

GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

September 19, 2024, 6:30 PM

Glenview Public Library

Conference Room

Board Members Present:

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

Board Members Attending Virtually:

Ruth Rosenblum

Staff Members Present:

Lindsey Dorfman - Executive Library Director, Linda Sawyer – Deputy Director of Library Services, Jean Sanders – Deputy Director of Operations, Christine Klimusko – Business & Finance Director, Allen Bettig – Information Technology Director, Emily Baker – Administrative Assistant

Guests Present:

Jamie Rachlin – President, Meristem Advisors; Debra Graves – League of Women Voters; Lucas C. – Glenbrook South High School; Gavin Georgas – Glenbrook South High School; Kai Munoz – Glenbrook South High School; Tosia Gayic – Glenbrook South High School; Elisabeth Steiger – Glenbrook South High School; Sofia Herlitz – Glenbrook South High School; Bryan Mulhall – Glenbrook South High School; Nat Hanson – Glenbrook South High School; Millie Timkovic – Glenbrook South High School; Maria Shovgenyuk – Glenbrook South High School; Jennifer Quintas – Glenbrook South High School; Nick Quintas – Glenbrook South High School; Justin Friedman – Glenbrook South High School; Braden Mann – Glenbrook South High School; Kevin T. – Glenbrook South High School; Fernando Flores – Glenbrook South High School; Luciana Plazas – Glenbrook South High School

1. CALL TO ORDER AND ROLL CALL

President Blanchard called the meeting to order at 6:37 p.m. and the roll was called.

2. PUBLIC COMMENT

None.

The agenda was reordered at this time.

11. UNFINISHED BUSINESS

b. Levy Strategies and Financial Projections – Meristem Advisors

President Rachlin from Meristem Advisors presented financial projections for the Library at its existing tax levy amount, as well as two options for increasing the Library's tax levy to meet its funding needs over the next 10 to 12 years.

12. NEW BUSINESS

a. Approval of Contract for IT Systems Monitoring

IT Director Bettig presented an Issue Analysis recommending that the Library switch IT Systems Monitoring service to AccessOne from its current vendor, Ascend Technologies.

MOTION Moved by Trustee Johnson, seconded by Trustee Spitz, to award a three-year contract to AccessOne for IT systems monitoring.

Roll call.

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

IT Director Bettig left the meeting at this time.

The meeting returned to the regular agenda at 7:21 p.m.

3. APPROVAL OF CONSENT AGENDA

- a. Minutes of Regular Meeting of August 15, 2024

The minutes were amended to change Trustee Schmitt's votes to show as Absent instead of Abstain.

- b. Warrant Summary - September 2024
- c. Warrants Greater than \$5,000 - September 2024
- d. List of Warrants - September 2024

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

Roll call.

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

4. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

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

Business & Finance Director Klimusko presented the July 2024 financials. Year-to-date revenue is \$7,172,995.35 or 78% of the Library's 2024 budgeted revenue. This includes \$6,536,796.29 in property taxes and \$105,630.43 from prior year property taxes collected.

Year-to-date expenditures total \$4,684,238.22 or 51.27% of the budgeted expenses. This is running slightly lower than anticipated – seven months into the year, expenditure would be expected to be approximately 58.3% of the budget.

The Library's Operating Fund balance at the end of July is \$8,426,274.00 and the Library will remain in compliance with the Library's new Operating Fund Balance Policy. Cash & Investments total \$9,136,068.00.

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

Voice vote.

Ayes: 7; Nays: 0. Motion carried.

5. PRESIDENT'S REPORT

President Blanchard celebrated Early Literacy Coordinator Katie Salo's Youth Librarian of the Year Award from the Illinois Library Association.

6. LEGISLATIVE UPDATE

Executive Director Dorfman shared a recap of legislative projects that ILA has worked on over the past year. She also made Trustees aware of the ILA's Trustee Forum, a continuing education and information network for trustees on library boards across the state.

7. FOUNDATION UPDATE

The Foundation Board met to discuss fundraising efforts for the space improvement project.

8. FRIENDS OF THE LIBRARY UPDATE

None.

