

GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

December 18, 2025, 6:30 PM

Glenview Public Library

Community Room West

Board Members Present:

Thomas Blanchard, M. David Johnson, Ruth Rosenblum, Jeff Rowitz, Carol Schmitt, Sara Spitz

Board Members Absent:

Kathy Vega

Staff Members Present:

Lindsey Dorfman – Executive Library Director, Linda Sawyer – Deputy Director of Library Services, Christine Klimusko – Business & Finance Director, Emily Baker – Administrative Assistant

Guests Present:

Darren Schretter – Studio GC; Georgia Delis – Glenview Public Library; Annette Vander Ploeg – League of Women Voters; Friends of Glenview Public Library: Ann Grant, Peter Grant, Stephanie Chau, Anna Marie Ogle, Mary Stump, Stephen Ellis, Mary Denzel, Margie O'Donnell, Lauren Szwiec, Joe Szwiec, Lenore Pettinger

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

None.

The agenda was reordered at this time.

11. NEW BUSINESS

g. Adoption of Resolution Honoring Lauren Szwiec

To recognize over a decade of service to the Friends of Glenview Public Library, specifically in the Used Bookstore, President Blanchard presented volunteer Lauren Szwiec with a resolution in her honor.

MOTION Moved by Trustee Johnson, seconded by Trustee Schmitt, to approve and adopt the resolution honoring Ms. Lauren Szwiec for her outstanding service, leadership, and commitment to the Used Bookstore, Library, and the Glenview community.

Voice vote.

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

f. Presentation and approval of 2nd Floor Space Improvement Project

Executive Director Dorfman introduced Darren Schretter, Principal at Studio GC, who presented proposed capital improvements to the second floor as the final stage of Phase I of the Library's space improvement project. Proposed renovations include the addition of seven (7) individual study rooms, additional seating options, updated shelving layouts, and enhanced display areas. Principal Schretter then presented an Estimate of Probable Cost for the projects. The total estimated cost for the project is \$926,963 – approximately \$80,000 over the Library's allotted budget for the project. Executive Director Dorfman asked the Trustees for guidance on a cost mitigation strategy in light of the budget shortfall. Trustees did not feel it was necessary to determine a direction for cost mitigation strategy until bids for the project came in.

MOTION Moved by Trustee Johnson, seconded by Trustee Rowitz, to approve the scope of the Second Floor Space Improvement Project and move forward with issuing a Request for Proposal.

Roll call.

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

The meeting returned to the regular agenda at 7:10 p.m.

3. APPROVAL OF CONSENT AGENDA

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

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

Roll call.

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

4. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

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

Business & Finance Director Klimusko presented the October 2025 financials. Year-to-date revenue is \$5,219,313.98, while year-to-date expenditures total \$6,630,978.34.

The Library's Operating Fund balance at the end of October is \$5,391,206.36. Cash & Investments total \$8,184,693.24.

5. PRESIDENT'S REPORT

President Blanchard invited Trustee Rosenblum to share news items pertinent to the Library's interests. While Trustee Rosenblum did not have any articles to share, Trustee Johnson shared an article on Wheaton College's library and print resources.

6. LEGISLATIVE UPDATE

Executive Director Dorfman shared a one-sheet of the Illinois Library Association's priorities for the 104th Illinois General Assembly's 2026 Spring Session, as well as an infographic on the high costs of eBooks and audiobooks for libraries, provided by RAILS and ILA. She also recounted highlights from ILA's North Suburban Legislative Breakfast earlier in the month, including the association's plans to lobby for higher per capita grants for libraries to account for inflation, and

to implement training requirements for all library trustees.

7. FOUNDATION UPDATE

Trustee Spitz shared that the Foundation has exceeded their fundraising goal for the Youth Services Play Space project and has added one new member to their Board.

8. FRIENDS OF THE LIBRARY UPDATE

Trustee Schmitt shared that the Friends made a \$40,000 donation to the Library at their annual volunteer appreciation dinner.

