

GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

March 20, 2025, 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 Attending Virtually:

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, Emily Baker – Administrative Assistant

Guests Present: Georgia Delis, Debra Graves, Alicea Grau, Liam Grau, Anthony Gambino

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 February 20, 2025
- b. Warrant Summary – March 2025
- c. Warrants Greater than \$5,000 – March 2025
- d. List of Warrants – March 2025

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

Roll call.

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

4. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

- a. Fund Income Statements January 2025
- b. January 2025 Cash Flow Report
- c. Cash and Investment Balances

Business & Finance Director Klimusko presented the January 2025 financials, noting that these are preliminary numbers and that final numbers will be available in early June, when the Library's annual audit is completed.

The Library's Operating Fund balance at the end of January is \$6,241,906. The projected fund balance of 55% exceeds the Library's current Operating Fund Policy which requires 50% of the budgeted operating expenditure to be on hand at any given time. Cash & Investments total \$8,981,028.42.

5. PRESIDENT'S REPORT

None.

6. LEGISLATIVE UPDATE

Executive Director Dorfman shared information from Reaching Across Illinois Library Systems (RAILS) on how a recent federal Executive Order demanding personnel and funding cuts to the Institute for Museum and Library Services (IMLS) would impact Illinois libraries. While the vast majority of Glenview Public Library's funding comes from property taxes and other local sources, cuts to the IMLS and the potential loss of \$5.7 million in IMLS funding dispensed through the Illinois State Library in the form of grants could negatively impact small and rural libraries in Illinois.

7. FOUNDATION UPDATE

Trustee Spitz shared that while she does not yet have official numbers on the total amount raised, the Foundation's Mardi Gras Jazz Cafe Fundraiser was a success in terms of community engagement.

Executive Director Dorfman recommended that \$100,000 of the donation made by the estate of Eleanor and Russell Sorenson be earmarked for the Youth Services Play Space campaign.

8. FRIENDS OF THE LIBRARY UPDATE

Trustee Schmitt shared that Lenore Pettinger, President of the Friends of the Library, would attend the April meeting of the Board of Trustees.

9. ACCEPTANCE OF STAFF REPORTS & STATISTICS

a. Library Director's Report

Executive Director Dorfman shared a brief update with the Board on progress towards setting up individual Library email accounts for each Trustee.

Deputy Director of Library Services Sawyer updated Trustees on the Inter-Governmental Agreement with District 34 to extend library services to students in the "triangle" area of Glenview. While the start date of the agreement will remain the same to align with District 34's fiscal year, Deputy Director Sawyer explained that for any students eager to take advantage of the agreement, exceptions would be made to make library cards available to them sooner. She also shared that a similar Inter-Governmental Agreement is in the works with District 225 to extend library services to those students as they reach high school age.

b. Statistical Summary

c. Building Progress Update

Deputy Director of Operations Sanders presented updated construction plans and renderings for the Youth Services Play Space and lobby café with Trustees. Of note, she pointed out that due to high-cost estimates to remove and replace with a new structure, it is now recommended to keep the artificial trees at the entryway to the Youth Services department until a future phase of construction.

d. IYSI Report

MOTION Moved by Trustee Schmitt, seconded by Trustee Rowitz, to accept the Staff Reports and Statistics for February 2025.

Voice vote.

Ayes: 7; Nays: 0. Motion carried.

10. COMMITTEE REPORTS

a. Bylaws & Policies Committee

i. Approval of the Minutes for March 3, 2025 Meeting

MOTION Moved by Trustee Blanchard, seconded by Trustee Vega, to approve the minutes of the March 3, 2025 meeting.

Voice vote.

Ayes: 3; Nays: 0. Motion carried.

ii. Approval of the Following Policies

- a. Grievance Policy**
- b. Drug & Alcohol Policy**
- c. Nepotism Policy**
- d. Probationary Employment Period Policy**
- e. Employee Workweek, Overtime and Break Policy**

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

Roll call.

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

11. UNFINISHED BUSINESS

None.

12. NEW BUSINESS

None.

13. OTHER

Executive Director Dorfman shared current committee assignments with Trustees for their review ahead of the annual committee assignments. Trustees expressed that they are satisfied with their existing assignments.

14. ANNOUNCEMENTS

- a. April Warrants – Jeff Rowitz
- b. May Warrants – Jeff Rowitz

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 Vega, seconded by Trustee Schmitt, 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, Spitz, Vega, Blanchard; Nays: 0. Motion carried.

The meeting went into closed session at 7:12 p.m.

The meeting returned to open session at 7:16 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 Rosenblum, seconded by Trustee Schmitt, to approve the resolution approving and making a determination on the following Executive Session minutes and verbatim recordings:

Release the minutes of Executive Session on December 19, 2024, to the public.

Destroy the verbatim recording of Executive Session on July 20, 2023.

Roll call.

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

17. ADJOURNMENT

MOTION Moved by Trustee Johnson, seconded by Trustee Rosenblum, to adjourn.

Voice vote.

Ayes: 7; Nays: 0. Motion carried

The meeting adjourned at 7:19 p.m.

Respectfully submitted,

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