

GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES

A G E N D A

Meeting Date: May 21, 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 April 16, 2015
5. * Approval of Warrants – M. David Johnson
6. Examination of Financial Reports and Statistics
 - * (a) Revenues, Expenditures and Fund Balances through March, 2015
 - * (b) IMET Recovery Status Spreadsheet
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.) Information Technology
- v.) Head of Reader Services
- vi.) Head of Reference Services
 - a.) Money Smart Week Report – C. Miller
- vii.) Head of Technical Services /IT Progress Summary
- viii.) Head of Youth Services
- (c) Report from Associated Technology Partners
- (d) Statistics for April, 2015
- (e) Electronic Statistics for April, 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
 - i.) Letter to V. Novak from Eleanor Sorenson
 - ii.) Letter to J. Black from Donna Manning
 - iii.) Letter to Washington School Students from V. Novak re: Local Government Study Questions

9. Board Committee Reports

10. * Public Presentation

11. * Unfinished Business

12. * New Business

- (a) Administer Oath of Office to Trustees M. David Johnson and John Miller
- (b) Adoption of Resolution Authorizing the Release of Minutes of Certain Closed Session Meetings for Public Inspection
- (c) Review of Revised Procedures for the Selection of New Trustees
- (d) Election of Board Officers
- (e) Discussion re: Format of Department Head Reports
- (f) Discussion re: Review/Update Plaques for Conference Room
- (g) Approval of Revised Circulation Matrix

13. Announcements

14. * Other

15. Executive Session

- (a) Per Section 2(c)(1) and 2(c)(3) of the Open Meetings Act – Personnel & Selection of a Person to Fill a Public Office**

16. Adjournment