

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
November 16, 2017**

<b>PRESENT (Board)</b>	<b>Wendy Goldstein John Miller Carol Schmitt</b>	<b>M. David Johnson Allan Ruter Kathy Vega</b>
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<b>ABSENT (Board)</b>	<b>Stella Kalfas</b>
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<b>PRESENT (Staff)</b>	<b>Vickie L. Novak, Library Director Jane Berry, Assistant Director Christine Klimusko, Business Manager</b>
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**1. CALL TO ORDER AND ROLL CALL**

President Ruter called the meeting to order at 7:32 p.m. and the roll was called.

Trustee Goldstein agreed to act as Secretary Pro Tem.

**2. REPORT OF THE FRIENDS OF THE GLENVIEW PUBLIC LIBRARY**

None at this time.

**3. APPROVAL OF THE MINUTES**

(a) Regular Meeting of October 17, 2017

**MOTION** Moved by Goldstein, seconded by Vega, to approved the Minutes of Board Meeting of October 17, 2017.

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

**4. APPROVAL OF THE WARRANTS – C. Schmitt**

Trustee Schmitt reviewed the Warrants for November 16, 2017. She found them to be in order and itemized those warrants and checks greater than \$5,000.00.

**MOTION** Moved by Schmitt, seconded by Goldstein, to approve the Warrants of November 16, 2017 in the amount of \$1,788,975.52.

Roll call vote taken. Goldstein, Johnson, Miller, Schmitt, Vega and Ruter voted aye. No nays. Motion carried.

**5. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS**

**(a) Revenues, Expenditures and Fund Balances through September, 2017**

Library Director Novak reviewed the Financial Reports and Statistics through September, 2017. Cash and investments fund balances are healthy as the second installment of Property Tax collections continue to be received. Cash on hand is 83.27% of budget.

Property tax collections have risen to 99.9% of total anticipated collections and total revenues for the fiscal year have reached 99.6% of estimated receipts, with three months remaining.

Expenditures are still trending conservatively.

An aggregate total of 56.8% of Appropriated Funds has been spent through September. 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**

President Ruter circulated a thank you card among the Trustees from Director Novak. Ruter apologized to Trustee Miller for not recognizing him at the November 1<sup>st</sup> State of the Village meeting. Ruter asked Library Director Novak to share the Trustees' kudos with Director of Communications Jenn Black on the new format of the newsletter. Trustees should have received an email invitation to the Staff Winter Dinner. Ruter and his wife attended last year, but will not be able to attend this year. Ruter would like to contribute a gift card to be raffled off at the dinner.

**7. ACCEPTANCE OF STAFF REPORTS AND STATISTICS**

- (a) Library Director's Report**
- (b) Statistics for October, 2017**
- (c) Electronic Statistics for October, 2017**

- (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 Miller, seconded by Johnson, to approve the Staff Reports and Statistics as presented.

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

## **8. BOARD COMMITTEE REPORTS**

- (a) Bylaws & Policies Committee
  - i.) Report on Meeting of November 13, 2017 – W. Goldstein

Bylaws and Policies Chair Goldstein reported that the Committee met on Monday, November 13, 2017 to discuss four (4) policies and one (1) guideline. Goldstein researched several other libraries' sponsorship policies and forwarded them to Library Director Novak. Novak combined the policies into one that would meet the needs of the Glenview Public Library. This policy has been reviewed by Library Attorney, Michael Roth. The Committee met and made a few changes. This is step one. Step two will be to go back to the attorney to create a contract for the sponsor and the library.

- ii.) Recommend Approval of the Following Policies:
  - a.) Sponsorship Policy

**MOTION** Moved by Committee to adopt the Sponsorship Policy, with further contractual documentation to be developed.

Roll call vote taken. Goldstein, Johnson, Miller, Schmitt, Vega and Ruter voted aye. No nays. Motion carried.

- b.) Karlotta Matthews Matching Grant Policy
- c.) Kiebler Memorial Scholarship Policy

Library Director Novak explained that the two scholarships have not been awarded since 2006. The grant and scholarship include funding from the Friends of the Library. In order for the Policy Manual to reflect this practice, Novak would like the Board to reconsider these policies. They should not be in the manual if they are not funded by either organization. Novak contacted Rene Kreer and Kreer is in agreement. Keer will present this to the Friends' Board at their next meeting and report back to Novak so the Library can take action on the policies.

- d.) Library Spending Policy

**MOTION** Moved by Committee to amend the Library Spending Policy to increase the Library Director's spending limit to \$25,000, per recent changes in the Illinois State Statute bidding requirements.

Roll call vote taken. Goldstein, Johnson, Miller, Schmitt, Vega and Ruter voted aye. No nays. Motion carried.

- e.) Guidelines for Employees who have reached the maximum in their Range

Last year, the Trustees requested that the Director develop a plan on how to handle those employees that have exceeded the maximum in their salary grade. Each year, the Board reviews them at budget time and the manner in which they are handled varies from year to year and Board to Board. The goal is to arrive at a consistent way of handling these employees. Library Director Novak contacted several areas libraries and she reported back to the Board. It was suggested that the employee's base salary would remain the same, but the amount of the annual increase would be

paid out as a bonus in quarterly increments.

