

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES**

**A G E N D A**

**Meeting Date: September 24, 2015**

**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 August 17, 2015
4. \* Approval of Warrants – E. Scholly
5. Examination of Financial Reports and Statistics
  - \* (a) Revenues, Expenditures and Fund Balances through July, 2015
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 August, 2015
  - (e) Electronic Statistics for August, 2015
  - (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
  - (o) IMET Update
8. Board Committee Reports
- (a) Bylaws and Policies Committee
    - i.) Report on Meeting of September 3, 2015 – Approval of the Following Policies
      - (a) Meeting Room Policy & Application
      - (b) VESSA Policy
      - (c) Gift Ban Policy
9. \* Public Presentation
10. \* Unfinished Business
- (a) Discussion regarding Pedestrian Crosswalk at Glenview & Washington Street
11. \* New Business
- (a) Review and Acceptance of the Following Budget Items:
    - i.) Capital Repair and Replacement Budget Projections, 2016 – 2019
    - ii.) Building Maintenance Budget, FY 2016 – HVAC Service Contract
    - iii.) Collection Development to Meet Minimum State Standards
    - iv.) Preferred Tax Levy Scenario
    - v.) Content of Village Budget Workshop Presentation
12. Announcements

13. \* Other
14. \* Public Comments
15. Executive Session
  - (a) Per Section 2(c)(1) of the Open Meetings Act – Personnel
16. Adjournment