

GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

January 16, 2025, 6:30 PM

Glenview Public Library

Conference Room

Board Members Present:

Ruth Rosenblum, Jeff Rowitz, Carol Schmitt, Sara Spitz, Kathy Vega

Board Members Absent:

Tom Blanchard, M. David Johnson

Staff Members Present:

Lindsey Dorfman - Executive Library Director, Jean Sanders – Deputy Director of Operations, Christine Klimusko – Business & Finance Director, Emily Baker – Administrative Assistant

Guests Present:

Georgia Delis – Glenview Public Library, Debra Graves – League of Women Voters

1. CALL TO ORDER AND ROLL CALL

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

2. PUBLIC COMMENT

None.

3. APPROVAL OF CONSENT AGENDA

- a. Minutes of Regular Meeting of December 19, 2024
- b. Warrant Summary – January 2025
- c. Warrants Greater than \$5,000 – January 2025
- d. List of Warrants – January 2025

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

Roll call.

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

4. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

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

Business & Finance Director Klimusko presented the November 2024 financials. Year-to-date revenue is \$9,528,337.85 or approximately 104% of the Library's 2024 budgeted year-to-date revenue. This includes \$8,681,059.40 in property taxes and \$87,104.80 from prior year property taxes collected.

Year-to-date expenditures total \$7,807,119.15 or 85.45% of the budgeted expenses. This is running slightly lower than anticipated – eleven months into the year, expenditures would be expected to be approximately 91.66% of the budget.

The Library's Operating Fund balance at the end of November is \$7,658,736 and the Library will remain in compliance with the Library's new Operating Fund Balance Policy. Cash & Investments total \$10,068,488.67.

5. PRESIDENT'S REPORT

Vice President Spitz invited Trustee Rosenblum to share news clippings pertinent to the Library's business and community interests. Trustee Rosenblum shared two news clippings covering the backlash to a nearby suburban library introducing a nonbinding referendum to replace its appointed board with an elected one. The matter has since been tabled.

6. LEGISLATIVE UPDATE

None.

7. FOUNDATION UPDATE

None.

8. FRIENDS OF THE LIBRARY UPDATE

Trustee Schmitt reported that the Friends of the Library reviewed the bookmobile presentation previously presented to the Board of Trustees in December, and their only feedback was that they wish they could get started on the project sooner.

9. ACCEPTANCE OF STAFF REPORTS & STATISTICS

a. Library Director's Report

Executive Director Dorfman recounted a recent visit to the Library by D225 Superintendent-Designate, Dr. R.J. Gravel and shared specific examples of how the partnership between the library and the school district materially benefits students and district staff.

Executive Director Dorfman also updated Trustees on the continual FOIA requests by an anonymous individual.

Executive Director Dorfman shared that Deputy Director Sanders and Patron Services Librarian Jill Lorenzen have submitted an application for the Illinois Secretary of State's Live and Learn Construction Grant Program. If awarded, the grant would extend \$125,000 in funding towards the construction of additional second floor study rooms. The Library's application included letters of support from State Senator Laura Fine, Glenview Chamber of Commerce Executive Director Meghan Kearney, and the Superintendent of D225.

- b. Statistical Summary**
- c. 2024 Strategic Plan Implementation Final Report**
- d. LMCC Report**
- e. Crisis Communication Plan**

MOTION Moved by Trustee Rosenblum, seconded by Trustee Rowitz, to accept the Staff Reports and Statistics for December 2024.

Voice vote.

Ayes: 5; Nays: 0; Absent: 2. Motion carried.

10. COMMITTEE REPORTS

a. Bylaws & Policies Committee

- i. Approval of the Minutes for January 6, 2025 Meeting**

MOTION Moved by Trustee Vega, seconded by Trustee Rosenblum, to approve the minutes of the January 6, 2025 meeting.

Voice vote.

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

- ii. Approval of the Following Policies
 - a. Employment At-Will Statement
 - b. Equal Opportunity Statement
 - c. Employee-Elected Benefits Policy
 - d. No Weapons in the Workplace Policy
 - e. Bereavement Leave Policy
 - f. Sick Leave Policy

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

Roll call.

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

11. UNFINISHED BUSINESS

None.

12. NEW BUSINESS

- a. Approval of Resolution of Annual Determination to Library System Regarding Provision of Library Services to Non-Residents

MOTION Moved by Trustee Rowitz, seconded by Trustee Rosenblum, to approve the Resolution of Annual Determination to Library System Regarding Provision of Library Services to Non-Residents.

Roll call.

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

b. Approval to Remove Decorative Trees in Youth Services Entry

Executive Director Dorfman opened a discussion around potentially removing the decorative trees that mark the entry to the Youth Services department as part of the Youth Services renovation project. After reviewing prospective renderings from the Library's architects and anonymous feedback from staff, Trustees were in agreement that it would not be practical to keep the trees.

MOTION Moved by Trustee Schmitt, seconded by Trustee Rosenblum, to approve the removal of decorative trees in the Youth Services entry.

Roll call.

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

c. Discussion of Executive Library Director's 2025 Goals

Executive Director Dorfman presented her 2025 goals to the Board of Trustees. Trustees suggested that Executive Director Dorfman add a goal related to the procurement and operation of a bookmobile.

13. OTHER

None.

14. ANNOUNCEMENTS

- a. February Warrants – Sara Spitz
- b. March Warrants – Sara Spitz
- c. Winter Dinner – Saturday, January 18, 2025 @ 6:00 pm – The Glen Club
- d. Sustainability Award Ceremony - Tuesday, January 21, 2025 @ 7:30 pm - Village Hall

15. ADJOURNMENT

There being no additional business to be brought before the board, Vice President Spitz requested a motion to adjourn.

MOTION Moved by Trustee Vega, seconded by Trustee Schmitt, to adjourn.

Voice vote.

Ayes: 5; Nays: 0; Absent: 2. Motion carried

The meeting adjourned at 7:23 p.m.

Respectfully submitted,

Carol Schmitt, Secretary Pro Tem
Glenview Public Library Board of Trustees