

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
August 16, 2018**

PRESENT (Board)	Wendy Goldstein	M. David Johnson
	Stella Kalfas	John Miller
	Allan Ruter	Carol Schmitt
	Kathy Vega	

PRESENT (Staff)	Vickie L. Novak, Library Director
	Jane Berry, Assistant Director
	Christine Klimusko, Business Manager

GUESTS	Roleeta Nandan, League of Women Voters
	Maggie Bosley, Finance Director, Village of Glenview
	Tom Blanchard, Glenview resident

1. CALL TO ORDER AND ROLL CALL

President Ruter called the meeting to order at 7:00 p.m. and the roll was called.

President Ruter re-ordered the agenda at this time.

10. NEW BUSINESS

(a) **Presentation by Village Finance Director, Maggie Bosley re: 2017 CAFR**

Village of Glenview Finance Director Maggie Bosley presented the audit for Fiscal Year 2017. The Village is required to have an audit each year. After the annual audit is completed, the auditor prepares a Comprehensive Annual Financial Report. The Village of Glenview and the Glenview Public Library received an unmodified or clean audit opinion by the audit firm of Baker Tilly Vichaw Krause. Bosley explained that this is the first time the Village has used this audit firm. The Village goes out to bid every five years and Baker Tilly Vichaw Krause was selected for the 2017 fiscal year audit.

The Library's ending Fund Balance at 12/31/17 was \$4,088,980. The Fund Balance at year-end is in compliance with the Library's Cash Balance Policy of maintaining two (2) months of Operating Expenditures on hand. The projected 2018 ending Fund

Balance is expected to be \$4,021,619. Bosley also reviewed the Gift Funds balance of \$230,626 at 12/31/17 and the Capital Projects Fund balance of \$521,994 at 12/31/17. The 2017 CAFR in its entirety can be accessed on the Village's website at: <http://www.glenview.il.us>.

Should the Trustees have any additional questions, Finance Director Bosley is available at any time.

Trustee Miller read a recent article that Governor Rauner signed a bill that allows Illinois libraries that follow the cash basis of accounting may continue to do so. Miller was curious if the Library followed cash or accrual basis accounting. Bosley confirmed that the Library follows those guidelines for accrual basis of accounting.

2. APPROVAL OF MINUTES

(a) Regular Meeting of July 19, 2018

MOTION Moved by Miller, seconded by Schmitt, to approve the Minutes of the Regular Board Meeting of July 19, 2018, as amended.

Trustee Goldstein noted that the Warrants for July 19th were reviewed by Trustee Kalfas and to change the name from Goldstein to Kalfas in the minutes. Trustee Goldstein suggested that going forward the MakerSpace be referred to as the Innovation Center.

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

3. PUBLIC COMMENTS

None at this time.

4. APPROVAL OF WARRANTS – S. Kalfas

Trustee Kalfas reviewed the Warrants for August 16, 2018. She found them to be in order and itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Kalfas, seconded by Johnson, to approve the Warrants of August 16, 2018 in the amount of \$189,650.82.

Roll call vote taken. Goldstein, Johnson, Kalfas, 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 June, 2018

Fund balances are doing well with Cash and Investments on hand at 59.97% of budget.

The library has not collected any appreciable property tax income since last month. The percentage of collection remains at 54.8%. Library fines are on target with projections with 50.1% collected midway through the fiscal year. Photocopies, meeting room fees and grant proceeds are trending ahead of projections.

Expenditures in most departments are below the 50% figure. Building & Grounds has spent the highest % of their annual budget at 54.7%, followed by Communications at 50.6%. Administration is the lowest with 37.9% expended.

The highest total expenditures for the month of June are from the Personnel line with 44.9% spent. The lowest amount of funds expended is from Other Charges, with expenditures of 19.5%.

An aggregate total of 37.3% of Appropriated Funds has been spent through June. 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 took a moment to mention the Autumn Lines Newsletter arrived in his mailbox this week and how nice the latest art installation is.

7. ACCEPTANCE OF STAFF REPORTS & STATISTICS

- (a) Library Director's Report**
- (b) Statistics for July, 2018**
- (c) Electronic Statistics for July, 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

MOTION Moved by Schmitt, seconded by Kalfas, to accept the Staff Reports & Statistics as presented.

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

8. BOARD COMMITTEE REPORTS

- (a) Strategic Planning
 - i.) Approval of Minutes of July 11, 2018 Meeting

MOTION Moved by Committee Chair Vega to approve the Minutes of July 11, 2018 Strategic Planning Committee meeting.

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

- ii.) Approval of Minutes of July 18, 2018 Meeting

MOTION Moved by Committee Chair Vega to approve the Minutes of the July 18, 2018 Strategic Planning Committee meeting.

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

- iii.) Progress Report on Strategic Planning Process & Presentation of Plan Documents – K. Vega

Strategic Planning Committee Chair Kathy Vega distributed the Strategic Plan for 2019 through 2021. Vega also distributed the Strategic Plan 2019 – 2021 Executive Summary prepared by consultant Victoria Cook. Cook’s Executive Summary highlighted key information from patrons that has been incorporated into the actual Strategic Plan. The final Strategic Plan includes ideas and suggestions from the Internal Assessment, the External Assessment and Focus Groups. This a broad overarching document. The Management Team will prepare the Implementation Plan for 2019. Trustee Vega would like the 2019 Implementation Plan to be presented to the Board at the February, 2019 Board Meeting for Board approval.

iv.) Approval of Strategic Plan

MOTION Moved by Vega to approve the Glenview Public Library’s Strategic Plan 2019 through 2021.

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

9. UNFINISHED BUSINESS

None at this time.

10. NEW BUSINESS

(d) Discussion re: Board Meeting Start Time Trial Period

The Trustees agreed to permanently change the monthly Board Meeting start time to 7:00 p.m. This change is the result of a 6 month trial period. The change will require a change in the library’s Bylaws.

(b) Approval of Dewberry Proposal for Design Services

The Board Packet included Dewberry & Associates’ Proposal for Design Services as related to the Market Place and Innovation Center. Trustee Goldstein pointed out that Dewberry’s proposal, if signed, would commit the Library to the design and construction of the MarketPlace and the Innovation Center. Trustee Johnson suggested that Dewberry prepare a Critical Path method diagram for the two projects. After much review and discussion, the Board asked that Library Director Novak contact Dewberry and request they prepare a revised contract, with a separate

proposal for the Programming and Design Phase. The Board would like the proposal for review at the September, 2018 Board Meeting.

(c) Discussion re: 2019 Budget Proposals

President Ruter distributed a two page document summarizing several very important topics that need to be addressed as the library prepares the FY2019 Budget. The Trustees reviewed and discussed the assumptions and proposals that Ruter prepared.

Ruter requested Library Director Novak and Business Manager Klimusko prepare an analysis of the 2018 personnel costs and proposed FY2019 personnel costs. He also asked that they include other possibilities where monies may be saved or allocated elsewhere.

Ruter also requested that the Admin Team prepare a list of those FY019 Operating Budget Expense items that account for the \$162,000 increase in proposed 2019 Operating Expenses when compared to FY2018 Operating Expenses.

11. OTHER

None at this time.

12. ANNOUNCEMENTS

Library Director Novak will be on vacation next week.

13. EXECUTIVE SESSION

None at the time.

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 Kalfas, to adjourn.

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

The meeting adjourned at 8:33 p.m.

Respectfully submitted,

**Carol Schmitt, Secretary
Glenview Public Library Board of Trustees**