

GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

May 14, 2024, 6:00 PM
Glenview Public Library
Conference Room

Board Members Present:

Tom Blanchard, Carol Schmitt, M. David Johnson, Ruth Rosenblum, Jeff Rowitz, Sara Spitz, Kathy Vega

Staff Members Present:

Lindsey Dorfman - Executive Library Director, Teri Room - Deputy Director, Jean Sanders – Director of Operations, Christine Klimusko – Business & Finance Director, Emily Baker – Administrative Assistant

Guests Present: Debra Graves – League of Women Voters; Georgia Delis – HR Coordinator – Glenview Public Library; Darren Schretter – Principal, Studio GS; GBS Students: Jonas Diep, Paige Simon, and Sydney Hall

1. CALL TO ORDER AND ROLL CALL

President Rosenblum called the meeting to order at 6:00 p.m. and the roll was called.

The agenda was reordered at this time.

12. NEW BUSINESS

a. Studio GC Proposal

Executive Library Director Dorfman introduced Principal Architect Darren Schretter from Studio GC. Included in this month's board packet is an Issue Analysis regarding the Studio GC Project Proposal. The Issue Analysis focuses on the first phase of the Library's Master Plan. This will give Studio GC an opportunity to establish a working relationship with GPL.

Studio GC has submitted proposals for two projects. The first proposal focuses on a proposed café space in the lobby. This project would be a renovation and will require building-specific work, including mechanical, electrical, plumbing, furniture, and architectural changes. The second proposal focuses on the children's play space. Schretter noted that the pricing and project costs for the play space are different when compared to the café space, as no building systems costs will be incurred. Furniture and shelving will be reorganized and will require more

drawing and design work. Studio GC will be onsite to ensure that the equipment is installed properly and will have a punch list.

Library Director Dorfman explained that the professional fees associated with these two projects are included in the 2024 budget; however, construction costs are not included in the 2024 budget. The Library may need to amend the budget to cover the cost of the projects. Studio GC is committed to working within the OPN cost estimates.

Ideally, Library Director Dorfman would like Studio GC to start right away. The Youth Services staff will be included in the space design, and this may delay the start of the project. The Foundation is interested in sponsoring the play space and hopes to start a fundraising campaign this fall.

The Board discussed the timing of each project and will create an ad hoc committee. Several Trustees expressed interest in serving on the ad hoc committee.

MOTION Moved by Trustee Vega, seconded by Trustee Rowitz, to approve the preparation of a contract with Studio GC for the Youth Services play space and the schematic design for the café project.

Roll call.

Ayes: Blanchard, Schmitt, Johnson, Rowitz, Spitz, Vega, and Rosenblum. Nays: 0.

Motion carried.

The meeting returned to the original agenda.

2. PUBLIC COMMENT

None.

3. APPROVAL OF CONSENT AGENDA

- a. Regular Meeting of April 18, 2024
- b. Warrant Summary
- c. Warrants Greater than \$5,000.
- d. List of Warrants May 2024

MOTION: Moved by Trustee Johnson, seconded by Trustee Schmitt, to pull out the minutes of the April 18, 2024, meeting from the Consent Agenda.

Voice vote.

Ayes: 7; Nays: 0. Motion carried.

Trustee Johnson noted a few edits to the minutes.

MOTION: Moved by Trustee Johnson, seconded by Trustee Schmitt, to approve the Consent Agenda as amended.

Roll call.

Ayes: Blanchard, Schmitt, Johnson, Rowitz, Spitz, Vega, and Rosenblum. Nays: 0.

Motion carried.

4. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

- a. Fund Income Statements March 2024
- b. March Cash Flow Report
- c. Cash and Investment Balances

Business & Finance Director Klimusko presented the March 2024 financials. Year-to-date revenue is \$4,637,231.39 or 50.74% of the Library's 2024 budgeted revenue. This includes \$4,453,846.57 in property taxes collected through March.

Year-to-date expenditures total \$1,671,095.09 or 18.29% of the budgeted expenses. This is running slightly lower than anticipated – two months into the year, expenditure should be approximately 25% of the budget.

The Library's Operating Fund balance at the end of March is \$8,903,656.00 and the Library will remain in compliance with the Operating Fund Policy of two months of expenses on hand at any given time. Cash & Investments total \$11,764,945.99.

