

# GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES

## MEETING MINUTES

October 17, 2024, 6:30 PM

Glenview Public Library

Conference Room

### **Board Members Present:**

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

### **Board Members Absent:**

Carol Schmitt

### **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, Jill Lorenzen – Patron Services Librarian, Emily Baker – Administrative Assistant

### **Guests Present:**

Bryan Mulhall – Glenbrook South High School, Debra Graves – League of Women Voters, Annette Vander Ploeg – League of Women Voters

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

President Blanchard called the meeting to order at 6:30 p.m. and the roll was called.

## **2. PUBLIC COMMENT**

None.

The agenda was reordered at this time.

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

d. Community Engagement Survey & Library Strategic Capacity Survey

Patron Services Librarian Lorenzen shared results of the Library's Community Engagement Survey and Executive Director Dorfman shared results of the Library's internal Strategic

Capacity Survey with the Board. The results of these surveys informed both internal and external areas of focus for the Library's 2025-2027 Strategic Plan.

The meeting returned to the regular agenda at 7:11 p.m.

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

- a. Minutes of Regular Meeting of September 19, 2024
- b. Warrant Summary - October 2024
- c. Warrants Greater than \$5,000 - October 2024
- d. List of Warrants - October 2024

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

Roll call.

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

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

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

Business & Finance Director Klimusko presented the August 2024 financials. Year-to-date revenue is \$9,163,016.62 or 100.26% of the Library's 2024 budgeted year-to-date revenue. This includes \$8,471,540.43 in property taxes and \$94,418,69 from prior year property taxes collected.

Year-to-date expenditures total \$5,174,609.15 or 56.64% of the budgeted expenses. This is running slightly lower than anticipated – eight months into the year, expenditure would be expected to be approximately 66.67% of the budget.

The Library's Operating Fund balance at the end of August is \$\$9,925,925 and the Library will remain in compliance with the Library's new Operating Fund Balance Policy. Cash & Investments total \$13,384,245.47.

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

President Blanchard invited Trustee Rosenblum to share relevant news items with the Board. Trustee Rosenblum will share an article via email.

## **6. LEGISLATIVE UPDATE**

Executive Director Dorfman reminded Trustees of the upcoming ILA Legislative Breakfast at the Hilton Chicago-Northbrook on December 4th.

## **7. FOUNDATION UPDATE**

Trustee Spitz reported that the Foundation has a new Board member. Trustee Spitz also shared a preliminary brochure for the Foundation's fundraising efforts for the Youth Services PlaySpace. Trustees are invited to a Mardi Gras-themed fundraising event hosted by the Foundation at the Library on March 1<sup>st</sup>.

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

None.

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

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

Executive Director Dorfman shared news on circulation tracking issues caused by Polaris updates earlier in the month.

Executive Director Dorfman shared an update on the individual practicing free speech on public property at the corner of Lehigh and Glenview.

Executive Director Dorfman reported an uptick in recent FOIA requests over the past week from an anonymous individual.

### **b. Statistical Summary**

### **c. 3rd Quarter Strategic Plan Report**

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

Voice vote.

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

## **10. COMMITTEE REPORTS**

### a. Strategic Planning Committee

#### i. Approval of the Minutes for September 19, 2024

**MOTION** Moved by Trustee Vega, seconded by Trustee Rosenblum, to approve the minutes of the September 19, 2024 meeting.

Voice vote.

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

### b. Building and Grounds Committee

#### i. Approval of the Minutes for September 16, 2024

**MOTION** Moved by Trustee Rowitz, seconded by Trustee Blanchard, to approve the minutes of the September 16, 2024 meeting.

Voice vote.

Ayes: 3; Nays: 0. Motion carried.

### c. Bylaws & Policies Committee

#### i. Approval of the Minutes for September 26, 2024

**MOTION** Moved by Trustee Rosenblum, seconded by Trustee Blanchard, to approve the minutes of the September 26, 2024 meeting.