9. ACCEPTANCE OF STAFF REPORTS & STATISTICS

a. Library Director's Report

Executive Director Dorfman shared a preview of a participatory art installation that will be facilitated by and displayed at the Library.

There was a brief discussion on the topic of First Amendment and FOIA audits and how staff are prepared to handle such situations.

b. Statistical Summary

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

Voice vote.

Ayes: 7; Nays: 0. Motion carried.

10. COMMITTEE REPORTS

a. Strategic Planning Committee

i. Approval of the Minutes for August 7, 2024

The minutes were amended to change Trustee Schmitt's votes to show as Absent instead of Abstain.

MOTION Moved by Trustee Vega, seconded by Trustee Rosenblum, to approve the minutes of the August 7, 2024 meeting as amended.

Voice vote.

Ayes: 3; Nays: 0. Motion carried.

ii. Acceptance of the 2025-2027 Strategic Plan Focus Areas and Goals

Trustee Vega shared the Strategic Planning Committee's approved focus areas of Connect, Engage, and Inform, and their associated internal and external goals, with the Board of Trustees.

MOTION Moved by Trustee Vega to accept the 2025-2027 Strategic Plan focus areas and goals.

Roll call.

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

Trustee Rosenblum briefly left the meeting at this time.

b. Building and Grounds Committee

- i. Award of Recommended Contract for Drip Edge Installation and Cleaning of GFRC

MOTION Moved by Trustee Johnson, seconded by Trustee Blanchard, to award the contract for GFRC cleaning to JSL Building Restoration.

Roll call.

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

Trustee Rosenblum returned to the meeting at this time.

11. UNFINISHED BUSINESS

- a. Presentation of the 2nd Draft of the 2025 Budget

Executive Director Dorfman shared a second draft of the 2025 budget. Notable changes include \$87,332 in additional revenue and \$15,000 in COLA and merit increases on top of salary grade adjustments for certain staff. In all, budgeted expenses are expected to exceed budgeted revenue by \$12,431 in this second draft. This led to further discussion of the potential tax levy strategies presented by President Rachlin.

12. NEW BUSINESS

- b. Review and Approval of Meeting Room Policy

Executive Director Dorfman shared suggested updates to the Library's Meeting Room Use Policy.

MOTION Moved by Trustee Johnson, seconded by Trustee Schmitt, to accept updates to the Library's Meeting Room Use Policy.

Roll call.

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

13. OTHER

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

Executive Director Dorfman officially introduced Linda Sawyer as Deputy Director of Library Services at her first Board of Trustees meeting in the role.

14. ANNOUNCEMENTS

- a. October Warrants – Kathy Vega
- b. November Warrants – Kathy Vega
- c. Legislative Breakfast: Wednesday, December 4, 2024 - 8:00 – 10:00 a.m. - Hilton Chicago/Northbrook

15. EXECUTIVE SESSION

- a. Per Section 2(c)(21) of the Open Meetings Act – Semi-Annual Review of Closed Session Meeting Minutes

MOTION Moved by Trustee Johnson, seconded by Trustee Rowitz, to move into Executive Session pursuant to 5ILCS 120/2(c)(21) of the Open Meetings Act for the Semi-Annual Review of Closed Session Minutes and ILCS 120/2 c (1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

Roll call.

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

The meeting went into closed session at 8:15 p.m.

Trustee Rosenblum left the meeting during Closed Session.

The meeting returned to open session at 8:33 p.m.

- b. Approval of Resolution Making a Determination of Closed Session Meeting Minutes and Verbatim Recordings.

MOTION Moved by Trustee Johnson, seconded by Trustee Schmitt, to approve the resolution making a determination of closed session meeting minutes and verbatim recordings.

Roll call.

Ayes: Trustees Johnson, Rowitz, Schmitt, Spitz, Vega, Blanchard; Nays: 0; Absent: Trustee Rosenblum. 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 Vega, seconded by Trustee Johnson, to adjourn.

Voice vote.

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

The meeting adjourned at 8:34 p.m.

Respectfully submitted,

M. David Johnson, Secretary

Glenview Public Library Board of Trustees