

**GLENVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes
January 19, 2017**

PRESENT: Wendy Goldstein
(Board) John Miller Jack Neymark
Allan Ruter Ellen Scholly

ABSENT: M. David Johnson Stella Kalfas
(Board)

PRESENT: Vickie L. Novak, Library Director
(Staff) Jane Berry, Assistant Library Director

GUESTS: Nancy Stonish, League of Women Voters
Carol Schmitt, Trustee Candidate
Peg Cizek, Glenview Resident

1. CALL TO ORDER AND ROLL CALL

President Pro Tem Scholly called the meeting to order at 7:30 p.m. and the roll was called.

2. REPORT OF THE FRIENDS OF THE GLENVIEW PUBLIC LIBRARY

None at this time.

3. APPROVAL OF THE MINUTES

(a) Regular Meeting of December 15, 2016

MOTION Moved by Goldstein, seconded by Neymark, to approve the minutes of December 15, 2016, as amended.

Voice vote taken. All ayes. No nays. Motion carried.

4. APPROVAL OF WARRANTS– J. Miller

Trustee Miller reviewed the Warrants for January 19, 2017. He found them to be in order and itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Miller, seconded by Goldstein, to approve the Warrants of January 19, 2017 in the amount of \$333,406.05.

Roll call vote taken. Goldstein, Miller, Neymark, Ruter and Scholly voted aye. No nays. Motion carried.

Scholly requested that the Agenda be reordered at this time.

14. PUBLIC COMMENTS

Library patron Peg Cizek addressed the Board of Trustees. She expressed her concern regarding the recent staff reductions, particularly those in Youth Services.

Library Director Novak explained that the current library building is 60% larger than the old building. With the increase in size, there are expenses that the Library has had to absorb while maintaining a flat operating budget. The Library has been operating lean since 2009, and has made cuts to training, electronic resources, books, travel, and other expenses with the exception of personnel. Personnel costs are 73% of the Library's total operating budget. In the past, the Library has cut employee benefits in order to reduce expenses. This year the Library needed to cut expenses that are sustainable from year after year, which led to the reduction in staff, which was a decision made collaboratively by Trustees, Managers and Administration. Youth Services lost the greatest number of staff, but was able to hire a 25 hour per week Para Professional, which makes up for many of the lost hours.

Trustee Scholly explained that the Board feels this is a one-time reduction and does not foresee any additional reductions at this time.

Cizek thanked the Board for the information and suggested that the Library redact personal information from Speak Ups included in the monthly Board Packet that is available to the public at the Reference Desk. The Board agreed with her suggestion and Director Novak indicated that this will be addressed immediately.

5. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

(a) Revenues, Expenditures and Fund Balances through November, 2016

Library Director Novak reviewed the financial reports and statistics through November, 2016. Cash and investments fund balances remain healthy eleven months into the fiscal year. The amount of funds on hand represents 62.04% of the total Budget.

Having completed eleven months of the fiscal year, 100.5% of total projected revenues have been received. This includes 100% of the current year's property taxes. Miscellaneous revenue has exceeded estimates by nearly 25%. Interest on savings has also exceeded initial projections by a significant amount.

Spending by department is trending below the 91.63% mark at 83.8%, with eleven months of the fiscal year completed. Department expenditures range from a low of 75.1% in Reference to a high of 103.0% in Building & Grounds.

The highest total expenditures are reflected in the Other Charges category, with 967.7% spent. This is due to the refinancing of the Library's Debt Service. The lowest amount of funds expended is from the Capital Outlay category, with expenditures of 71.9%.

An aggregate total of 276.5% of Appropriated Funds has been spent through November. Appropriated Funds includes the library's Operating Budget, as well as the Gift Fund, the Capital Contribution Fund, the Capital Reserve Fund and the Debt Service and Bond and Interest Funds.

6. PRESIDENT'S REPORT

None at this time.

7. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

- (a) Library Director's Report
- (b) Statistics for December, 2016
- (c) Electronic Statistics for December, 2016
- (d) Library Website Electronic Usage
- (e) MyPC Reservation Service
- (f) Electronic Payment Transaction

- (g) Inter Library Loan
- (h) Monthly Vending Summary from Mark Vend
- (i) Drive-Up Window Usage
- (j) Staff Reports
 - i) Assistant Director
 - ii.) Head of Circulation
 - iii.) Director of Communications
 - iv.) Information Technology
 - v.) Head of Reader Services
 - vi.) Head of Reference Services
 - vii.) Head of Technical Services
 - viii.) Head of Youth Services
- (k) Report from Associated Technology Partners
- (l) Press Releases
- (m) Miscellaneous Speak Ups
- (n) Correspondence

MOTION Moved by Ruter, seconded by Goldstein, to accept the Staff Reports and Statistics, as presented.

