

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES**

**A G E N D A**

**Meeting Date: April 21, 2016**

**7:30 PM**

**Glenview Public Library**

**Conference Room**

Public participation is encouraged. The public may comment on the agenda items or sub-items marked with an asterisk (\*). If you wish to comment on a given item or sub-item, please fill out a Public Participation Request and place it in the box before the start of the meeting. Please fill out a separate form for each item or sub-item you wish to address. Your comments will be limited to a maximum of three minutes on any given item or sub-item.

Members of the public may also make comments, regarding items not on the regular agenda, at the point on the agenda labeled Public Comments. Such comments will also be limited to a maximum of three minutes each.

In addition, members of the public may also make longer presentations, regarding items not on the regular agenda, at the point on the agenda labeled Public Presentation. These shall be scheduled by pre-arrangement with the Library Director two weeks in advance of the meeting at which the presentation is to be made. Such presentations shall be limited to a maximum of 10 minutes each. A maximum of one presentation per meeting will be allowed, and such presentations will be scheduled on a first-come/first-serve basis.

1. Call to Order & Roll Call
2. Report of the Friends of the Glenview Public Library
3. Approval of Minutes
  - \* (a) Regular Meeting of March 17, 2016
4. \* Approval of Warrants – W. Goldstein
5. Examination of Financial Reports and Statistics
  - \* (a) Revenues, Expenditures and Fund Balances through February, 2016
  - \* (b) Presentation of Revised Cash Flow Scenarios – V. Novak & C. Klimusko
6. \* President's Report
7. Acceptance of Staff Reports and Statistics
  - (a) Library Director's Report
  - (b) 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
  - (c) Report from Associated Technology Partners
  - (d) Statistics for March, 2016
  - (e) Electronic Statistics for March, 2016
  - (f) Library Website Electronic Usage
  - (g) MyPC Reservation Service
  - (h) Electronic Payment Transaction
  - (i) Inter Library Loan
  - (j) Monthly Vending Summary from Mark Vend
  - (k) Drive-Up Window Usage
  - (l) Press Releases
  - (m) Miscellaneous Speak Ups
  - (n) Correspondence
8. Board Committee Reports
- (a) Strategic Planning Committee
    - i.) Approval of Minutes of March 8, 2016 Meeting
  - (b) Sponsorship Committee
    - i.) Approval of Minutes of March 8, 2016 Meeting
9. \* Public Presentation
10. \* Unfinished Business
- (a) Review quote for Vinyl Wallcovering
11. \* New Business
- (a) Motion to Engage the Services of J. Huber & Associates for FY 2017
  - (b) Report on External Book Drop Survey
12. Announcements
13. \* Other
14. \* Public Comments
15. Executive Session
- (a) Per Section 2(c)(1) of the Open Meetings Act – Personnel
16. Adjournment