

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
June 21, 2018
7:00 PM**

BOARD (Present)	Wendy Goldstein John Miller Kathy Vega	M. David Johnson Allan Ruter
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BOARD (Absent)	Stella Kalfas	Carol Schmitt
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Staff	Vickie L. Novak, Library Director Jane Berry, Assistant Director Christine Klimusko, Business Manager
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GUEST	Sharon Hayhurst, Glenview Patron
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1. CALL TO ORDER AND ROLL CALL

President Ruter called the meeting to order at 7:03 p.m. and the roll was called. Trustee Goldstein was appointed Secretary Pro-Tem.

**2. APPROVAL OF MINUTES
(a) Regular Meeting of May 17, 2018**

MOTION Moved by Miller, seconded by Johnson, to approve the Minutes of the Regular Board Meeting of May 17, 2018.

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

3. PUBLIC COMMENTS

None at this time.

4. APPROVAL OF WARRANTS – W. Goldstein

Trustee Goldstein reviewed the Warrants for June 21, 2018. She found them to be in

order and itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Goldstein, seconded by Johnson, to approve the Warrants of May 17, 2018 in the amount of \$247,133.73.

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

5. EXAMINATION OF FINANCIAL REPORTS & STATISTICS

(a) Revenues, Expenditures and Fund Balances through April, 2018

Fund balances are healthy with Cash and Investments on hand at 73.23 % of budget. The library has collected 53.8% of the current year's property taxes and 14.1% of the prior year's property taxes through the end of April, nearing the 55% target that comprises the first collection. Library fines and photocopies are trending ahead of schedule, as are meeting room fees.

Expenditures are still light across the board. Communications has spent the highest % of their annual budget, at 34.1%, followed closely by Building & Grounds Maintenance at 33.8%. Administration is the lowest at 24.5% expended.

The highest total expenditures for the month of April are from the Personnel line with 29.7% spent. The lowest amount of funds expended is from Other Charges, with expenditures of 2.2%. An aggregate total of 21.9% of Appropriated Funds has been spent through March. 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 shared an article he recently read in the ALA magazine, *The Voice*. The article revolved around a recent library survey compiled by the PEW Research Group.

Library Director Novak and Trustee Ruter went on a field trip earlier this month. They visited the Northbrook Public Library MakerSpace and the Indian Trails Library MakerSpace. He mentioned how each library had its own concept of what a MakerSpace should be and how each library carried out that concept. He invited other board members to visit the libraries and their MakerSpaces.

7. ACCEPTANCE OF STAFF REPORTS & STATISTICS

- (a) Library Director's Report**
- (b) Statistics for May, 2018**
- (c) Electronic Statistics for May, 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 Johnson, seconded by Miller, 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.) Progress Report on Strategic Planning Process – K. Vega**

Strategic Planning Committee Chair Kathy Vega gave a brief review of the Strategic Planning process to date. Library Director Novak, Committee Chair Vega and Strategic Planning Consultant, Victoria Cook, have been hard at work. Cook has hosted 16 Focus Groups, including two community focus Groups. A few Focus Groups were cancelled due to lack of interest or availability. Cook has scheduled four (4) Targeted Interviews so far. Cook is also on track to complete gathering the

input by the end of June. Two hundred forty (240) responses to the online line survey have been collected. Vega stated that the study should be completed and ready to present to the Board in September.

9. UNFINISHED BUSINESS

None at this time.

10. NEW BUSINESS

- (a) **Adoption of "A Resolution for the Release of Certain Closed Session Minutes"**

Library Attorney Roth revised the Resolution for the Release of Certain Closed Session Meeting Minutes, for those instances that there are no minutes to be released upon Trustee Review.

MOTION Moved by Johnson, seconded by Goldstein, to adopt the Resolution for the Release of Certain Closed Session Meeting Minutes.

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

- (b) **Adoption of Resolution in Recognition of MaryAnn Bowler on the Occasion of her Retirement**

MOTION Moved by Johnson, seconded by Goldstein, to adopt the Resolution in Recognition of MaryAnn Bowler on the Occasion of her Retirement

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

- (c) **Discussion re: Budget Calendar for FY2019**

Library Director Novak spoke with Village Finance Director Maggie Bosley. The Village does not have a budget calendar at this time. Bosley did mention that the Village will be changing the way the Village prepares their annual budget this year. The change should not affect the Library. There may be only one presentation to the Village, for FY 2019. The presentation is expected to be the latter part of October.

The Department Heads will present their 2019 Budgets to the Board on Tuesday, August 14, 2018 at 6:00 p.m. Each presentation should be limited to 15 minutes and include a not-to-exceed one page summary of the Department's 2019 budget. The Department Heads will be informed that the guidelines for the 2019 budget process will be the same as those used for FY2018.

- (d) Determination re:
 - i.) Removal of Security Gates in Audio-Visual Room
 - ii.) Removal of Service Desk in Audio-Visual Room

MOTION Moved by Johnson, seconded by Miller, to remove the Security Gates in the Audio-Visual Room and to retain the Service Desk in the Audio-Visual Room, per the recommendation of Staff.

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

- (d) Discussion re: Changes to Meeting Room Fee Structure

Included in the June board packet were several Speak-Ups regarding the recent decision to charge patrons/organizations for the use of the Multi-Purpose Room. Library Director Novak explained that several groups have expressed their concern/dislike of the meeting room fee. The Board reviewed the comments and concerns and agreed to review the matter in November after a six month trial.

- (f) Report on LACONI Trustee/Librarian Dinner – C. Schmitt

Library Director Novak, Trustee Schmitt and Trustee Kalfas attended the LACONI trustee/Librarian Dinner on Friday May 18th. Library Director Novak gave a brief overview of the evening in Trustee Schmitt's absence.

- (g) Execution of iPad Agreements

Business Manager Klimusko distributed the 2018 iPad Agreements to those Trustees and staff members that have received their new iPad. Recipients are to review and sign the agreement and return the executed agreement to Klimusko.

11. OTHER

None at this time.

12. ANNOUNCEMENTS

- (a) Special Meeting with Dewberry – Thursday, July 12th – 6:30 p.m.

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

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

The meeting moved to Closed Session at 8:00 p.m.

13. EXECUTIVE SESSION

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

The meeting returns to Open Session at 8:18 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 Goldstein, seconded by Johnson, to adjourn.

Roll call vote taken. All ayes. No nays. Motion carried.

The meeting adjourned at 8:19 p.m.

Respectfully submitted,

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