

GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

April 17, 2025, 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 Member Absent:

Carol Schmitt

Staff Members Present:

Lindsey Dorfman - Executive Library Director, Linda Sawyer – Deputy Director of Library Services, Jean Sanders – Deputy Director of Operations, Allen Bettig – IT Director, Emily Baker – Administrative Assistant

Guests Present: Annette Vander Ploeg – League of Women Voters

1. CALL TO ORDER AND ROLL CALL

President Blanchard called the meeting to order at 6:31 p.m. and the roll was called.

2. PUBLIC COMMENT

None.

3. APPROVAL OF CONSENT AGENDA

- a. Minutes of Regular Meeting of March 20, 2025
- b. Warrant Summary – April 2025
- c. Warrants Greater than \$5,000 – April 2025
- d. List of Warrants – April 2025

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

Roll call.

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

Trustee Johnson joined the meeting at 6:36 PM.

4. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

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

Executive Director Dorfman presented the February 2025 financials. Year-to-date revenue is \$1,683,380.50, while year-to-date expenditures total \$920,082.27.

The Library's Operating Fund balance at the end of February is \$7,434,919. The projected fund balance of 66% exceeds the Library's current Operating Fund Policy. Cash & Investments total \$10,243,143.02.

5. PRESIDENT'S REPORT

President Blanchard invited Trustee Rosenblum to share news items pertinent to the Library's interests. Trustee Rosenblum shared a couple of clippings from the Chicago Tribune calling for citizens to support their local libraries in the wake of IMLS funding cuts, as well as news of censorship attempts against libraries in North Dakota and Huntington Beach, California.

6. LEGISLATIVE UPDATE

Executive Director Dorfman highlighted links shared in the Board packet that provide weekly updates from the ILA and news updates from RAILS tracking budgetary cuts to IMLS.

Executive Director Dorfman also recapped a recent event that the Library hosted in partnership with the League of Women Voters of Glenview-Glencoe, in which Glenview's local legislators sat for a town hall-style forum with 150 participants.

7. FOUNDATION UPDATE

Trustee Spitz shared the financial results of the Foundation's Mardi Gras Jazz Café Fundraiser: A net profit of \$8,500, combined with the \$100,000 donation from the estate of Eleanor and Russell Sorensen and the Foundation's existing funds, brings them close to \$160,000 against

their fundraising goal of \$200,000 for the Youth Services Play Space campaign.

Trustee Spitz also reported that the Foundation was very pleased with the combined in-person and online attendance of 250 people for the recent Glenview Reads Together event.

8. FRIENDS OF THE LIBRARY UPDATE

Deputy Director of Operations Sanders reported that the Friends of the Library, with the help of a new member, are working towards being able to accept donations via online payments.

9. ACCEPTANCE OF STAFF REPORTS & STATISTICS

a. Library Director's Report

Executive Director Dorfman highlighted the success of the Glenview Reads Together program, from the selection of *Sandwich*, to author Catherine Newman's chemistry with interviewer Heidi Stevens, to the Library's promotional materials.

Deputy Director of Library Services Sawyer reiterated her excitement for the IGA the Library is working on with D225 in an effort to extend library services to all Glenview students. She also recounted a recent visit from Mongolian-speaking families with students in D34 who were – many for the first time – presented with a variety of services and resources the Library has to offer.

b. Statistical Summary

c. Building Progress Update

Deputy Director of Operations Sanders shared an update on construction plans for the Youth Services Play Space and lobby café, including the addition of banquette seating and the removal of the information desk in the lobby.

d. Q1 Strategic Plan Report

Executive Director Dorfman provided a brief update on completion progress towards Q1 goals and yearly targets for the 2025-2027 Strategic Plan.

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

Voice vote.

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

10. COMMITTEE REPORTS

a. Bylaws & Policies Committee

i. Approval of the Minutes for April 7, 2025 Meeting

MOTION Moved by Trustee Vega, seconded by Trustee Rosenblum, to approve the minutes of the April 7, 2025 meeting.

Voice vote.

Ayes: 3; Nays: 0. Motion carried.

ii. Approval of the Following Policies

- a. Employee Dress and Grooming Policy**
- b. Performance Evaluation Policy**
- c. Recruitment and Selection Policy**
- d. Professional Development and Travel Policy**
- e. Tuition Reimbursement Policy**

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

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. Approve Contract Award for Security Camera Replacement to Pentegra Systems

IT Director Bettig presented an Issue Analysis regarding the replacement of remaining analog security cameras to digital, as budgeted for when the first cameras were replaced a number of years ago. After collecting quotes, it was determined that Pentegra Systems, the Library's existing security system maintenance provider, was both the most cost effective and technically sound option. Additionally, under Section 5-5 of the Illinois Local Library Act (75 ILCS 5/5-5), a

formal bidding process is not required because the contract involves data processing and telecommunications equipment and services. Based on the advice of the Library's attorney and the specialized nature of the Library's IT systems, IT Director Bettig recommended that the Board further find that bidding would be impractical and waive the requirement for a formal bidding process.

MOTION Moved by Trustee Vega, seconded by Trustee Rosenblum, to approve the contract as presented and waive the requirement for a formal bidding process.

Roll call.

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

b. Approval of Patron Ban

Executive Director Dorfman requested the approval of the Board to issue a 3-year ban of access to Library property and events against a patron whose continued behavior has threatened the safety and well-being of a staff member. The patron would be eligible to request reinstatement of Library privileges after 3 years and has the right to appeal the Board's decision at the next monthly Board of Trustees meeting.

MOTION Moved by Trustee Johnson, seconded by Trustee Rowitz, to approve a 3-year ban of the patron in question from all Library property and events.

Roll call.

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

13. OTHER

a. Discuss options for SharePoint Page

IT Director Bettig shared that Library email addresses have been created for each Trustee, and they will be contacted individually to set up their accounts and multi-factor authentication with a member of the IT team.

Executive Director Dorfman then solicited requests from Trustees for what they would like to see housed on their Sharepoint page. Suggestions included a calendar of relevant events and meetings, links to websites such as ILA and RAILS, and a repository of Board packets.

14. ANNOUNCEMENTS

- a. May Warrants – Jeff Rowitz
- b. June Warrants – Ruth Rosenblum

15. ADJOURNMENT

There being no additional business to be brought before the Board, President Blanchard requested a motion to adjourn.

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

Voice vote.

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

The meeting adjourned at 7:50 p.m.

Respectfully submitted,

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