9. ACCEPTANCE OF STAFF REPORTS & STATISTICS

- a. Library Director's Report
- b. Statistical Summary
- c. Building Progress Update

Executive Director Dorfman reported that the lobby café should be up and running by early January, with more tables needed to accommodate patrons who wish to eat at the banquette seating. Additional lounge seating and decor are also expected. She also shared that while the main structures of the Youth Services Play Space have been delivered and assembled, delivery of the dynamic play elements has been delayed. She expressed hope that all elements of the Play Space and lobby café would be installed by the January Board of Trustees meeting.

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

Voice vote.

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

10. UNFINISHED BUSINESS

None.

11. NEW BUSINESS

- a. Approval of 2025-2026 General Liability & Workers Compensation Insurance Renewal

Business & Finance Director Klimusko shared with Trustees the results of LIRA's annual insurance renewal, and the Library's 2025-2026 Pricing Sheet, specifically. The Library's total renewal rate is \$111,709.24, which represents a 3.05% year-over-year increase.

MOTION Moved by Trustee Johnson, seconded by Trustee Rowitz, to approve the 2025-2026 General Liability and Workers Compensation Insurance Renewal.

Roll call.

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

- b. Approval of Annual Adjustment to Compensation Structure

Executive Director Dorfman presented proposed adjustments to the Library's compensation structure for 2026.

MOTION Moved by Trustee Johnson, seconded by Trustee Schmitt, to approve the annual adjustment to the Library's compensation structure for 2026.

Roll call.

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

- c. Approval of 2026 Staff Total Compensation Packages

Executive Director Dorfman presented proposed total compensation packages for Library staff for 2026.

MOTION Moved by Trustee Johnson, seconded by Trustee Rowitz, to approve the 2026 Staff Total Compensation Packages.

Roll call.

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

d. Approval of One-Time Exception to Paid Leave Policy

Executive Director Dorfman requested the Board's approval to make a one-time exception to the Library's Paid Leave Policy to allow any staff with an excess of two (2) weeks' banked vacation time to roll over up to three (3) weeks of vacation from 2025 to 2026. The Paid Leave Policy, which was updated at the end of 2024 and allows staff to carry over a maximum of two (2) weeks of vacation, would then take effect beginning in 2027.

MOTION Moved by Trustee Johnson, seconded by Trustee Schmitt, to approve a one-time exception to increase the Paid Leave carryover limit from two (2) weeks to three (3) weeks for the 2025–2026 carryover period, with the standard two-week carryover limit resuming in 2027.

Roll call.

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

e. Review and Discussion of Transition to the New Illinois Public Library Standards

Executive Director Dorfman shared an update on progress made against the checklists associated with the Illinois Public Library Standards rubric, formerly known as Serving Our Library 4.0 Standards for Illinois Public Libraries. She also advised that future progress updates will be shared in Board reports.

12. OTHER

Multiple Trustees noted that they are receiving spam emails from the same email address to their Library accounts. Executive Director Dorfman said she would have IT Director Allen Bettig look into the source of the spam.

Executive Director Dorfman announced that she would like to host Trustees for a half-day, off-site Board retreat on a Saturday in January or February and would follow up with Trustees regarding their availability.

13. ANNOUNCEMENTS

- a. January Warrants – Carol Schmitt
- b. February Warrants – Sara Spitz
- c. Winter Dinner – Saturday, January 24th @ The Glen Club

14. EXECUTIVE SESSION

- a. Pursuant to 5 ILCS 120/2 c (1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body

MOTION Moved by Trustee Johnson, seconded by Trustee Schmitt, to move into Executive Session pursuant to 5ILCS 120/2 c (1) of the Open Meetings Act for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

Roll call.

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

The meeting went into closed session at 8:08 p.m.

The meeting returned to open session at 8:27 p.m.

15. ACTION RELATED TO EXECUTIVE SESSION

- a. Approval of Recommended Special Project Bonuses

MOTION Moved by Trustee Johnson, seconded by Trustee Schmitt, to approve the award of special project bonuses as discussed in Executive Session.

Roll call.

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

16. 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 8:28 p.m.

Respectfully submitted,

Ruth Rosenblum, Secretary
Glenview Public Library Board of Trustees