Voice vote taken. All ayes. No nays. Motion carried.

8. BOARD COMMITTEE REPORTS

- (a) Report of the Bylaws & Policies Committee
 - i.) Approval of Changes to Maximum Accrual of Sick Leave

Trustee Goldstein advised the Board that the revision to the maximum accrual of Sick Leave that the Board had agreed upon at the October Board meeting requires a Policy change to formalize this action. The Bylaws and Policy Committee reviewed the proposed change to the Sick Leave Policy which reflects the increase from 900 hours to 1,800 hours and recommends approval.

MOTION Moved by Goldstein, seconded by Ruter, to increase the maximum accrual of sick leave from 900 hours to 1,800 hours.

Roll call vote taken. Goldstein, Neymark, Ruter and Scholly voted aye. Miller voted nay. Motion carried.

9. PUBLIC PRESENTATION

None at this time.

10. UNFINISHED BUSINESS

None at this time.

11. NEW BUSINESS**(a) Approval of Memorandum of Understanding, 2017-2019**

Library Director Novak reviewed the proposed changes to the MOU. Novak noted that the Village covered the \$80,000 in bond refinance expenses. The Village was able to renegotiate a reduction in snow removal expenses and refuse removal costs which are reflected in the MOU. The agreement before the Board is a three-year agreement. There will be a true-up at the end of each fiscal year to account for any actual expense variances. The Village will continue to invoice the Library on a monthly basis.

MOTION Moved by Goldstein, seconded by Ruter, to approve the Memorandum of Understanding Agreement with the Village for Fiscal Years 2017 through 2019.

Roll call vote. Goldstein, Miller, Neymark, Ruter and Scholly voted aye. No nays. Motion carried.

(b) Acceptance of Per Capita Grant - 2017

Assistant Library Director Berry presented the Per Capita Grant for 2017. Berry explained that the Library did well; and met or exceeded many of the standards and/or basic criteria for technology. The Library did not do as well in the more sophisticated or advanced levels. Berry felt this was a good exercise and will help in the development of the Library's IT Strategic Plan in the coming year.

MOTION Moved by Ruter, seconded by Miller, to approve the Per Capita Grant for 2017.

Voice vote taken. All ayes. No nays. Motion carried.

(c) Adoption of Annual Determination to Library System Regarding Provision of Library Services to Non-Residents

Novak explained that each year RAILS asks member libraries to formalize their decision to participate in offering services to Non-Residents. Each year, each participating member library must adopt a Resolution stating that they agree to the provision of Library services to non-residents. A copy of the Resolution has been included in the Board Packet. Upon approval, the Library Board's decision will be formally communicated to RAILS.

Trustee Goldstein pointed out that there were typos in the Resolution: remove "the" in the first paragraph and change the year from 2016 to 2017.

MOTION Moved by Ruter, seconded by Goldstein, to approve the Annual Determination to Library System Regarding Provision of Library Service to Non-Residents with corrections as noted above.

Roll call vote taken. Goldstein, Miller, Neymark, Ruter and Scholly voted aye. No nays. Motion carried.

(d) Consideration of Proposal for Changes to the ADA Study Room Per Internal Assessment Idea #53

Staff is requesting the Board consider repurposing the ADA Study Room to a small Maker Space, to be used for video editing and recording. The written recommendation is included in the Board Packet and was part of the Internal Assessment process.

MOTION Moved by Ruter, seconded by Miller, to accept Internal Assessment Idea #53 to Repurpose the ADA Study Room to a small Maker Space activity room.

Roll call vote taken. Goldstein, Miller, Neymark, Ruter and Scholly voted aye. No nays. Motion carried.

(e) Amend Action re: FLSA per Attorney's Recommendation

At the October 20, 2016 Board Meeting, the Library Board approved the Job Reclassification recommendations proposed by consultant, Eric Van Clevon. The recommendations included the anticipated changes in the FLSA, which were to be effective 12/1/16. Since then, pending court action, the FLSA changes have been suspended. Library Attorney Mike Roth has run this information by his firm's FLSA expert and advised that the Library not implement those changes suggested by Van

Cleven, pursuant to the outcome in the courts. The attorney suggests amended language to the motion that was made previously.

