

GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

February 20, 2025, 6:30 PM

Glenview Public Library

Community Room East

Board Members Present:

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

Board Member Absent:

Ruth Rosenblum

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:

(Illegible) Jaimes Herrera, Joshua Rosenthal, Leo Papajohn, Mayanin Herrera, Zoe Wolfman, and Steve Wolfman – Glenbrook South High School students and parents; Annette Vander Ploeg – League of Women Voters

1. CALL TO ORDER AND ROLL CALL

President Blanchard called the meeting to order at 6:34 p.m. and the roll was called.

2. PUBLIC COMMENT

None.

3. APPROVAL OF CONSENT AGENDA

- a. Minutes of Regular Meeting of January 16, 2025
- b. Warrant Summary – February 2025
- c. Warrants Greater than \$5,000 – February 2025
- d. List of Warrants – February 2025

MOTION Moved by Trustee Schmitt, 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.

The agenda was reordered at this time.

5. PRESIDENT'S REPORT

None.

6. LEGISLATIVE UPDATE

Executive Director Dorfman shared information from the ALA and the American Association of School Librarians regarding book bans and censorship attempts by the Department of Defense Education Activity.

Executive Director Dorfman also shared news of Congressional resolutions that would immediately end funding of E-Rate hotspots for students from low-income families. The ILA is urging people to contact their representatives in Congress in support of continued funding for this resource.

Executive Director Dorfman also recounted takeaways from a recent ILA webinar in which an attorney from the ACLU offered guidance on how to handle law enforcement requests for patron information.

Lastly, Executive Director Dorfman made Trustees aware of a new campaign launched by the ALA called "Show Up for Our Libraries," which encourages library advocates such as Board members and library patrons to engage with their elected officials in order to advocate for libraries.

The meeting returned to the regular agenda at 6:42 p.m.

4. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

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

Business & Finance Director Klimusko presented the December 2024 financials. Year-to-date revenue is \$9,586,911.31 or approximately 105% of the Library's 2024 budgeted year-to-date revenue. This includes \$8,782,563.99 in both current and prior year property taxes collected.

Year-to-date expenditures total \$8,744,109.27 or 95% of the budgeted expenses. This is running slightly lower than anticipated – twelve months into the year, expenditures would be expected to be 100% of the budget.

The Library's Operating Fund balance at the end of December is \$6,780,320 and the Library will remain in compliance with the Library's new Operating Fund Balance Policy. Cash & Investments total \$9,513,223.07.

7. FOUNDATION UPDATE

Trustee Spitz shared that Executive Director Dorfman and members of the Foundation met with Wintrust Bank to propose a large donation to the Library in exchange for naming rights to both the Youth Services Play Space and the Community Room.

Trustee Spitz also reminded the rest of the Board of the Foundation's upcoming Mardi Gras Jazz Café fundraiser on March 1st.

8. FRIENDS OF THE LIBRARY UPDATE

Trustee Schmitt reported that the Friends have approved a third annual \$3,000 scholarship to be awarded to Glenbrook South High School students who show an interest in the field of library sciences.

Trustee Schmitt also shared that the Friends have pledged \$200,000 toward the purchase of a bookmobile. This is in addition to \$150,000 in the Friends fund that is already earmarked for a bookmobile.

Finally, Trustee Schmitt shared that the Friends have purchased 10 tickets for the Foundation's Mardi Gras Jazz Café fundraiser.

9. ACCEPTANCE OF STAFF REPORTS & STATISTICS

a. Library Director's Report

Executive Director Dorfman highlighted the Material Services team's success in their recent

passport audit, as well as the Administration team's efforts in hosting the staff Winter Dinner. She also emphasized the impact of the Library's Martin Luther King, Jr. Day of Service, which had 208 patrons in attendance.

- b. Statistical Summary
- c. Building Progress Update

Deputy Director of Operation Sanders shared with Trustees proposed renderings of the Youth Services Play Space, lobby café, and 2nd floor study rooms from Studio GC architects. A discussion ensued around the cost and logistics of stocking the lobby café.

MOTION Moved by Trustee Johnson, seconded by Trustee Spitz, to accept the Staff Reports and Statistics for January 2025.

Voice vote.

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

10. COMMITTEE REPORTS

- a. Bylaws & Policies Committee
 - i. Approval of the Minutes for February 12, 2025 Meeting

MOTION Moved by Trustee Vega, seconded by Trustee Blanchard, to approve the minutes of the February 12, 2025 meeting.

Voice vote.

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

- ii. Approval of the Following Policies
 - a. Compensation Philosophy and Policy
 - b. Use and Disclosure of Social Security Numbers Policy
 - c. Smoke-Free Workplace Policy
 - d. Meeting Room Policy
 - e. Employee Resignation and Separation Policy
 - f. Progressive Discipline 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 Intergovernmental Agreement with D34 to Provide Library Services to All Students Enrolled in the District

Executive Director Dorfman introduced an intergovernmental agreement which would extend GPL library services to students who live in an area of unincorporated Glenview that is currently annexed into the Niles-Maine Library District. Trustee Rowitz asked why the agreement was worded to take effect July 1, 2025, which led to discussion around how to extend library services to those D34 students effective immediately. After some discussion, it was decided to approve the existing intergovernmental agreement as-is and propose an amendment to the agreement at a later date that would make the agreement effective before July.

MOTION Moved by Trustee Johnson, seconded by Trustee Schmitt, to approve the Intergovernmental Agreement with D34 to Provide Library Services to All Students Enrolled in the District.

Roll call.

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

- b. Discussion of Concessions Agreement with Glenview Grind

Executive Director Dorfman opened a discussion around a proposed Concessions Agreement with Glenview Grind to stock and maintain the Library's lobby café. Trustees were amenable to the general terms proposed and offered Executive Director Dorfman their support in continuing formal agreement conversations with Glenview Grind.

- c. AT&T Parking Space Easement

Executive Director Dorfman presented the annual easement agreement between the Library

and AT&T to allow the Library to utilize four (4) parking spaces belonging to AT&T that sit on Library property.

MOTION Moved by Trustee Johnson, seconded by Trustee Schmitt, to approve the Library's annual AT&T Parking Space Easement.

Roll call.

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

d. Discussion of Annual Presentation to the Village Board

Executive Director Dorfman shared with the Board that the Village staff feel that the Library's presentation during the annual budget workshop contains sufficient amount of information to be shared with the Village. It was agreed by Trustees that the annual budget workshop would be the only formal presentation moving forward. Instead of seeking to present to the Village Board in the spring, the Library will share an informal year-in-review video and invite Village Board members to tour the Library at their convenience.

13. OTHER

None.

14. ANNOUNCEMENTS

- a. March Warrants – Sara Spitz
- b. April Warrants – Jeff Rowitz
- c. Battle of the Books Award Ceremony – Thursday, February 27 @ 6:30 pm – Attea
- d. Mardi Gras Jazz Café Fundraiser – Saturday, March 1 @ 7:00 pm – GPL

15. 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 Vega, to adjourn.

Voice vote.

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

The meeting adjourned at 7:44 p.m.

Respectfully submitted,

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