

# GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES

## MEETING MINUTES

December 19, 2024, 6:30 PM

Glenview Public Library

Conference Room

### **Board Members Present:**

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

### **Board Member Absent:**

Sara Spitz

### **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, Kim Comerford – Adult Services Collection Manager, Janet McIntyre – Adult Services Community Engagement Manager, Sally Baylaender – Youth Services Collection Manager, Emily Baker – Administrative Assistant

### **Guests Present:**

Denys Kublanovskiy, Tyler Brown, Georgia Delis, Debra Graves, Ryan Kay, Brayden Gould

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

President Blanchard called the meeting to order at 6:32 p.m. and the roll was called.

## **2. PUBLIC COMMENT**

None.

## **3. APPROVAL OF CONSENT AGENDA**

- a. Minutes of Regular Meeting of November 21, 2024
- b. Warrant Summary - December 2024
- c. Warrants Greater than \$5,000 - December 2024
- d. List of Warrants - December 2024

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

Roll call.

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

#### **4. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS**

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

Business & Finance Director Klimusko presented the October 2024 financials. Year-to-date revenue is \$9,472,637.11 or approximately 103.65% of the Library's 2024 budgeted year-to-date revenue. This includes \$8,687,347.42 in property taxes and \$67,964.72 from prior year property taxes collected.

Year-to-date expenditures total \$6,875,282.62 or 75.25% of the budgeted expenses. This is running slightly lower than anticipated – ten months into the year, expenditure would be expected to be approximately 83.3% of the budget.

The Library's Operating Fund balance at the end of October is \$8,534,872 and the Library will remain in compliance with the Library's new Operating Fund Balance Policy. Cash & Investments total \$12,531,883.30.

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

President Blanchard highlighted a number of items from the Library Director's Report before inviting Trustee Rosenblum to share news clippings pertinent to the Library's business and community interests.

Trustee Rosenblum shared a number of articles focused on threats to the profession of librarianship, including institutional budget cuts and personal harassment.

## **6. LEGISLATIVE UPDATE**

Executive Director Dorfman shared an article regarding the ACLU's statement on meeting room policies at neighboring villages' libraries. She also distributed copies of RAILS's Illinois Libraries Agencies of Impact Data Study packet to Trustees.

## **7. FOUNDATION UPDATE**

Executive Director Dorfman shared an update on the Foundation's fundraising efforts for the Youth Services Play Space, including plans to approach large institutional donors with opportunities for naming rights to Library spaces.

Executive Director Dorfman also reminded Trustees that the Foundation would be hosting a Mardi Gras-themed fundraiser gala after open hours at the Library on March 1<sup>st</sup>.

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

Trustee Schmitt shared with the Board that the Friends of the Library made their annual gift to the Library in the amount of \$40,000. The Friends have also pledged an additional \$15,000 gift for Music Sunday programs and Saturday children's programs.

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

### **a. Library Director's Report**

Executive Director Dorfman highlighted the success of the Library's Youth Services outreach efforts, including local elementary school visits and a recent teen open mic night.

Executive Director Dorfman also shared an update on continued FOIA requests coming from an anonymous email address.

### **b. Statistical Summary**

### **c. Book Mobile Presentation**

Trustees reviewed research, statistics, and potential community impact related to the proposed acquisition of a bookmobile for the Library, presented by Deputy Director of Library Services Sawyer, Adult Services Collection Manager Comerford, Adult Services Community Engagement Manager McIntyre, and Youth Services Collection Manager Baylaender. The Board confirmed

that they are still interested in learning more about options for the procurement and ongoing funding of a bookmobile for the Library.

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

Voice vote.

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

## **10. COMMITTEE REPORTS**

### a. Bylaws & Policies Committee

#### i. Approval of the Minutes for December 2, 2024 Meeting

**MOTION** Moved by Trustee Vega, seconded by Trustee Blanchard, to approve the minutes of the December 2, 2024 meeting.

Voice vote.

Ayes: 3; Nays: 0. Motion carried.

#### ii. Approval of the Following Policies

- a. Disability Accommodation Policy
- b. Nursing Employee Policy
- c. Paid Leave Policy
- d. School Visitation Rights Policy
- e. Vessa Policy

**MOTION** Recommendation from Committee: Approve the above policies for adoption.

Roll call.

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

## **11. UNFINISHED BUSINESS**

None.

## **12. NEW BUSINESS**

- a. Review and Discussion of Serving Our Library 4.0 Standards for Illinois Public Libraries

Executive Director Dorfman shared an update on progress made against the checklists associated with the Serving Our Library 4.0 Standards for Illinois Public Libraries.

- b. Approval of 2024-2025 General Liability and Workers Compensation Insurance Renewal

Business & Finance Director Klimusko shared with Trustees the results of LIRA's annual insurance renewal, and the Library's 2024-2025 Pricing Sheet, specifically. The Library's total renewal rate is \$108,482.85, which represents a 12.25% year-over-year increase.

**MOTION** Moved by Trustee Johnson, seconded by Trustee Vega, to approve the 2024-2025 General Liability and Workers Compensation Insurance Renewal.

Roll call.

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

## **13. OTHER**

President Blanchard raised a couple of informal inquiries regarding plans for the proposed lobby cafe space.

## **14. ANNOUNCEMENTS**

- a. January Warrants – Carol Schmitt
- b. February Warrants – Sara Spitz
- c. Winter Dinner – Saturday, January 18, 2025 – The Glen Club

## **15. EXECUTIVE SESSION**

- a. Pursuant to 5 ILCS 120/2 c (21) for the Semi-Annual Review of Executive Session Meeting Minutes

**MOTION** Moved by Trustee Johnson, seconded by Trustee Rosenblum, to move into Executive Session pursuant to 5 ILCS 120/2 c (21) for the Semi-Annual Review of Executive Session Meeting Minutes.

Roll call.

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

The meeting went into closed session at 8:13 p.m.

The meeting returned to open session at 8:18 p.m.

## **16. ACTION RELATED TO EXECUTIVE SESSION**

- a. Adoption of resolution approving and making a determination on executive session meeting minutes and verbatim recordings.

**MOTION** Moved by Trustee Johnson, seconded by Trustee Schmitt, to approve the resolution approving and making a determination on the following Executive Session meeting minutes and verbatim recordings:

Keep the minutes of Executive Sessions on July 16, 2003, and September 19, 2024, confidential. Release the minutes of Executive Sessions on July 18, 2024, and November 21, 2024, to the public.

Destroy the verbatim recordings of Executive Sessions on March 21, 2023, and June 15, 2023.

Roll call.

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

## **17. ADJOURNMENT**

**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 8:19 p.m.

Respectfully submitted,

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