

**Glenview Public Library  
Board of Trustees  
Minutes  
October 20, 2016**

**PRESENT:** Wendy Goldstein Stella Kalfas  
**(Board)** M. David Johnson Jack Neymark  
John Miller Ellen Scholly

**ABSENT:** Allan Ruter  
**(Board)**

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

**GUESTS:** Nancy Stonish, League of Women Voters  
Nick Bubnovich, Glenview Resident

**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.

As a Point of Order, Trustee Johnson requested the Agenda that explains to the public when they are allowed to comment be available at the monthly board meeting.

**3. APPROVAL OF THE MINUTES**

a. Special Meeting of September 8, 2016

**MOTION** Moved by Miller, seconded by Goldstein, to approve the Minutes of the Special Meeting of September 8, 2016.

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

**b. Regular Meeting of September 15, 2016**

**MOTION** Moved by Goldstein, seconded by Neymark, to approve the Minutes of the September 15, 2016 Board Meeting.

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

**4. APPROVAL OF WARRANTS – J. Neymark**

Trustee Neymark reviewed the Warrants for October 20, 2016. He found them to be in order and itemized those warrants and checks greater than \$5,000.00.

**MOTION** Moved by Neymark, seconded by Johnson, to approve the Warrants for October 20, 2016 in the amount of \$157,894.91.

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

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

**a. Revenues, Expenditures and Fund Balances through August, 2016**

Cash and investments fund balances are very healthy eight months into the fiscal year. The amount of funds on hand represents 71.94% of the total Budget. This puts the library on solid fiscal ground, as the second installment of the real estate taxes is being collected.

Having completed eight months of the fiscal year, 84.8% of total projected revenues have been received. This includes 98.3% of the current year's property taxes. Non-resident fees, lost and paid, photocopy fees, interest on savings and Personal Property Replacement Tax are all trending ahead of schedule.

Spending by department has been conservative as we enter the second half of the fiscal year. Department expenditures range from a low of 49.1% in Reference to a high of 81.0% in Building & Grounds Maintenance.

The highest total expenditures are reflected in the Capital Outlay category, with 62.7% spent. The lowest amount of funds expended is from the Other Charges category, with expenditures of 19.9%.

An aggregate total of 48.8% of Appropriated Funds has been spent through August. 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 is working on the 2017 Budget Presentation, to be presented at the Village of Glenview's Board of Trustees meeting November 1<sup>st</sup>.

## 7. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

- a. Library Director's Report
- b. Statistics for September, 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 from September, 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 Miller, to approve the Staff Reports and Statistics as presented.

The Trustees noted that coffee vending machine located in the Lobby is not working properly. Library staff is working with the current vendor and looking at other vendors to alleviate the issues.

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

8. BOARD COMMITTEE REPORTS

a. Per Capita Grant Review Committee

i. Report on Meeting of September 19, 2016

Trustee Miller summarized the Per Capita Grant Review meeting of September 19<sup>th</sup>. Library Direct Novak, Assistant Library Director Berry, Trustee Miller and Trustee Neymark met and reviewed *Serving Our Public 3.0 Standards for Illinois Public Libraries*, Chapter 6, Access. They agreed that the library meets the requirements as listed in Chapter 6.

b. Policy Committee

i. Approval of Minutes of September 25, 2016

MOTION Moved by Goldstein, seconded by Neymark, to approve the Minutes of the Policy Committee meeting of September 25, 2016.

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

ii. Recommend Approval of the Following Policies:

1. Unattended Children

MOTION Moved by Johnson to table the Unattended Children Policy at this time.

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

2. Revocation of Library Privileges

MOTION Moved by Committee to approve the Revocation of Library Privileges Policy, as amended.

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

3. Hiring/Conflicts of Interest

MOTION Moved by Committee to approve the Hiring/Conflicts of Interest Policy, as amended.

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

9. PUBLIC COMMENTS

None at this time.

