2017 term. Each Officer agreed to serve another one year term.

**MOTION** Moved by Johnson, seconded by Ruter, to re-elect the current slate of Board officers by Affirmation.

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

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

The meeting moved to closed session at 9:35 p.m.

**15. EXECUTIVE SESSION**

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

**16. ADJOURNMENT**

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

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

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

The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Wendy Goldstein, Secretary  
Glenview Public Library Board of Trustees