

**REGULAR MEETING OF THE
GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES**

Minutes

Thursday, September 15, 2016

7:30 PM

PRESENT (Board)	Stella Kalfas M. David Johnson Jack Neymark	Ellen Scholly Wendy Goldstein Allan Ruter
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ABSENT	John Miller
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PRESENT (Staff)	Vickie L. Novak, Library Director Jane Berry, Assistant Library Director Christine Klimusko, Business Manager
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GUESTS	Nancy Stonish, League of Women Voters Kathy Vega, Glenview Resident Rich Kalinski, IT Consultant, ATP Beth Kerns, Youth Services Librarian
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1. CALL TO ORDER AND ROLL CALL

President Kalfas called the meeting to order at 7:31 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) **Special Meeting of August 16, 2016**

MOTION Moved by Scholly, seconded by Neymark, to approve the Minutes of the Special Board Meeting of August 16, 2016.

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

(b) Regular Meeting of August 18, 2016

MOTION Moved by Goldstein, seconded by Ruter, to approve the Minutes of the August 18, 2016 Board Meeting.

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

President Kalfas reordered the Agenda at this time.

11. NEW BUSINESS

(a) Presentation from Beth Kerns and Rich Kalinski re: MarkerSpace Grant Training

Librarian Beth Kerns and IT Consultant Rich Kalinski presented a summary of their recent trip to San Francisco for MarkerSpace Grant Training sponsored by InfoSys. On the first day of the trip, Kerns and Kalinski attended a variety of workshops on Pier 9, as guests of Auto Desk. The second day they went to the Exploratorium Museum. There were Tinker Spaces for visitors. Occasionally museum staff builds prototypes in the tinker space and visitors are able to watch as the displays are being thought out and created.

Kalinski noted that Auto Desk software is available free of charge. Tinker Cad is a lower grade CAD software the Library is considering to make available to patrons. The Tinker Cad software would be one way to create product with the 3D printer that was donated to the library.

Youth Services is planning a Family Tinkering Night during Christmas break. There are many directions that the Library can pursue in the Makerspace movement. The Trustees thanked Kerns and Kalinski for their informative presentation.

4. APPROVAL OF WARRANTS

Trustee Neymark reviewed the Warrants for September 15, 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 September 15, 2016 in the amount of \$181,228.70.

Roll call vote taken. Goldstein, Johnson, 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 July, 2016

Cash and investments fund balances are solid seven months into the fiscal year. The amount of funds on hand represents 54.21% of the total Budget. This puts the library on solid fiscal ground, as the second tax collections have begun trickling in.

Having completed seven months of the fiscal year, 58.9% of total projected revenues have been received. This includes 67.6% of the current year's property taxes. Photocopy revenues, video fees and rental fees are trending ahead of schedule, as is Personal Property Replacement Tax.

Spending by department has been conservative as we enter the second half of the fiscal year. Department expenditures range from a low of 43.8% in Reference to a high of 57.2% in Technical Services.

The highest total expenditures are reflected in the Contractual category, with 52.7% spent. The least amount of funds expended is from the Other Charges category, with expenditures of 26.6%.

An aggregate total of 42.6% of Appropriated Funds has been spent through July. 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

None at this time.

7. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

- (a) Library Director's Report**
- (b) Statistics for August, 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 August, 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 Neymark, to approve the Consent Agenda as presented.

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

8. Board Committee Reports

- (a) Budget & Finance Committee
 - i.) Approval of Minutes of August 23, 2016 Meeting

MOTION Moved by Goldstein, seconded by Johnson, to approve the Minutes of the August 23, 2016 Budget & Finance Committee meeting.

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

- (b) POLICY COMMITTEE
 - i.) Set Meeting Date

Chairman Goldstein will review her calendar and email available dates to Committee members and determine a meeting date prior to the October Board Meeting.

9. PUBLIC PRESENTATION

None at this time.

10. UNFINISHED BUSINESS

(a) Consideration of Proposal for Vinyl Wall Covering

The board packet includes a quote from ABL for the vinyl wall covering for the wall at the south end of the Reference Department. Library Director Novak distributed a proposed long range (three year) plan for the balance of library areas that should be covered in vinyl wall covering. The board weighed the pros and cons of painting versus vinyl wall coverings, the longevity of wall coverings and the ease of cleaning the wall coverings.

MOTION Moved by Goldstein, seconded by Scholly, to approve purchase and installation of vinyl wall cover in the amount of \$7,075.00 as proposed by ABL for the wall at the south end of the Reference Department.

Roll call vote taken. Goldstein, Johnson, Neymark and Scholly voted aye. Ruter and Kalfas voted nay. Motion carried.

President Kalfas requested that the Agenda be reordered at this time and move to Executive Session.

MOTION Moved by Ruter, seconded by Neymark, to move to Executive Session per Section 2(c)(1) of the Open Meetings Act – Personnel.

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

The meeting moved to Closed Session at 8:40 p.m.

15. EXECUTIVE SESSION

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

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

11. NEW BUSINESS

(b) Approval of Certain Internal Assessment Ideas

MOTION Moved by Ruter, seconded by Johnson, to table the approval of Certain Internal Assessment Ideas until the October, 2016 Board Meeting.

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

(c) Review of Proposed FY 2017 Budget

The Trustees reviewed the proposed FY2017 Budget. There was consensus among the Trustees to move \$25,000 from Administration's Contingency budget line to Administration's Building Maintenance budget line. Director Novak will confer with Maggie Bosley to determine the best way to handle this in the 2017 budget.

12. ANNOUNCEMENTS

None at this time.

13. OTHER

None at this time.

14. PUBLIC COMMENTS

None at this time.

16. ADJOURNMENT

There being no additional business to be brought before the Board, President Kalfas requested a motion to adjourn.

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

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

The meeting adjourned at 9:42 p.m.

Respectfully submitted,

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