GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

August 21, 2025, 5:30 PM
Glenview Public Library
Community Room East

Board Members Present:
Tom Blanchard, M. David Johnson (acting as Secretary Pro Tem), Jeff Rowitz, Carol Schmitt, Sara Spitz, Kathy Vega

Board Members Absent:
Ruth Rosenblum

Staff Members Present:
Lindsey Dorfman - Executive Library Director, Jean Sanders – Deputy Director of Operations, Linda Sawyer – Deputy Director of Library Services, Christine Klimusko – Business & Finance Director, Allen Bettig – Information Technology Director, Hilary Gabel – Communications Director, Jurga Mackoniene – Circulation Manager, Emily Baker – Administrative Assistant

Guests Present:
Deb Graves – League of Women Voters; Glenbrook South High School Students: Theo Robinson, Tedi Velitchkova, Natalie Gordon, Domenico Colamussi, Maddie Mietus, David Kim, Aric Breme, Charlotte Kozak, Charlie Rasmussen, Spencer Kuda, Axel Beck

1. **CALL TO ORDER AND ROLL CALL**

President Blanchard called the meeting to order at 5:30 p.m. and the roll was called.

2. PUBLIC COMMENT

None.

The agenda was reordered at this time.

12. NEW BUSINESS

a. Presentation of the 1st Draft of the 2026 Budget and 2025 Levy

Executive Director Dorfman and the Library's Leadership Team presented a first draft of the Library's 2026 budget, which utilized a zero-based budgeting process. While the Library has budgeted for growth in both revenue and expenses, increases in total expenses (2.52%) are expected to outpace increases in revenue (0.40%). The Library's total budgeted revenue for 2026, with the existing levy strategy of only levying for new growth, is $9,704,060. 2026 budgeted expenses total $9,899,878. This represents a variance of ($195,818).

Executive Director Dorfman then presented a recommendation for a new levy strategy for 2025, as discussed by the Budget & Finance Committee. Trustees requested more information on other area libraries and public entities, such as park and school districts, that rely on annual levy increases for funding as points of reference.

Finally, Executive Director Dorfman went over the timeline for future presentations and ultimate approval of the Library's 2026 budget, including presentations to the Village Board of Trustees and a public hearing for Library patrons to voice their opinions before the Library Board's final approval in October.

b. Approval of Purchase of Meraki Wireless Access Points (WAPs) and Three-Year Enterprise Support Subscription

IT Director Bettig presented an Issue Analysis highlighting the need to replace the Library's Wireless Access Points due to the current devices reaching the end of their support coverage with Cisco in FY 2025. He pointed out that purchasing a three-year enterprise support subscription upfront would come at a significant discount that would make up for the larger than anticipated cost of replacing the audio system in the Community Room.

MOTION Moved by Trustee Johnson, seconded by Trustee Schmitt, to approve the purchase of 25 Cisco Meraki access points and associated three-year enterprise licenses from Paragon Micro for a cost not to exceed $26,074.50 and formally waive the competitive bidding requirement in accordance with Section 5-5 of the Illinois Local Library Act.

Roll call.

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

The meeting returned to the regular agenda at 6:49 PM

3. APPROVAL OF CONSENT AGENDA

a. Minutes of Special Meeting of June 12, 2025
b. Minutes of Regular Meeting of July 17, 2025
c. Warrant Summary - August 2025
d. Warrants Greater than $5,000 - August 2025
e. List of Warrants - August 2025

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

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

4. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

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

Business & Finance Director Klimusko presented the June 2025 financials. Year-to-date revenue is $4,865,227.92, while year-to-date expenditures total $4,038,293.37.

The Library’s Operating Fund balance at the end of June is $7,498,555. Cash & Investments total $10,948,959.95.

5. PRESIDENT’S REPORT

President Blanchard invited Trustee Johnson to share a mailer he received from a local realtor that highlighted the benefits of holding a Glenview Public Library card.

