

GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

July 17, 2025, 6:30 PM
Glenview Public Library
Conference Room

Board Members Present:

Tom Blanchard, M. David Johnson, Ruth Rosenblum, Jeff Rowitz, Carol Schmitt, Kathy Vega

Board Members Absent:

Sara Spitz

Staff Members Present:

Jean Sanders – Deputy Director of Operations, Linda Sawyer – Deputy Director of Library Services, Christine Klimusko – Business & Finance Director, Allen Bettig – IT Director, Emily Baker – Administrative Assistant

Guests Present: Georgia Delis – Glenview Public Library; Caitlin Savage – Glenview Public Library; Elizabeth Kaiz – Glenview Public Library; Jameson Ghalioungui – Glenview Public Library; Cindy Park – Auditor, Baker Tilly US, LLP; Iwona Pozniak – Finance Manager, Village of Glenview; Marc Cruz – Lead Accountant, Village of Glenview; 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

Deputy Director Sawyer formally introduced to the Board of Trustees new members of the Library's management team: Caitlin Savage, Youth Services Community Engagement Manager; Elizabeth Kaiz, Youth Services Collections Manager; and Jameson Ghalioungui, Innovation Services Manager.

The agenda was reordered at this time.

11. NEW BUSINESS

- b. Presentation of 2024 Annual Comprehensive Audit Report by Village of Glenview Finance Director and Representative from Baker Tilly US, LLP

Finance Director Pozniak presented relevant Library results from the Annual Comprehensive Financial Report for the year ending December 31, 2024. This independent audit was performed by Baker Tilly US, LLP and was returned with no modifications recommended. Auditor Park shared additional relevant insights from Baker Tilly.

Trustee Rowitz commented on 2024 operating expenses coming in under budget for almost every category, which speaks to the conscientiousness of Library staff in tracking departmental expenses throughout the year.

The meeting returned to the regular agenda at 6:48 p.m.

3. APPROVAL OF CONSENT AGENDA

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

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

Roll call.

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

4. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

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

Business & Finance Director Klimusko presented the May 2025 financials. Year-to-date revenue is \$4,824,204.65, while year-to-date expenditures total \$3,380,668.19.

The Library's Operating Fund balance at the end of May is \$8,112,388. Cash & Investments total \$11,634,209.00.

5. PRESIDENT'S REPORT

None.

6. LEGISLATIVE UPDATE

Deputy Director Sawyer shared an article from the New York Times regarding publishers' inconsistent and often exorbitant fees for libraries on eBooks.

7. FOUNDATION UPDATE

None.

8. FRIENDS OF THE LIBRARY UPDATE

None.

9. ACCEPTANCE OF STAFF REPORTS & STATISTICS

a. Library Director's Report

Deputy Director Sawyer highlighted upcoming Library initiatives such as a civics refresher series for adults - produced in partnership with the League of Women Voters - as well as a future initiative focused on AI and other emerging technology. Deputy Director Sawyer also announced the rollout of the Library's new Book-A-Spanish-Speaking-Librarian service.

b. Statistical Summary

c. Building Progress Update

Deputy Director Sanders highlighted the need to put out a Request for Proposals for the replacement of humidifiers and fan motors on two of the Library's rooftop HVAC units.

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

Voice vote.

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

10. UNFINISHED BUSINESS

None.

11. NEW BUSINESS

- a. Award of Recommended Contract for Lobby Café and Youth Services Play Space Renovation

Deputy Director Sanders shared the results of the bids in response to the Request for Proposals on the Lobby Cafe and Youth Services Play Space renovation projects, as well as Principal Darren Schretter from Studio GC's recommendation to award the contract to Construction Solutions of Illinois, Inc. as the lowest responsive and responsible bidder.

MOTION Recommendation from Committee: Award contract for the Lobby Café and Youth Services Play Space Renovation projects to Construction Solutions of Illinois, Inc. as the lowest responsive and responsible bidder.

Roll call.

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

- c. Approval of Contract for Upgrades to the Audio Systems in the Community Room

IT Director Bettig presented an Issue Analysis highlighting patron feedback and community need for updates to the audio system in the Community Room, as well as quotes from 4 different companies. While noting that the bids are over what the Library had initially budgeted for the project, IT Director Bettig pointed out that the original quote for the work was made a couple of years ago and also suggested that another upcoming project will come in significantly under its original budget.

MOTION Moved by Trustee Johnson, seconded by Trustee Rowitz, to approve a contract with PACE Systems for an amount not to exceed \$52,130.23 for upgrading the Community Room audio system and formally waive the competitive bidding requirement in accordance with Section 5-5 of the Illinois Local Library Act.

Roll call.

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

d. Approval of Contract for Upgrades to the Audiovisual Systems in the Technology Lab
IT Director Bettig presented an Issue Analysis requesting audiovisual updates to the Technology Lab, which has had the same equipment since it was opened 15 years ago. Updates will better support hybrid programming hosted in the Technology Lab.

MOTION Moved by Trustee Johnson, seconded by Trustee Vega, to approve a contract with PACE Systems for an amount not to exceed \$25,082.59 for upgrading the audiovisual system in the Technology Lab and formally waive the competitive bidding requirement in accordance with Section 5-5 of the Illinois Local Library Act.

Roll call.

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

12. ANNOUNCEMENTS

- a. August Warrants – M. David Johnson
- b. September Warrants – M. David Johnson

13. 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 Schmitt, to adjourn.

Voice vote.

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

The meeting adjourned at 7:24 p.m.

Respectfully submitted,

Ruth Rosenblum, Secretary
Glenview Public Library Board of Trustees