

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES**

**A G E N D A**

**Meeting Date: March 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. \* Public Comments
3. Report of the Friends of the Glenview Public Library
4. Approval of Minutes
  - (a) Regular Meeting of February 19, 2015
5. \* Approval of Warrants – S. Kalfas
6. Examination of Financial Reports and Statistics
  - \* (a) Revenues, Expenditures and Fund Balances through January, 2015
7. \* President's Report
8. 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.) Head of Reader Services
    - v.) Head of Reference Services
    - vi.) Head of Technical Services /IT Progress Summary
    - vii.) Head of Youth Services
  - (c) Report from Associated Technology Partners
  - (d) Statistics for February, 2015
  - (e) Electronic Statistics for February, 2015
  - (f) Library Website Electronic Usage
  - (g) MyPC Reservation Service
  - (h) Interlibrary Loan Graph
  - (i) Electronic Payment Transactions
  - (j) Monthly Vending Summary from Mark Vend
  - (k) Drive-Up Window Usage
  - (l) Press Releases
  - (m) Miscellaneous Speak Ups
  - (n) Correspondence
9. Board Committee Reports
10. \* Public Presentation
11. \* Unfinished Business
12. \* New Business
- (a) Appoint Trustees to Conduct Review of Executive Session Minutes
  - (b) Approval of Friends of the Library Wish List Requests
  - (c) Appraisal of Friends' Navajo Rug – J. Berry
  - (d) Discussion re: July 4<sup>th</sup> Holiday
13. Announcements
- (a) National Library Week 2015 Proclamation by Village Board
  - (b) LACONI Trustee Banquet – Friday, April 17, 6:00 PM – 9:00 PM, at Alta Villa in Addison, IL
  - (c) Glenview Civic Awards Dinner – Friday, April 17, North Shore Country Club
14. \* Other
15. Executive Session
- (a) Per Section 2(c) 1 of the Open Meetings Act – Personnel

## 16. Adjournment