

GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES

A G E N D A

Meeting Date: October 20, 2016

7:30 PM

Glenview Public Library

Conference Room

Public participation is encouraged. The public may comment on the agenda items or sub-items marked with an asterisk (*). If you wish to comment on a given item or sub-item, please fill out a Public Participation Request and place it in the box before the start of the meeting. Please fill out a separate form for each item or sub-item you wish to address. Your comments will be limited to a maximum of three minutes on any given item or sub-item.

Members of the public may also make comments, regarding items not on the regular agenda, at the point on the agenda labeled Public Comments. Such comments will also be limited to a maximum of three minutes each.

In addition, members of the public may also make longer presentations, regarding items not on the regular agenda, at the point on the agenda labeled Public Presentation. These shall be scheduled by pre-arrangement with the Library Director two weeks in advance of the meeting at which the presentation is to be made. Such presentations shall be limited to a maximum of 10 minutes each. A maximum of one presentation per meeting will be allowed, and such presentations will be scheduled on a first-come/first-serve basis.

1. **Call to Order & Roll Call**
2. **Report of the Friends of the Glenview Public Library**
3. **Approval of Minutes**
 - * (a) **Special Meeting of September 8, 2016**
 - * (b) **Regular Meeting of September 15, 2016**
4. *** Approval of Warrants – J. Neymark**
5. **Examination of Financial Reports and Statistics**
 - * (a) **Revenues, Expenditures and Fund Balances through August, 2016**

6. * President's Report
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 for 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
8. Board Committee Reports
 - (a) Per Capita Grant Review Committee
 - i.) Report on Meeting of September 19, 2016
 - (b) Policy Committee
 - i.) Approval of Minutes of September 25, 2016
 - ii.) Recommend Approval of the Following Policies
 - a. Unattended Children
 - b. Revocation of Library Privileges
 - c. Hiring Conflicts of Interest
9. * Public Presentation
10. * Unfinished Business

11. *** New Business**
 - (a) **Approval of Associated Technology Partners Contract for FY2017**
 - (b) **Approval of Certain Internal Assessment Ideas**
 - (c) **Approval of Position Reclassification Recommendations**
 - (d) **Appoint Trustees to Conduct Review of Executive Session Minutes**
 - (e) **Discussion re: Christmas & New Year's Holiday Closures**
 - (f) **Discussion re: Damage to Library Elevators**

12. **Announcements**
 - (a) **Staff Training Day – October 28, 8:30 a.m. to 4:30 p.m.**
 - (b) **Village Budget Presentation – November 1st at 7:00 p.m.**

13. *** Other**

14. *** Public Comments**

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**

16. **Adjournment**