

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES**

**A G E N D A**

**Meeting Date: November 19, 2015**

**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) Regular Meeting of October 22, 2015
4. \* Approval of Warrants – J. Miller
5. Examination of Financial Reports and Statistics
  - \* (a) Revenues, Expenditures and Fund Balances through September, 2015
6. \* President's Report
7. Acceptance of Staff Reports and Statistics
  - (a) Library Director's Report
  - (b) 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
  - (c) Report from Associated Technology Partners
  - (d) Statistics for October, 2015
  - (e) Electronic Statistics for October, 2015
  - (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) **Building & Grounds Committee – M. David Johnson, Chair**
    - i.) **Report on Meeting of November 16, 2015**
      - a. **Approval of Committee Recommendation re: Generator**
      - b. **Committee Recommendation re: Painting Guide Lines on Parking Wall Cap**
9. **\* Public Presentation**
10. **\* Unfinished Business**
- (a) **Discussion re: Library Book Drops after Hours – A. Ruter**
11. **\* New Business**
- (a) **Discussion re: Village Board Meeting & Development of Final Operating Budget**
  - (b) **Review & Approval of 2015/2016 Memorandum of Understanding with Village of Glenview**
  - (c) **Approval of Insurance Renewal**
  - (d) **Glenview Public Library – Recipient of Star Library Award**
  - (e) **Discussion re: iPad Data Plan – W. Goldstein**
  - (f) **ILA Conference Report – J. Miller**
  - (g) **Consideration of Request for Use of Community Room from North Shore Village**
  - (h) **Review of Library Donor Brochure**

- (i) Approval of 2016 Library Board Meeting Dates
- (j) Approval of Quote from ABL for Vinyl Wallcovering

12. Announcements

13. \* Other

14. \* Public Comments

15. Executive Session

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

16. Adjournment