

# GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES

## MEETING MINUTES

July 18, 2024, 6:30 PM

Glenview Public Library

Conference Room

### **Board Members Present:**

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

### **Staff Members Present:**

Lindsey Dorfman - Executive Library Director, Christine Klimusko – Business & Finance Director, Emily Baker – Administrative Assistant

### **Guests Present:**

Debra Graves – League of Women Voters, Erika Smith – Village of Glenview, Iwona Petryszak – Village of Glenview, Marc Cruz – Village of Glenview

## **1. CALL TO ORDER AND ROLL CALL**

President Blanchard called the meeting to order at 6:33 p.m. and the roll was called.

The agenda was reordered at this time.

## **12. NEW BUSINESS**

- b. Presentation of 2023 Annual Comprehensive Audit Report by Village Financial Systems Manager Erika Smith

Village Financial Systems Manager Smith presented relevant Library results from the Annual Comprehensive Financial Report for the year ending December 31, 2023. This independent audit was performed by Baker Tilly US, LLP and was returned with no modifications recommended.

Trustee Rowitz highlighted 2023 actual expenses totaling within 1% (below) budget. Trustee Vega asked about the origins of \$8,435 in revenue for the Capital Project Fund; Manager Smith replied that the revenue is interest accrued on the balance in the fund.

## 2. PUBLIC COMMENT

None.

## 3. APPROVAL OF CONSENT AGENDA

- a. Minutes of Regular Meeting of June 20, 2024
- b. Warrant Summary
- c. Warrants Greater than \$5000
- d. List of Warrants July 2024

**MOTION** Moved by Trustee Johnson, seconded by Trustee Schmitt, to approve the Consent Agenda.

Roll call.

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

## 4. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

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

Business & Finance Director Klimusko presented the May 2024 financials. Year-to-date revenue is \$4,937,048.88 or 54.0% of the Library's 2024 budgeted revenue. This includes \$140,404.63 in property tax collected in the month of May.

Year-to-date expenditures total \$3,365,962.05 or 36.84 % of the budgeted expenses. This is running slightly lower than anticipated – five months into the year, expenditure should be approximately 41.7% of the budget.

The Library's Operating Fund balance at the end of May is \$7,508,604.00 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 \$10,483,894.20.

Business & Finance Director Klimusko noted that the Library received an IPLAR Per Capita Grant check in the amount of \$72,326.93.

## **5. PRESIDENT'S REPORT**

President Blanchard invited Trustee Rosenblum to share news clippings pertinent to the Library's business and community interests.

Trustee Rosenblum shared a number of blog posts and articles on the continued attempts to censor library materials across the country.

## **6. LEGISLATIVE UPDATE**

None.

## **7. FOUNDATION UPDATE**

None.

## **8. FRIENDS OF THE LIBRARY UPDATE**

Trustee Schmitt shared that the Friends of the Library are changing the way they will be paying for Library programs. Instead of signing up for specific programs that they will fund, the Friends will offer a flat dollar amount to support Library programming.

## **9. ACCEPTANCE OF STAFF REPORTS & STATISTICS**

- a. Library Director's Report
- b. Statistical Summary
- c. Q2 Strategic Objective Update

Executive Director Dorfman announced that Early Literacy Librarian Katie Salo has been named Youth Librarian of the Year by the Illinois Library Association. Executive Director Dorfman also shared that Youth Services Community Engagement Manager Linda Sawyer has been promoted to Deputy Director of Library Services.

Multiple Trustees had inquiries around the logistics of installing and maintaining electric vehicle charging stations in the Library parking lot. Parking availability remains an issue for patrons, as shown by responses to the Community Engagement Survey.

Trustee Spitz requested additional information about the Hangar One Foundation and efforts of the Library and Glenview Historical Society to keep the local historical artifacts in Glenview. A discussion of the Foundation's work and struggles to maintain its collection ensued.

Trustee Spitz pointed out that website traffic from IP addresses outside of Glenview remains high. Executive Director Dorfman shares that a lot of traffic is being driven by Google search results, including from searches on the Israel-Gaza conflict and “Hillbilly Elegy”.

**MOTION** Moved by Trustee Johnson, seconded by Trustee Schmitt, to accept the Staff Reports and Statistics for June 2024.

Voice vote.

Ayes: 7; Nays: 0. Motion carried.

## **10. COMMITTEE REPORTS**

a. Strategic Planning committee

i. Review and approve the minutes of the April 22, 2024 meeting

**MOTION** Moved by Trustee Vega to approve the minutes of the April 22, 2024 meeting.

Voice vote.

Ayes: 3; Nays: 0. Motion carried.

## **11. UNFINISHED BUSINESS**

None.

## **12. NEW BUSINESS**

a. 2025 Budget Schedule

c. Request to close the Library on Friday, December 6<sup>th</sup> for Staff Training

**MOTION** Moved by Trustee Johnson, seconded by Trustee Schmitt, to approve the Library closure on Friday, December 6<sup>th</sup>.

Voice vote.

Ayes: 7; Nays: 0. Motion carried.

## **13. OTHER**

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

Trustee Schmitt inquired about the launch of the Library’s mobile app. Library staff will give a presentation on the app at the next Board of Trustees meeting.

Trustee Schmitt shared information on the Glenview Park District's efforts to employ solar energy. A discussion around opportunities for the Library to harness solar energy ensued.

#### **14. ANNOUNCEMENTS**

- a. August Warrants - Ruth Rosenblum
- b. September Warrants - M. David Johnson
- c. Strategic Planning Committee Tuesday, July 23<sup>rd</sup> at 4:00 pm
- d. Budget & Finance Committee Monday, August 5<sup>th</sup> at 4:00 pm

**MOTION** Moved by Trustee Johnson, seconded by Trustee Schmitt, to move to Executive Session pursuant to 5ILCS 120/2(c)21 of the Open Meetings Act – the Semi-Annual Review of Closed Meeting Minutes.

Roll call.

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

The meeting moved to Closed Session at 7:32 p.m.

#### **15. EXECUTIVE SESSION pursuant to 5ILCS 120/2(c)(21) of the Open Meetings Act for the Semi-Annual Review of Closed Session Meeting Minutes**

- a. Return to Open Session to Vote on Executive Session Minutes and Verbatim Recordings

The meeting returned to Open Session at 7:39 p.m.

**MOTION** Moved by Trustee Rosenblum, seconded by Trustee Johnson, to allow the Library's attorney to review Executive Session minutes.

Voice vote.

Ayes: 7; Nays: 0. Motion carried.

**MOTION** Moved by Trustee Johnson, seconded by Trustee Rosenblum, to destroy Executive Session verbatim recordings that are older than 18 months.

Voice vote.

Ayes: 7; Nays: 0. Motion carried.

**MOTION** Moved by Trustee Johnson, seconded by Trustee Spitz, keep closed the Executive Session minutes of November 16, 2023; December 19, 2023; February 15, 2024; and February 22, 2024.

Voice vote.

Ayes: 7; Nays: 0. Motion carried.

## **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: 7; Nays: 0. Motion carried.

The meeting adjourned at 7:41p.m.

Respectfully submitted,

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