5. PRESIDENT'S REPORT

President Rosenblum shared a recent article regarding banned books from April 25th, titled *States turning tables on book bans*. Rosenblum mentioned that this is her last board meeting as president, and she would like to continue to share articles and websites regarding banned books and issues libraries are facing as she comes across them with the Trustees.

6. LEGISLATIVE UPDATE

Library Director Dorfman shared with the Trustees State of Illinois House Bill 4567 that was introduced by House Representative Ann Stava-Murray and Senator Laura Murphy and is supported by Secretary of State Alexi Giannoulis. HB 4567 is designed to enhance the protection of librarians and library staff against violence, in line with all other public servants.

7. FOUNDATION UPDATE

Trustee Spitz reported that the GPL Foundation has a new board member and currently has eight members. The Foundation Board attended a training meeting on effective fundraising, and they are excited to have a new vision.

8. FRIENDS OF THE LIBRARY UPDATE

The Friends of Glenview Public Library met last week and are interested in sponsoring a book mobile.

9. ACCEPTANCE OF STAFF REPORTS & STATISTICS

- a. Library Director's Report
- b. Statistical Summary
- c. Innovation Services Quarterly Report
- d. PLA Report

MOTION: Moved by Trustee Johnson, seconded by Trustee Blanchard, to accept the Staff Reports and Statistics for April 2024.

Library Director Dorfman's report highlighted the community survey, which began on May 10th and will conclude on July 7th. She shared the cover of the library's Summer Spark and explained that in-house Graphic Designer Olivia Doret designed both the cover and the inside spread on pages 4 and 5. Doret incorporated the library tote bag, the Hawaiian shirt, the baseball cap, the museum passes, and the sandcastle that looks like the library into the design.

Dorfman announced Deputy Director Teri Room will retire August 2nd. The open position will be posted by the end of the week.

Director of Operations Jean Sanders provided a driveway project update. The project is going well and should be completed ahead of schedule. She is working with WJE, and WJE is preparing mockups to address the GFRC streaking issue, with the goal of eliminating the

streaking and the need to clean every few years. One suggestion is to test a drip edge that may solve the issue and be added permanently.

Voice vote.

Ayes: 7; Nays: 0. Motion carried.

10. COMMITTEE REPORTS

a. Strategic Planning committee

The Strategic Planning Committee met last month. Patron Experience Librarian Jill Lorenzen shared a preview of the community survey. The community survey results will be taken into consideration as the Committee prepares the Library's 2025-2027 Strategic Plan. The next Strategic Planning Committee meeting will be held on July 23rd, in the Conference Room at 4:00 p.m.

11. UNFINISHED BUSINESS

None.

12. NEW BUSINESS

b. Election of Officers

The slate of Trustee Blanchard as President, Trustee Spitz as Vice-President, and Trustee Johnson as Secretary was presented to the Board.

MOTION Moved by Trustee Rosenblum, seconded by Vega, to approve the slate of officers as presented.

Roll call.

Ayes: Blanchard, Schmitt, Johnson, Rowitz, Spitz, Vega, and Rosenblum. Nays: 0.

Motion carried.

c. Committee Assignments

The Trustees were assigned to the Budget & Finance Committee, Building & Grounds Committee, Strategic Planning Committee, Bylaws & Policies Committee; recommendations for liaisons to the GPL Foundation and the Friends of the Library were made.

MOTION Moved by Trustee Rosenblum, seconded by Vega, to approve the Committee Assignments and Liaisons, as presented.

Roll call.

Ayes: Blanchard, Schmitt, Johnson, Rowitz, Spitz, Vega, and Rosenblum. Nays: 0.

Motion carried.

d. 2024-2025 Warrant Schedule

The 2024-2025 Warrant Schedule was reviewed.

13. OTHER

Trustee Johnson donated six books to Library Director Dorfman to be added to the Youth Services Collection. A discussion regarding the donation and the books followed.

Trustee Schmitt recently completed the Leadership Glenview Program and learned a great deal about the community. She recommends fellow Trustees enroll in the 2024/2025 session, which starts this fall.

14. ANNOUNCEMENTS

- a. May Warrants – Sara Spitz
- b. June Warrants – Ruth Rosenblum

Library Director Dorfman will be on vacation the last week of May and a few days in early June and Deputy Director Room will be in charge.

15. ADJOURNMENT

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

MOTION: Moved by Trustee Blanchard, seconded by Trustee Vega, to adjourn.

Voice vote.

Ayes: 7; Nays: 0. Motion carried.

The meeting adjourned at 7:24 p.m.

Respectfully submitted,

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