

# GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES

## MEETING MINUTES

November 21, 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 Absent:**

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

**Guests Present:** Patricia Walter, Georgia Delis, Bryan Mulhall, Annette Vander Ploeg

## **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**

Glenview resident and Library cardholder Patricia Walter raised concerns regarding parking availability and accessibility, specifically for seniors and other patrons with limited mobility. Executive Director Dorfman shared the Library's plans to conduct a parking study in 2025, to determine what actions can be taken to improve accessibility.

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

- a. Minutes of Regular Meeting of October 17, 2024
- b. Warrant Summary - November 2024
- c. Warrants Greater than \$5,000 - November 2024
- d. List of Warrants - November 2024

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

Roll call.

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

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

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

Business & Finance Director Klimusko presented the September 2024 financials. Year-to-date revenue is \$9,219,253.06 or approximately 101% of the Library's 2024 budgeted year-to-date revenue. This includes \$8,471,450.43 in property taxes and \$94,418.69 from prior year property taxes collected.

Year-to-date expenditures total \$6,241,450.94 or 68.32% of the budgeted expenses. The September financial statements include a \$580,000 transfer from the Library's Operating Fund to the Special Reserve Fund.

The Library's Operating Fund balance at the end of September is \$8,915,319 and the Library will remain in compliance with the Library's new Operating Fund Balance Policy. Cash & Investments total \$12,856,912.46.

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

President Blanchard commended some of the work highlighted in the Winter Spark newsletter and the monthly Director's Report.

#### **6. LEGISLATIVE UPDATE**

Executive Director Dorfman reminded Trustees of ILA's Legislative Breakfast on December 4<sup>th</sup>.

#### **7. FOUNDATION UPDATE**

None.

## 8. FRIENDS OF THE LIBRARY UPDATE

Trustee Schmitt shared that the Friends of the Library have approved their annual donation to the Library in the amount of \$40,000, which will be presented to the Library at the Friends' annual dinner in December. The Friends' Board is very interested in the prospect of a bookmobile and looking forward to a presentation in January.

## 9. ACCEPTANCE OF STAFF REPORTS & STATISTICS

### a. Library Director's Report

Executive Director Dorfman shared with Trustees the Library's plan to remove the book drop on Prairie Street, as well as communication plans for redirecting patrons to the drive-up book drop on the West side of the building.

Deputy Director Sanders gave Trustees a final update on the GFRC cleaning project, which was completed ahead of schedule.

Deputy Director Sawyer shared a recap of the Library's Mental Health Fair, which featured an audience of 300 for a presentation of *New York Times* bestselling author Meg Kissinger in conversation with Renee Dominguez, PhD, Executive Director of Family Service Center. Seventeen community organizations as well as local government officials were in attendance to raise awareness of mental health resources that are available to Glenview residents.

### b. Statistical Summary

### c. ILA Report

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

Voice vote.

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

## 10. COMMITTEE REPORTS

### a. Building and Grounds Committee

#### i. Approval of the Minutes for October 7, 2024 Meeting

**MOTION** Moved by Trustee Rowitz, seconded by Trustee Blanchard, to approve the minutes of the October 7, 2024 meeting.

Voice vote.

Ayes: 3; Nays: 0. Motion carried.

b. Budget & Finance Committee

i. Approval of the Minutes for October 7, 2024 Meeting

**MOTION** Moved by Trustee Johnson, seconded by Trustee Spitz, to approve the minutes of the October 7, 2024 meeting.

Voice vote.

Ayes: 3; Nays: 0. Motion carried.

c. Strategic Planning Committee

i. Approval of the Minutes for November 7, 2024 Meeting

**MOTION** Moved by Trustee Schmitt, seconded by Trustee Vega, to approve the minutes of the November 7, 2024 meeting.

Voice vote.

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

a. Approval of Strategic Targets

Trustee Vega shared some context behind the process of arriving at the Strategic Targets for the 2025-2027 Strategic Plan. She also shared that instead of having annual goals for each year of the Strategic Plan, these Strategic Targets will remain in place for the duration of the 3-year Strategic Plan, with quarterly evaluation of progress towards these goals.

**MOTION** Recommendation from Committee: Adopt the Strategic Targets into the 2025-2027 Strategic Plan.

Roll call.

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

d. Bylaws & Policies Committee

i. Approval of the Minutes for November 4, 2024 Meeting

**MOTION** Moved by Trustee Vega, seconded by Trustee Blanchard, to approve the minutes of the November 4, 2024 meeting.

Voice vote.

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

- ii. Approval of the Following Policies
  - a. Anti-Harassment Policy
  - b. Background Check Policy
  - c. Family & Medical Leave Including Military Family Leave Policy
  - d. Hazard Pay Policy
  - e. Whistleblower & Retaliation Policy

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

Roll call.

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

## **11. UNFINISHED BUSINESS**

None.

## **12. NEW BUSINESS**

- a. Approval of 2025 Closing Dates

Executive Director Dorfman presented the list of proposed Library closed dates for 2025.

**MOTION** Moved by Trustee Johnson, seconded by Trustee Spitz, to approve the 2025 Closing Dates.

Voice vote.

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

- b. Adoption of the 2025 Board Meeting Schedule

Executive Director Dorfman presented the 2025 Board Meeting Schedule for adoption.

**MOTION** Moved by Trustee Johnson, seconded by Trustee Rowitz, to approve the 2025 Board Meeting Schedule for Adoption.

Voice vote.

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

c. Approval of Annual Adjustment to Compensation Structure

Executive Director Dorfman presented proposed adjustments to the Library's compensation structure for 2025.

**MOTION** Moved by Trustee Johnson, seconded by Trustee Rowitz, to approve the annual adjustment to the Library's compensation structure for 2025.

Roll call.

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

d. Approval of Play Space Campaign Donor Recognition

**MOTION** Moved by Trustee Johnson, seconded by Trustee Spitz, to approve the Play Space Campaign Donor Recognition structure.

Roll call.

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

### 13. OTHER

Trustee Spitz suggested keeping a running list of programs at which Library staff would like to have a Trustee in attendance, to show the Board's support for Library programming. Trustee Schmitt further reminded Trustees to wear their Library name tags at all community events.

### 14. ANNOUNCEMENTS

- a. December Warrants – Carol Schmitt
- b. January Warrants – Carol Schmitt
- c. Holiday Parade – November 30<sup>th</sup>

## **15. EXECUTIVE SESSION**

- a. Pursuant to 5 ILCS 120/2 c (1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body

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

The meeting went into closed session at 7:24 p.m.

The meeting returned to open session at 8:16 p.m.

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

- a. Approval of Executive Library's Directors compensation adjustment

**MOTION** Moved by Trustee Johnson, seconded by Trustee Schmitt, to approve Executive Library Director's compensation adjustment.

Roll call.

Ayes: Trustees Johnson, Rowitz, Schmitt, Spitz, Vega, Blanchard; Nays: 0; Absent: Trustee Rosenblum. 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 8:17 p.m.

Respectfully submitted,

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