

GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

August 15, 2024, 5:30 PM

Glenview Public Library

Community Room East

Board Members Present:

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

Board Members Absent:

Carol Schmitt

Staff Members Present:

Lindsey Dorfman - Executive Library Director, Jean Sanders – Deputy Director of Operations, Christine Klimusko – Business & Finance Director, Allen Bettig – Information Technology Director, Jessica Kahn – Innovation Services Manager, Hilary Gabel – Communications Director, Karen Kee – Material Services Director, Kim Comerford – Adult Services Collections Manager, Janet McIntyre – Adult Services Community Engagement Manager, Sally Baylaender – Youth Services Collections Manager, Emily Baker – Administrative Assistant

Guests Present:

Georgia Delis – Glenview Public Library

1. CALL TO ORDER AND ROLL CALL

President Blanchard called the meeting to order at 5:31 p.m. and the roll was called.

2. PUBLIC COMMENT

None.

The agenda was reordered at this time.

12. NEW BUSINESS

a. Presentation of the 1st Draft of the 2025 Budget and 2024 Levy

Executive Director Dorfman and Department Directors presented a first draft of the Library's 2025 budget, which utilized a zero-based budgeting process. While the Library has budgeted for growth in both revenue and expenses, increases in total expenses (4.87%) are expected to outpace increases in revenue (3.71%). The Library's total budgeted revenue for 2025 is \$9,477,888. 2025 budgeted expenses total \$9,559,513. Thus, budgeted expenses exceed budgeted revenues by \$81,625.

Executive Director Dorfman presented a recommendation for a new Special Reserve Policy, as discussed by the Budget & Finance Committee. She also presented three different scenarios for the Library's 2025 Levy.

b. Presentation of Library App

Communications Director Gabel gave a presentation on the new Library app for mobile devices.

The meeting returned to the regular agenda at 6:59 PM

3. APPROVAL OF CONSENT AGENDA

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

MOTION Moved by Trustee Vega, seconded by Trustee Rosenblum, to approve the Consent Agenda.

Roll call.

Ayes: Trustees Johnson, Spitz, Rosenblum, Vega, Rowitz, Blanchard; Nays: 0; Absent: Trustee Schmitt. Motion carried.

4. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

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

Business & Finance Director Klimusko presented the June 2024 financials. Year-to-date revenue is \$5,015,261.92 or 54.88% of the Library's 2024 budgeted revenue. This includes \$4,573,471.31 in property taxes and \$51,351.35 from prior year property taxes.

Year-to-date expenditures total \$3,878,009.48 or 42.45% of the budgeted expenses. This is running slightly lower than anticipated – six months into the year, expenditure would be expected to be approximately 50% of the budget.

The Library's Operating Fund balance at the end of June is \$7,074,970 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 \$9,842,304.47.

5. PRESIDENT'S REPORT

President Blanchard invited Trustee Rosenblum to share articles pertaining to Library interests. Trustee Rosenblum shared a number of articles related to book bans and censorship in libraries and schools across the country.

6. LEGISLATIVE UPDATE

None.

7. FOUNDATION UPDATE

Trustee Spitz shared that the Foundation board members completed training on how to solicit donations from individual donors. The Foundation's goal is to raise \$200,000 for the space improvement project.

8. FRIENDS OF THE LIBRARY UPDATE

None.

9. ACCEPTANCE OF STAFF REPORTS & STATISTICS

- a. Library Director's Report
- b. Statistical Summary

MOTION Moved by Trustee Johnson, seconded by Trustee Vega, to accept the Staff Reports and Statistics for July 2024.

Voice vote.

Ayes: 6; Nays: 0; Absent: 1. Motion carried.

10. COMMITTEE REPORTS

a. Strategic Planning Committee

i. Approval of the Minutes from July 23, 2024 Committee Meeting

MOTION Moved by Trustee Vega, seconded by Trustee Rosenblum, to approve the minutes of the July 23, 2024 meeting.

Voice vote.

Ayes: 2; Nays: 0; Absent: 1. Motion carried.

b. Budget & Finance Committee

i. Approval of the Minutes from August 5, 2024

MOTION Moved by Trustee Rowitz, seconded by Trustee Johnson, to approve the minutes of the August 5, 2024 meeting.

Voice vote.

Ayes: 3; Nays: 0. Motion carried.

ii. Review and Approval of Revised Fund Balance Policy

i. Current Policy

ii. Revised Policy

MOTION Moved by Trustee Rowitz, seconded by Trustee Johnson, to approve the revised Fund Balance Policy.

Roll call.

Ayes: Trustees Johnson, Spitz, Rosenblum, Vega, Rowitz, Blanchard; Nays: 0; Absent: Trustee Schmitt. Motion carried.

11. UNFINISHED BUSINESS

None.

12. NEW BUSINESS

c. Approval of Installation of Drip Edge on GFRC

Deputy Director Sanders presented an issue analysis regarding the streaking on the GFRC along the top of the building. To clean the existing streaks and install a drip edge to prevent future staining will cost in excess of \$25,000, requiring a request for proposal from potential vendors for the project.

MOTION Moved by Trustee Johnson, seconded by Trustee Rosenblum, to move forward with a request for proposal on cleaning the GFRC and installing a drip edge.

Voice vote.

Ayes: 6; Nays: 0; Absent: 1. Motion carried.

d. Discussion on service to all students in District 34

Executive Director Dorfman shared information on a small area of unincorporated Glenview that is annexed into the Niles-Maine Library District. Students in this area attend District 34 and 225 schools but are unable to hold Glenview Public Library cards like their classmates and teachers. To address this and support the integration of Library resources into the school curriculum, the Library can issue cards to these students. This is permitted under the August 2022 resolution passed by the Library Board, which waives fees for minors residing in unincorporated areas of Glenview.

13. OTHER

Trustee Johnson donated a selection of titles to the Youth Services collection.

Executive Director Dorfman invited Trustees to participate in "Block the Booth," an opportunity to volunteer to staff booths at Friends of Downtown Glenview's Blocktoberfest.

14. ANNOUNCEMENTS

- a. September Warrants - M. David Johnson
- b. October Warrants – Kathy Vega
- c. Strategic Planning Committee Monday, September 9th at 4:00 pm

15. EXECUTIVE SESSION

N/A

16. ADJOURNMENT

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

MOTION Moved by Trustee Johnson, seconded by Trustee Vega, to adjourn.

Voice vote.

Ayes: 6; Nays: 0; Absent: 1. Motion carried.

The meeting adjourned at 7:33 p.m.

Respectfully submitted,

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