

REGULAR MEETING OF THE
GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Thursday, November 17, 2016

7:30 PM

PRESENT:
(Board)

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

PRESENT:
(Staff)

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

GUESTS:

Nancy Stonish, League of Women Voters
Brian Warzinik, Library Patron

1. CALL TO ORDER AND ROLL CALL

President Kalfas called the meeting to order at 7:33 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 October 20, 2016

MOTION Moved by Johnson, seconded by Goldstein, to approve the Minutes of the October 20, 2016 Board Meeting.

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

4. APPROVAL OF WARRANTS – E. Scholly

Trustee Scholly reviewed the Warrants for November 20, 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 November 17, 2016 in the amount of \$1,428,717.00.

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

5. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

a. Revenues, Expenditures and Fund Balances through September, 2016

Cash and investments fund balances are healthy nine months through the fiscal year. The amount of funds on hand represents 61.96% of the total Budget.

Having completed nine months of the fiscal year, 85.8% of total projected revenues have been received. This includes 99.2 % of the current year's property taxes.

Spending by department is trending below the 75.0% mark at 67.1%, with the first three quarters of the fiscal year completed. Department expenditures range from a low of 57.3% in Reference to a high of 90.3% in Building & Grounds.

The highest total expenditures are reflected in the Personnel category, with 69.3% spent. This month lowest amount of funds expended is from the Other Charges category, with expenditures of 20.0%.

An aggregate total of 56.9% of Appropriated Funds has been spent through September. 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 recapped the 2017 Budget Presentation to the Village's Board of Trustees on November 1st.

7. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

- a. Library Director's Report
- b. Statistics for October, 2016
- c. Electronic Statistics from October, 2016
- d. Library Website Electronic Usage
- e. MyPC Reservation Service
- f. Electronic Payment Transaction
- g. Inter Library Loan
- h. Monthly Vending Summary from Mark Vend
- i. Drive-Up Window Usage
- j. 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
- k. Report from Associated Technology Partners
- l. Press Releases
- m. Miscellaneous Speak Ups
- n. Correspondence

MOTION Moved by Goldstein, seconded by Ruter, to approve the Staff Reports and Statistics as presented.

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

8. BOARD COMMITTEE REPORTS

None at this time.

9. PUBLIC COMMENTS

Brian Warzinik addressed the Trustees. He would like to obtain a Glenview library card, even though he is not a resident of Glenview. He lives "al fresco" but uses the Glenview Library often. After much discussion, the Trustees agreed that Warzinik would be permitted to view DVDs within the Library. They asked Library Director Novak to check with the Library attorney regarding this matter.

10. UNFINISHED BUSINESS

a. Approval of the Unattended Children Policy

Slight revisions in wording were made to the Unattended Children Policy following last month's meeting. The Board felt the proposed verbage was more appropriate.

MOTION Moved by Johnson, seconded by Scholly, to move the Unattended Children Policy from the table.

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

MOTION Moved by Goldstein, seconded by Johnson, to approve the Unattended Children Policy, as amended.

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

11. NEW BUSINESS

a. Discussion re: Review of Closed Session Minutes – E. Scholly and W. Goldstein

Trustee Scholly and Trustee Goldstein shared a concern they came across when performing the 6 month review of Closed Session Meeting minutes. Library Director Novak has requested additional Closed Session Minute review Guidelines from Library Attorney, Mike Roth, which she will share with the Trustees when she receives a response from Roth.

b. Adoption of "A Resolution Authorizing the Release of the Minutes of Certain Closed Session Meetings"

MOTION Moved by Committee to Adopt the Resolution Authorizing the Release of the Minutes of Certain Closed Session Meetings.

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

c. Acceptance of LIRA Insurance Renewal Package, 2017

MOTION Moved by Johnson, seconded by Goldstein, to approve the LIRA Insurance Renewal Package for 2017.

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

d. Presentation of “State of the Library’s Technology” Status Report
The Trustees reviewed and accepted Rich Kalinski’s “State of the Library’s Technology” report. They commended Kalinski on the new format, which was much more readable.

e. Consideration and Approval of the Friends’ Wish List

MOTION Moved by Johnson, seconded by Ruter, to approve the 2017 Friends’ Wish List proposal.

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

12. ANNOUNCEMENTS

None at this time.

13. OTHER

Trustee Ruter requested the December Board Meeting begin at 6:30 p.m. The Trustees agreed to the request.

Trustee Johnson recalled an issue with the StarFort Financial meeting held at the Library last month. Their marketing postcard implied that the program was sponsored by the Library. Johnson wanted to ensure that the Library notifies groups when reserving a Meeting Room that they must state in their marketing materials that the Library does not endorse or sponsor the group. Library Director Novak explained that the Meeting Room Use Guidelines state that marketing tools should state that the Library is not sponsoring or hosting the event. In this case, the Guidelines were not followed. The Board did not feel that a change to the Guidelines was needed at this time.

14. PUBLIC COMMENTS

Guest Warzinik suggested the Library look into Quick Review cards.

MOTION Moved by Johnson, 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 8:59 p.m.

15. EXECUTIVE SESSION

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

The meeting returned to Open Session at 9:11 p.m.

16. ADJOURNMENT

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

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

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

The meeting adjourned at 9:12 p.m.

Respectfully submitted,

Wendy Goldstein, Secretary
Glenview Public Library
Board of Trustees