10. UNFINISHED BUSINESS

None at this time.

11. NEW BUSINESS

- a. Approval of Associated Technology Partners Contract for 2017

MOTION Moved by Johnson, seconded by Goldstein, to approve the Associated Technology Partners Contract for 2017, as presented.

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

- d. Appoint Trustees to Conduct Review of Executive Session Minutes

Trustees Goldstein and Scholly volunteered to conduct the six month review the Executive Session Minutes.

- e. Discussion re: Christmas & New Year's Holiday Closures

The Board reviewed the Library's Holiday Closing Policy and agreed that, per the Policy, the Library will be closed Saturday, December 24, 2016, Sunday, December 25, 2016 and Monday, December 26, 2016 as well as Sunday, January 1, 2017 and Monday, January 2, 2017.

- f. Discussion re: Damage to Library Elevator

Assistant Library Director Berry explained that there have been several occasions, as a result of passengers jumping in the elevator, that the elevator has been disabled and becomes "stuck." The Fire Department must come and rescue those people stuck on the elevator. The Library must call the elevator company to repair the elevator. Unfortunately, there is a cost in repairing the elevator.

Library Director Novak and Assistant Library Director Berry would like to know if the Trustees would like to pursue reimbursement from those that cause the interruption of elevator service. The Trustees had questions and discussed several scenarios. Trustee Johnson recommended that this issue be referred to the Policy Committee for further investigation and review in early 2017.

**12. ANNOUNCEMENTS**

- a. Staff Training Day – October 28, 8:30 a.m. to 4:30 p.m.

The annual Staff Training Day will be held Friday, October 28<sup>th</sup>, from 8:30 a.m. to 4:30 p.m. Trustees are invited to attend. Please complete the lunch selection form included in your handouts and return to Business Manager Klimusko.

- b. Village Budget Presentation – November 1 at 7:00 p.m.

The Library's 2017 Budget will be presented to the Village of Glenview Board of Trustees at the Village's November 1<sup>st</sup> Board Meeting.

**13. OTHER**

Trustee Miller attended ILA Trustee Day today. He found the programs to be very informative.

**14. PUBLIC COMMENTS**

None at this time.

**MOTION** Moved by Johnson, seconded by Goldstein, to move to Executive Session Per Section 2(c)(1) of the open Meetings Act – Personnel and Per Section 2(c)(21) of the Open Meetings Act – Executive Session Minutes Review.

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

The meeting moved to closed session at 8:50 p.m.

**15. EXECUTIVE SESSION**

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

**b. Per Section 2(c)(21) of the Open Meetings Act – Executive Session Minutes**

The meeting returned to Open Session at 9:25 p.m.

**MOTION** Moved by Johnson, seconded by Miller, to approve the Executive Session Minutes of November 19, 2015; December 17, 2015; February 18, 2016; March 17, 2017; May 19, 2016; and June 16, 2016, as presented.

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

**MOTION** Moved by Johnson, seconded by Miller, to not release the Executive Session Minutes of November 19, 2015; December 17, 2015; February 18, 2016; March 17, 2016; May 19, 2016; and June 16, 2016.

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

**11. NEW BUSINESS**

**b. Approval of Certain Internal Assessment Ideas**

**MOTION** Moved by Johnson, seconded by Goldstein, to approve certain personnel actions recommended by the Internal Assessment process, as well as the portions of the budget being proposed for Fiscal Year 2017 relating to these personnel actions.

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

**c. Approval of Position Reclassification Recommendations**

**MOTION** Moved by Johnson, seconded by Goldstein, to approve the Position Reclassification recommendations, which include the revised Salary Ranges, the reclassification of certain positions per review by the JIQ committee and the consultant and the revisions necessitated by the Fair Labor Standards Act.

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

**16. ADJOURNMENT**

**There being no more 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 9:30 p.m.**

**Respectfully submitted,**

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