Voice vote.

Ayes: 3; Nays: 0. Motion carried.

#### ii. Approval of the following policies

- a. New – Media Relations Policy
- b. New – Parental Leave Policy
- c. Updated- Donations Policy

- d. Revised – Social Media Policy
- e. Revised – Library Behavior Policy

A couple of issues of clarity were raised regarding redlines in the revised Library Behavior Policy. Trustees agreed these issues should be considered scrivener’s errors and would be edited as discussed upon approval of the policy. The edits agreed upon were:

*Under Purpose:* To ensure that all people can utilize the Library and library-sponsored events without unnecessary disturbance, all visitors must behave in a manner that respects the rights of all users.

*Under Policy, 1.:* Disruptive behavior is any person’s behavior that interferes with the regular operation of the Library or its programs, which unreasonably interferes with another person's ability to use the Library.

- f. Revised – Internet Use Policy
- g. Revised – Holidays and Personal Days Policy

**MOTION** Moved by Trustee Rosenblum, seconded by Trustee Johnson, to approve the above policies, with scrivener’s corrections as identified.

Roll call.

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

## **11. UNFINISHED BUSINESS**

None.

## **12. NEW BUSINESS**

- a. Approval of the Special Funds Budgets

Executive Director Dorfman presented the following 2025 Special Funds Budgets to the Board:

Fund 810 – Friends of the Glenview Public Library Fund:

- Revenue: \$ 40,300
- Expenses: \$ 2,000

Fund 820 – Gift Fund:

- Revenue: \$ 875
- Expenses: \$ 0

Fund 830 – Special Reserve Fund:

- Revenue: \$2,615,913
- Expenses: \$1,700,525

Fund 850 – Debt Service Fund:

- Revenue: \$1,893,691
- Expenses: \$1,768,769

**MOTION** Moved by Trustee Johnson, seconded by Trustee Rowitz, to approve the 2025 Special Funds Budgets.

Roll call.

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

b. Approval of Facilities Department Grade Adjustment and New Job Description

Deputy Director Sanders presented an Issue Analysis recommending the elimination of one full-time Facilities Technician position and the creation of two part-time Facilities Custodian positions in its place. This change would allow for greater Facilities team coverage during the Library’s open hours, while also allowing existing full-time staff to focus on projects requiring more skilled labor.

**MOTION** Moved by Trustee Johnson, seconded by Trustee Rosenblum, to approve the Facilities Department Grade Adjustment and New Job Description.

Roll call.

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

c. Final Approval of the 2025 Operating Fund Budget

Executive Director Dorfman presented the final draft of the Library’s 2025 operating budget. Notable updates include the elimination of a full-time position and addition of two part-time

positions in Facilities, the addition of a full-time History Center position to be funded by the Village of Glenview, and adjustments to FICA, IMRF, and Health Insurance figures.

The final figures submitted to the Board for approval presented as follows:

- Revenue: \$ 9,665,220
- Expenses: \$ 9,076,868
- Transfer to Special Reserve: \$ 2,186,945
- Total Operating Budget: \$11,263,813

**MOTION** Moved by Trustee Johnson, seconded by Trustee Rowitz, to approve the Final 2025 Operating Fund Budget.

Roll call.

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

### **13. OTHER**

- a. Library Executive Director's Evaluation

Executive Director Dorfman will deliver her evaluation form to President Blanchard to share with the Board of Trustees by November 4<sup>th</sup>.

Trustee Spitz initiated a brief discussion around gathering resident signatures for re-election to the Board of Trustees.

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

### **14. ANNOUNCEMENTS**

- a. November Warrants – Kathy Vega
- b. December Warrants – Carol Schmitt

### **15. EXECUTIVE SESSION**

None.

## **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 Rowitz, to adjourn.

Voice vote.

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

The meeting adjourned at 8:11 p.m.

Respectfully submitted,

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