MOTION Moved by Goldstein, seconded by Ruter, to amend the Board's October 20th compensation approval by not increasing salaries in order to maintain FLSA exempt status, pending court decision. The remainder of the compensation plan and consultant's recommendations approved October 20, 2106 shall remain as approved."

Roll call vote taken. Goldstein, Miller, Neymark, Ruter and Scholly voted aye. No nays. Motion carried.

(f) Discussion re: Problems with Boiler & Sprinkler System

Library Director Novak explained that there was an ignition firing problem that occurred when service was being performed on the HVAC system. The misfire created a small explosion that resulted in the implosion of the duct work. The duct work will have to be replaced. This may require having to go through walls to access duct work. The Library is currently running on boiler #2. If something happens to boiler #2, there could be serious consequences. The Library has boiler coverage through its insurance. A claim has been opened. Mark Depa is working with the service man and the boiler manufacturer to get to the source of the problem. The Board emphasized that it is important that the HVAC people determine the cause of the problem before attempting to make repairs, so ensure that this does not happen again.

(g) Acceptance of Proposal for HVAC Maintenance

The Library's HVAC maintenance contract with Dynamic Heating and Cooling expired on 12/31/16. Facilities Manager Mark Depa contacted two well qualified HVAC companies for annual maintenance agreement proposals. The proposals included in the Board Packet are very competitive. Both firms have excellent reputations and sufficient depth of staff to be able to handle the problems.

MOTION Moved by Ruter, seconded by Goldstein, to accept the HVAC Maintenance agreement for a period of one year, as presented by Kroeschell in the amount of \$8,600.00.

Roll call vote taken. Goldstein, Miller, Neymark, Ruter and Scholly voted aye. No nays. Motion carried.

(h) Acceptance of Trak-1 Proposal for Criminal Background Checks on New Hires

As a member of LIRA, the Library has been offered a reduced rate for criminal background checks for new hires through Trak-1. Background checks are becoming an industry standard, and an example of best practices. Library Director Novak would like the Board to review the information and consider approving criminal background checks for new library employees.

MOTION Moved by Goldstein, seconded by Ruter, to approve the Trak-1 Proposal for Criminal Background Checks of New Hires.

Roll call vote taken. Goldstein, Miller, Neymark, Ruter and Scholly voted aye. No nays. Motion carried.

Include sub category:

Novak reported on the information she had received from the Library Attorney regarding service to the homeless. The Board concurred with Novak's recommendation that no additional action needs to be taken at this time. The individual in question appears to be pleased with the accommodations that have been made by staff for him.

12. ANNOUNCEMENTS

(a) Winter Dinner – Gusto's Restaurant – Saturday, February 11th

The Annual Winter Dinner will be held on Saturday, February 11th at Gusto's Restaurant in Glenview. The doors will open at 5:00 p.m. Please RSVP to Chris Klimusko.

(b) Annual Staff Training Day Featuring John Huber – Friday, February 24th, 9:00 a.m. to 4:30 p.m.

The 2017 Annual Staff Training Day will be held on Friday, February 24th. Breakfast will be served at 8:30 a.m. John Huber will be the speaker and will cover the External Assessment process. The meeting should end at approximately 4:30 p.m.

13. OTHER

None at this time.

MOTION Moved by Ruter, seconded by Neymark, to move to Executive Session per Section 2(c)(1) of the Open Meetings Act – Personnel.

Roll call vote taken. Goldstein, Miller, Neymark, Ruter and Scholly voted aye. No nays. Motion carried.

The meeting moved to closed session at 9:15 p.m.

15. EXECUTIVE SESSION

(a) Per Section 2(c)(1) of the Open Meetings Act – Personnel

The meeting returned to open session at 9:45 p.m.

16. ADJOURNMENT

There being no more business to discuss, President Pro Tem Scholly requested a motion to adjourn.

MOTION Moved by Miller, seconded by Ruter, to adjourn.

Voice vote taken. All ayes. No nays. Motion carried.

The meeting adjourned at 9:47 p.m.

Respectfully submitted,

Wendy Goldstein, Secretary
Glenview Public Library
Board of Trustees