6. LEGISLATIVE UPDATE

Executive Director Dorfman shared that Governor Pritzker signed into law the bill to fund security grants for libraries.

7. FOUNDATION UPDATE

Executive Director Dorfman shared that the Foundation met last Thursday evening, and while their efforts to garner financial support from local businesses for their Youth Services Play Space campaign were not as successful as they had hoped, they are moving forward with the community outreach portion of their fundraising. Additionally, she advised that the Foundation is looking for new members.

8. FRIENDS OF THE LIBRARY UPDATE

Trustee Schmitt reported that the Friends have approved the donation of funds to purchase outdoor musical instruments for community engagement.

9. ACCEPTANCE OF STAFF REPORTS & STATISTICS

a. Library Director's Report

Executive Director Dorfman highlighted the success of the Summer@GPL reading program, specifically regarding engagement in Adult Services. Deputy Director Sawyer also noted the benefits of the Library's community research initiatives in identifying and prioritizing projects that will be most valuable to patrons.

b. Statistical Summary

c. Building Progress Update

Deputy Director Sanders provided an update on various building and grounds projects: Lobby Cafe construction is scheduled to commence on September 8th. Parking lot and garage repairs will take place over 4 days at the end of August into early September. The Village will conduct a parking lot study to determine options for improving safety and accessibility when parking at the Library.

d. Q2 Strategic Plan Report

e. 2026 Budget Calendar

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

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

10. COMMITTEE REPORTS

a. Building & Grounds Committee

i. Minutes of Committee Meeting of July 14, 2025

MOTION Moved by Trustee Rowitz, seconded by Trustee Blanchard, to approve the minutes of the July 14, 2025 meeting.

Voice vote.
Ayes: 3; Nays: 0. Motion carried.

b. Budget & Finance Committee

i. Minutes of Committee Meeting of August 11, 2025

MOTION Moved by Trustee Johnson, seconded by Trustee Spitz, to approve the minutes of the August 11, 2025 meeting.

Voice vote.
Ayes: 3; Nays: 0. Motion carried.

11. UNFINISHED BUSINESS

None.

12. NEW BUSINESS

c. Approval of Contract for Humidifier and Fan Motor Replacement Project

Deputy Director Sanders presented an Issue Analysis summarizing contractor responses to a Request for Proposals for the replacement of humidifiers on RTUs #1 and #2 and a fan motor on RTU #2. After vetting all proposals, Deputy Director Sanders recommended that the Board approve the award of the contract to Martin Peterson Company as the lowest responsive and responsible bidder.

MOTION Moved by Trustee Blanchard, seconded by Trustee Johnson, to approve the award of contract for the Humidifier and Fan Motor Replacement Project to Martin Peterson

Company in the total amount of $104,525, as the lowest responsive and responsible bidder, in accordance with the specifications set forth in the Request for Proposals issued in July 2025.

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

d. Approval of Concession Contract with Glenview Grind

Executive Director Dorfman presented to Trustees a proposed Vending Operations Agreement between Glenview Public Library and the Glenview Grind. Trustee Vega proposed a few minor wording changes.

MOTION Moved by Trustee Rowitz, seconded by Trustee Schmitt, to approve the Concession Contract with Glenview Grind, pending amendments recommended by Trustee Vega.

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

13. OTHER

Trustees Schmitt and Spitz shared personal anecdotes of community members offering praise for the programming and resources offered by the Library.

Trustee Schmitt commented that she loves taking advantage of the Library's partnership with Greener Glenview on the composting pilot program.

14. ANNOUNCEMENTS

a. September Warrants – M. David Johnson
b. October Warrants – Kathy Vega
c. Glenview History Center Farmhouse Reopening - Saturday, September 20th (11:00am-4:00pm)
d. ILA Annual Conference – October 14th-16th @ Donald E. Stephens Convention Center in Rosemont

e. Staff Training Day – Friday, November 14th

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 Schmitt, to adjourn.

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

The meeting adjourned at 7:32 p.m.

Respectfully submitted,

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