

Glenview Public Library Board of Trustees

Meeting Minutes

January 18, 2024, 6:30 PM

Glenview Public Library

Community Room

Board Members Present:

Tom Blanchard, Carol Schmitt, Winifred Clonts, M. David Johnson, Ruth Rosenblum, Sara Spitz, Kathy Vega

Staff Members Present:

Lindsey Dorfman - Executive Library Director, Teri Room - Deputy Director, Christine Klimusko – Business & Finance Director, Georgia Delis – HR Coordinator

Guests Present: Debra Graves from the League of Women Voters; Toby Olsen and Jacob Cournoyer from OPN architects, attending remotely via Zoom.

1. Call to Order and Roll Call

President Rosenblum called the meeting to order at 6:30 p.m. and the roll was called.

2. Approval of Minutes

a. Approval of the Minutes of the December 19, 2023 Board Meeting

Motion:

Moved by Trustee Schmitt, seconded by Trustee Rosenblum, to approve the regular meeting minutes of December 19, 2023.

Voice vote:

Ayes: Seven. **Nays:** None. Motion carried.

3. Public Comment

None.

President Rosenblum re-ordered the agenda at this time.

12. New Business

a. Presentation: Space Improvement Project Master Plan

Toby Olsen and Jacob Cournoyer from OPN architects presented the Space Improvement Project Master Plan via Zoom to the Library Board. They gave a detailed presentation about the design process. They worked with the core group to complete the final version of the Master Plan. The trustees and director Dorfman had an extensive discussion

about their thoughts about the presentation and Master Plan. The trustees expressed willingness to move forward with the next steps for phase one of the master plan.

Returned to the regular agenda order at this point.

4. Approval of January 2024 Warrants

a. Warrant Summary

b. Warrants Greater than \$5,000

Trustee Vega moved to approve the warrants and checks of January 18, 2024, and listed those warrants and invoices greater than \$5,000.00.

Moved by Trustee Vega, seconded by Trustee Schmitt, to approve the warrants of January 18, 2024, in the amount of \$217,977.00.

Roll call vote taken:

Ayes: Trustees Blanchard, Schmitt, Clonts, Johnson, Rosenblum, Spitz, Vega **Nays:** None.

Motion carried.

5. Examination of Financial Reports and Statistics

a. Fund Income Statements November 2023

b. November 2023 Cash Flow Report

c. Cash and Investment Balances

Business & Finance Director Klimusko reviewed the Library's financials for the month of November. Total revenue through November is \$6,731,981.55 or about 77.51% of the Library's 2023 budgeted revenue.

Year to date expenditures total \$6,733,786.55 or 77.55% of the budget.

The Library's Operating Fund Cash balance as of November 30 is \$5,299,827 and the Library will remain in compliance with the Operating Fund Policy of 2 months of expenses on hand at this time. Cash & Investments total \$5,988,174.07

6. President's Report

Deferred until next meeting due to the length of meeting.

7. Legislative Update

None.

8. Foundation Update

None

9. Friends Update

None.

10. Acceptance of Staff Reports and Statistics

a. Library Director's Report

Executive Director Dorfman highlighted the increase in listens to the library podcast, which was listened to 831 times this past year. Additionally, she described how the Library is focusing on information and media literacy this month. A blog post about it by the communications team and three librarians were featured in this season's Spark to show the face of the information specialists in the Library. Dorfman described the programs we have running and the importance of such initiatives before the 2024 elections.

b. Statistical Summary

Executive Director Dorfman highlighted that program statistics increased by 83%, driven by youth program attendance. She described the Library's outreach efforts and how they are helping boost program attendance. She also noted that building visits are down 23%, patron questions are also reduced, but that website visits are up. Trustee Schmitt noted that from her experience we have many signups for programs, but also many don't attend the program. This resulted in a discussion by the board and Deputy Director Room of the issue of no-shows for Library programs, what steps the Library is taking to help alleviate the issue and whether there were other ways to reduce the issue.

c. 2019 vs. 2023 Report

d. Quarterly Innovation Services Report

Moved by Trustee Vega, **Seconded by** Trustee Rosenblum, to accept staff reports and statistics.

Voice vote taken:

Ayes: Seven. **Nays:** None. **Motion carried.**

11. Committee Reports

None.

12. Unfinished Business

a. Approval: 2023 Parking Easement Contract with AT&T

Moved by Trustee Johnson, **Seconded by** Trustee Spitz to approve the 2023 Parking Easement Contract with AT&T.

Roll call:

Ayes: Trustees Blanchard, Schmitt, Clonts, Johnson, Rosenblum, Spitz, Vega **Nays:** None.
Motion Carried

13. New Business

b. Approval: Resolution of Annual Determination to Library System Regarding Provision of Library Services to Non-Residents

Director Dorfman briefly explained the program.

Moved by Trustee Johnson, **Seconded** by Trustee Schmitt to approve the Resolution of Annual Determination to Library System Regarding Provision of Library Services to Non-Residents.

Ayes: Trustees Blanchard, Schmitt, Clonts, Johnson, Rosenblum, Spitz, Vega **Nays:** None.
Motion Carried

c. Approval: Intergovernmental Agreement Between Glenview Public Library and District 225 for Teacher Library Cards

Director Dorfman briefly explained the program.

Moved by Trustee Johnson, **Seconded by** Trustee Schmitt to approve the Intergovernmental Agreement Between Glenview Public Library and District 225 for Teacher Library Cards.

Roll call:

Ayes: Trustees Blanchard, Schmitt, Clonts, Johnson, Rosenblum, Spitz, Vega **Nays:** None.
Motion Carried

d. Discussion: Executive Library Directors 2024 Goals

Executive Director Dorfman presented her 2024 goals to the board. The Board asked for clarification on a couple of points. Trustee Johnson expressed concern about the use of the word 'Equity' in Goal #6 and the board discussed the concern. No changes were made to the presented 2024 Goals.

e. Discussion: Appointment of Board Member to Fill and Upcoming Vacancy

Trustee Rosenblum and Director Dorfman presented the process for filling the coming vacancy due to the resignation of Trustee Clonts. They then answered board questions about the process and the board discussed potential dates for a meeting.

f. Discussion: Cook County United Against Hate

Executive Director Dorfman explained the initiative to the board and how other local libraries and government institutions have passed a resolution in support. Director Dorfman asked the board if they would support a resolution in support as well. The

board expressed support and Director Dorfman said that she would prepare a resolution.

14. Other

- a. Trustee Vega expressed a desire to discuss strategic planning in the future.
- b. Director Dorfman asked if it would be possible to move the regular meeting to one of the Community Rooms to ensure there would be enough space for additional guests. The board discussed the proposal and expressed a desire for flexibility in the meeting location but had reservations about a permanent shift of meeting location.
- c. Director Dorfman inquired whether the board was interested in exploring the use of a consent agenda. The board expressed interest. Director Dorfman will consult with the library's attorney and present more information at the February Meeting.
- d. Trustee Johnson presented several books he would like to donate to the library that were accepted by Director Dorfman.

15. Announcements

- a. **February Warrants – Carol Schmitt**
- b. **March Warrants – Carol Schmitt**
- c. **Annual Report to Village Board January 23 at 7:30 PM**
- d. **Statement of Economic Interest 2023**

16. Adjournment

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

Motion: Moved by Trustee Rosenblum, seconded by Trustee Johnson, to adjourn.

Ayes: Trustees Blanchard, Schmitt, Clonts, Johnson, Rosenblum, Spitz, Vega **Nays:** None.

Motion Carried

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

M. David Johnson, Secretary
Glenview Public Library Board of Trustees