**MOTION** Moved by Committee to adopt the proposed Guidelines for Those Employees who have Reached the Maximum in their Salary Range.

Roll call vote taken. Goldstein, Johnson, Miller, Schmitt, Vega and Ruter voted aye. No nays. Motion carried.

**9. PUBLIC PRESENTATION**

None at this time.

**10. UNFINISHED BUSINESS**

None at this time.

**11. NEW BUSINESS**

**(a) Acceptance of LIRA Insurance Renewal Quote**

**MOTION** Moved by Johnson, seconded by Goldstein, to approve the 2017/2018 LIRA insurance renewal package, which includes the General Liability Insurance quote in the amount of \$42,043.00 and the Workers Compensation Insurance quote in the amount of \$11,443.00.

Roll call vote taken. Goldstein, Johnson, Miller, Schmitt, Vega and Ruter voted aye. No nays. Motion carried.

**(b) Adoption of "A Resolution for the Release of Certain Closed Session Minutes for Public Inspection"**

**MOTION** Moved by Schmitt, seconded by Johnson, to approve the Resolution for Release of Certain Closed Session Minutes for Public Inspection.

Roll call vote taken. Goldstein, Johnson, Miller, Schmitt, Vega and Ruter voted aye. No nays. Motion carried.

**(c) Ratification of the Quote from ABL for Vinyl Wall Covering**

**MOTION** Moved by Goldstein, seconded by Vega, to approve the quote from ABL

for vinyl wallcovering in the amount of \$22,230.

Roll call vote taken. Goldstein, Johnson, Miller, Schmitt, Vega and Ruter voted aye. No nays. Motion carried.

**(c) Discussion re: Donation of Benches**

The Library has been contacted by a patron who would like to make a donation to the Library. The patron met with Library Director Novak, Assistant Director Berry, Business Manager Klimusko and Youth Services Department Head Littlefield to review suggestions. Several suggestions were considered and the patron liked the idea of a bench on the north side of library, facing Jackman Park. A photo and description of the Cordia bench is included in the packet. There is Board consensus for the bench, so staff may continue to work with this patron.

**(e) Retirement of Jennifer Black, Director of Communications**

Director of Communications Jennifer Black has submitted her letter of resignation. She will be retiring. Library Director Novak has begun the search for a replacement and employment ads have been placed with several different media outlets.

**(f) Review of Per Capita Grant Requirements – J. Berry**

Assistant Library Director Berry reviewed the Per Capita Grant Requirements. Trustee Miller volunteered to do the chapter review – Chapter 12 – Safety. The other Trustees need to contact Assistant Director Berry with the date on which you have completed the required Safety review.

**(g) Review of Contract with Associated Technology Partners**

The Trustees reviewed the proposed 2018 Contract with ATP. The contract amount is the same as presented at the August Budget Meeting. There is no increase in hourly rates, but there will be an increase in the number of hours worked at the library, primarily due to the migration to Polaris and other Administrative tasks.

**MOTION** Moved by Goldstein, seconded by Schmitt, to approve the 2018 Contract with Associated Technology Partners in the amount of \$140,700.00.

Roll call vote taken. Goldstein, Johnson, Miller, Schmitt, Vega and Ruter voted aye.

No nays. Motion carried.

(f) Discussion re: Earlier Start Time for December Board Meeting

President Ruter suggested that the December Board Meeting start an hour earlier than scheduled, due to the length of the meeting. The Trustees agreed that the December 14, 2017 Board Meeting will begin at 6:30 p.m.

## 12. ANNOUNCEMENTS

None at this time.

## 13. OTHER

None at this time.

## 14. PUBLIC COMMENTS

None at this time.

**MOTION** Moved by Johnson, seconded by Schmitt, to move to Executive Session per section 2(c)(1) of the Open Meetings Act – Personnel.

Rolls call vote taken. Goldstein, Johnson, Miller, Schmitt, Vega and Ruter voted aye. No nays. Motion carried.

The meeting moved to Closed Session at 8:40 p.m.

## 15. EXECUTIVE SESSION

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

The meeting returned to Open Session at 8:55 p.m.

Library Director Novak previewed the standard items that will be on the December, 2017 Agenda. Included at the meeting will be the presentation of 2018 Miscellaneous Funds Budgets by Village Finance Director Bosley, approval of the Library's 2018 Operating Budget, approval of the Full-Time and Part-Time Salary increases for library personnel, approval of the 2018 Board Meeting Dates and the 2018 Warrant Schedule.

**16. ADJOURNMENT**

**There being no additional business to be brought before the Board, President Ruter requested a motion to adjourn.**

**MOTION Moved by Johnson, seconded by Vega, to adjourn.**

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

**The meeting adjourned at 9:00 p.m.**

**Respectfully submitted,**

**Wendy Goldstein, Secretary Pro Tem  
Glenview Public Library Board of Trustees**