

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
March 15, 2018**

<b>PRESENT (Board)</b>	<b>Wendy Goldstein Stella Kalfas Carol Schmitt Allan Ruter</b>	<b>M. David Johnson John Miller Kathy Vega</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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<b>GUEST</b>	<b>Hilary Gabel, Director of Communications</b>
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**1. CALL TO ORDER & ROLL CALL**

President Ruter called the meeting to order at 7:34 p.m. and the roll was called.

**2. APPROVAL OF MINUTES  
(a) Regular Meeting of February 15, 2018**

**MOTION** Moved by Miller, seconded by Goldstein, to approve the Minutes of the February 15, 2018 Board Meeting.

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

**3. PUBLIC COMMENTS**

None at this time.

**4. APPROVAL OF WARRANTS – J. Miller**

Trustee Miller reviewed the Warrants for March 15, 2018. He found them to be in order and itemized those warrants and checks greater than \$5,000.00.

**MOTION** Moved by Miller, seconded by Schmitt, to approve the Warrants of

March 15, 2018 in the amount of \$169,980.57.

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

## 5. EXAMINATIONS OF FINANCIAL REPORTS & STATISTICS

### (a) Revenues, Expenditures and Fund Balances through January, 2018

Library Director Novak reviewed the Financial Reports and Statistics through January, 2018. Cash and investments are healthy as we begin the new fiscal year. Cash on hand is 61.28% of total budget.

The library has collected 13.4% of the current year's property taxes and 11.4% of projected revenue in the month of January. There has not been much activity, which is to be anticipated this early in the year.

Expenditures across the board are rather unremarkable, as managers were still making final purchases from the 2017 fiscal year through much of the month, since the Village does not close out the fiscal year until the first part of February.

The highest total expenditures for the month of January are from the Contractual line with 7.1% spent. The lowest amount of funds expended is from Other Charges, with expenditures of 1.6%. An aggregate total of 3.3% of Appropriated Funds has been spent through January. 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 announced that the Glenview Public Library Foundation Board of Trustees will hold its annual meeting at the May, 2018 Board Meeting.

A recent ILA email mentioned a Marketing seminar. President Ruter contacted Trustee Schmitt and suggested she attend. Schmitt will attend the meeting, as will Director of Communications, Hilary Gabel.

President Ruter reviewed the Library's Spring Newsletter and brought a concern to the Trustees. He noticed that it seems to be very difficult for residents to attend Friends of the Glenview Public Library's events. He wondered how we can make it

easier for people to register for Friends' programs, such as online registration. Novak explained that the Friends have their own procedures for program attendance independent of the library. However, Novak and Hilary Gabel, Director of Communications, will offer to work with them to introduce new technology to the process.

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

- (a) Library Director's Report
- (b) Statistics for February, 2018
- (c) Electronic Statistics for February, 2018
- (d) Library Website Electronic Usage
- (e) MyPC Reservation Service
- (f) Inter Library Loan
- (g) Electronic Payment Transaction
- (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

**MOTON** Moved by Johnson, seconded by Kalfas, to accept the Staff Reports and Statistics as presented.

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

**8. BOARD COMMITTEE REPORTS**

- (a) Strategic Planning
  - i.) Report on Pre-Launch Meeting of February 28, 2018 – K. Vega

Trustee Vega and Library Director Novak met with Victoria Cook on February 28<sup>th</sup>.

They discussed the ways in which Cook will obtain resident input.

- ii.) Approval of Minutes from February 13, 2018 Meeting

**MOTION** Moved by Vega, seconded by Kalfas, to approve the Minutes of the February 28, 2018 Strategic Planning Committee Meeting.

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

- iii.) Approval of Contract to Engage Facilitator for Strategic Planning Process

**MOTION** Moved by Committee to approve the contract to engage Victoria Cook, from The Center for Guilt Free Success, to facilitate the Strategic Planning Process in the amount of \$23,000.

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

- iv.) Discussion re: Potential Focus Groups, Focus Group Questions, Targeted Interviews & Engagement of Glenview Residents – K. Vega

Trustee Vega asked the Trustees for suggestions regarding potential focus groups and questions. Focus groups have been planned for students at Glenbrook South, Attea and Springman. Additional focus groups will include various Glenview clubs and organizations, such as Rotary and the Chamber of Commerce. Trustees should submit a list of organizations that might be a potential focus group and any names of individuals that would be a suitable for one-on-one interviews.

- (b) Bylaws & Policies Committee
  - i.) Approval of Change to Black & White Photocopy Costs

**MOTION** Moved by Committee to increase the cost of Black & White photocopies from \$0.10/copy to \$0.20/copy.

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

- (c) Legislative Committee
  - i.) Report on ILA Legislation Day

Trustee Miller distributed a handout to fellow Trustees and reported on the ILA Legislative Breakfast held on Monday, February 19<sup>th</sup>.

**9. UNFINISHED BUSINESS**

None at this time.

**10. NEW BUSINESS**

- (a) Introduction of Hilary Gabel, Director of Communications

Library Director Novak introduced Hilary Gabel, the new Director of Communications. Gabel replaced Jenn Black, who retired at the end of February. The Trustees introduced themselves to Gabel. Gabel expressed how excited she is to be here and gave a brief summary of her background in marketing and communications.

- (b) Update on IMET

Library Director gave a brief overview regarding the IMET issue. Included in the Board Packet is an email from Village Finance Director Maggie Bosley updating the status of the IMET fraud scheme and a recent article from the *Chicago Tribune*. The Library has recouped some of the \$122,000 lost in 2014. Bosley hopes to see additional funds in the near future.

- (d) Approval of Bench in Honor of Diane Dillon

Library Director Novak distributed a photo of the bench the Circulation Staff would like to purchase in memory of Circulation Clerk Diane Dillon. The Circulation Department has collected donations from family, friends and Staff to purchase a 6 foot bench. Library Director Novak, Head of Circulation, MaryAnn Bowler and Head of Facilities, Mark Depa will walk the Library property and determine a location for the bench.

**MOTION** Moved by Kalfas, seconded by Schmitt, to approve the bench chosen by the Circulation Staff in honor of Diane Dillon.

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

**(c) Review of Questions for the Dewberry Team**

President Ruter thanked the Trustees for their questions and feedback regarding the MakerSpace and Market Place concepts. Ruter distributed the collective comments and feedback to the Trustees. The comments and feedback will be sent to Doug Pfeifer at Dewberry for his consideration. Ruter asked the Trustees to review this document and get back to President Ruter and Library Director Novak with any additional edits by Monday, March 19th.

**11. OTHER**

Trustee Vega asked the Board if they would be agreeable to starting the monthly board meeting earlier than 7:30 p.m. Several start times were discussed and agreed to a start time of 7:00 p.m. for the months of April, May, June, July and August.

**MOTION** Moved by Goldstein, seconded by Vega, to begin the monthly Board Meetings from April, 2018 through August, 2018 at 7:00 p.m., on a trial basis.

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

**12. ANNOUNCEMENTS**

None at this time.

**MOTION** Moved by Goldstein, seconded by Vega, to move to Executive Session Per Section 2(c)(1) of the Open Meetings Act – Personnel.

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

The meeting moved to Closed Session at 9:00 p.m.

**13. EXECUTIVE SESSION**

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

The meeting returned to Open Session at 9:24 p.m.

**14. 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 Goldstein, to adjourn.**

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

**The meeting adjourned at 9:26 p.m.**

**Respectfully submitted,**

**Stella Kalfas, Secretary  
Glenview Public Library Board of Trustees**