

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

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

**ABSENT:**            Wendy Goldstein

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

**GUESTS:**            Roleeta Nandan, League of Women Voters

**1.      CALL TO ORDER AND ROLL CALL**

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

**2.      APPROVAL OF MINUTES**  
**(a)     Regular Meeting of October 18, 2018**

**MOTION**    Moved by Miller, seconded by Johnson, to approve the Minutes of the Regular Board Meeting of October 18, 2018.

Voice vote taken. Johnson, Miller, Schmitt and Ruter voted aye. No nays. Vega abstained. Motion carried.

**3.      PUBLIC COMMENTS**

None at this time.

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

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

**MOTION** Moved by Schmitt, seconded by Vega, to approve the Warrants of November 15, 2018 in the amount of \$1,810,783.11.

Roll call vote. 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, 2018**

Fund balances are showing a very positive trend. Cash and Investments on hand equal 74.01% of budget.

Property tax collections for both the Current Year and Prior Year have begun to taper off. More than 99.3% of anticipated tax receipts for the current year have been received. The Make Whole revenue has not yet been posted to the library account.

Expenditures in most departments are below the nine-month target of 75%. The highest total expenditures for the month of September are from the Personnel line with 71.1% spent. The lowest amount of funds expended is from Other Charges, with expenditures of 19.9%, which remains unchanged from the previous month.

An aggregate total of 56.5% 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.

President Ruter asked the Trustees to turn to the Cash Flow page. The 2018 projection shows that the Library should end the year with an additional \$300,000 in Operating Fund Balance as a result of increased revenues and reduced expenditures.

**(b) Revised Pro Forma Special Projects Budget – November, 2018**

The Trustees reviewed the Pro Forma Special Projects worksheet. President Ruter explained that this will be included in the Board Packet each month.

**6. PRESIDENT'S REPORT**

President Ruter mentioned that the Friends of the Glenview Public Library have been busy hanging newly framed artwork throughout the Library. He thanked the

Friends for their generosity. He also commented on the extensive campaign button collection on loan from Lawrence Stern currently on display in the Lobby. The Trustees received a Thank You card from Barbara Littlefield and Jane Berry on the occasion of their 35<sup>th</sup> anniversaries. Assistant Director Berry shared the engraved crystal paperweight she received to commemorate her 35<sup>th</sup> anniversary at the library.

Trustee Kalfas joined the meeting at 7:17 p.m.

President Ruter asked Strategic Planning Committee Chair Kathy Vega to open the gift basket and he read the "Thank You" card received from consultant Victoria Cook.

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

- (a) Library Director's Report**
- (b) Statistics for October, 2018**
- (c) Electronic Statistics for October, 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 Schmitt, to accept the Staff Reports and Statistics as presented.

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

**8. BOARD COMMITTEE REPORTS**

**(a) Policy Committee**

**i.) Report on Meeting of October 29, 2018**

Bylaws and Policy Committee member Carol Schmitt reported on the Bylaws and Policy Committee meeting held on October 29, 2018. The Committee reviewed the Meeting Room Policy and the Long and Short Form versions of the Sponsorship Agreement. The Committee focused particularly on the changes in Multi-Purpose Room Fee Structure. The Committee decided that there would be no changes to the Multi-Purpose Room Fee Structure at this time. . There were a few complaints when the Policy was changed initially, but usage has continued to increase. A few other minor changes in Policy language have been proposed. Schmitt also explained that the Committee felt the Long Sponsorship form may be useful in the future for large donations, but recommends adoption of the Short Sponsorship Form at this time.

President Ruter asked the Bylaws & Policies Committee to continue to pursue a small meeting room space within the Library for smaller groups, preferably a study room. Library Director Novak stated that, if approved, the study room policies would be enforced for small groups. Library Director Novak will report back to the Board as soon as she hears from the Fire Department with regards to room occupancy and the Glenview Fire Code.

**ii.) Approval of Minutes of October 29, 2018**

**MOTION** Moved by Committee to approve the Minutes of the Bylaws and Policy Committee Meeting of October 29, 2018.

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

**iii.) Approval of Sponsorship Agreement – Short Form**

**MOTION** Moved by Committee to approve the Short Form version of the Sponsorship Agreement.

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

**iv.) Approval of Changes to Meeting Room Policy**

**MOTION** Moved by Committee to approve the changes to the Meeting Room Policy as presented.

Roll call vote taken. Kalfas, Johnson, Miller, Schmitt, Vega and Ruter approve the changes to the Meeting Room Policy as presented.

**(b) Strategic Planning Committee**

**i.) Review and Approval of Local Job Posting for GPL Foundation Consultant – K. Vega**

Trustee Vega explained that the Board of Trustees has expressed an interest in revitalizing the Glenview Public Library Foundation. Vega has prepared a brief Job Description, outlining what the Board would like this candidate to accomplish. The position would create a mission statement and a framework for the Foundation's structure. Currently, the Library's Board of Trustees is also the Board of the Glenview Public Library Foundation.

President Ruter explained that hiring a consultant to revitalize the Foundation is a Board decision, in so much as the Board of Trustees are also the Trustees of the Foundation. It was suggested that the Board wait until the Library's 2019 Budget is approved to post the position. President Ruter will also let the Friends of the Glenview Library know what the Board is doing. Ruter does not want the Foundation to duplicate the Friends' initiatives.

**MOTION** Moved by Committee to post a job description and hire a consultant to revitalize the Glenview Public Library's Foundation.

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

**9. UNFINISHED BUSINESS**

**(a) Reconsideration of January Board Meeting Date**

President Ruter would like the Board to reconsider the date change of the January, 2019 Board Meeting from January 10, 2019 to the regular date of January 17, 2019.

**MOTION** Moved by Johnson, seconded by Schmitt, to change the date of the

January 2019 Board of Trustees Meeting from January 10, 2019 to January 17, 2019.  
Voice vote taken. All ayes. No nays. Motion carried.

**10. NEW BUSINESS**

- (a) **Appoint Trustees to Conduct Semi-Annual Review of Executive Session Minutes**

Trustee Goldstein and Trustee Miller have been appointed to conduct the Semi-Annual Review of Executive Session Meeting Minutes.

President Ruter re-ordered the agenda at this time.

- (c) **Approval of Contract Renewal with AT&T re: Use of Parking Spaces**

Novak reported that she was able to negotiate a one-year renewal with AT&T for the continued use of their four parking spaces at the north end of the library's main parking lot.

**MOTION** Moved by Johnson, seconded by Kalfas, to approve the 2019 Contract Renewal with AT&T for the use of four parking spaces.

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

- (d) **Approval of LIRA Insurance Renewals**

Novak called the Board's attention to the impressive savings that LIRA membership continues to offer the Library. The total renewal package for Liability and Worker's Compensation has come in with an increase of only 1.92%, while coverages have been enhanced in more than a dozen different areas.

**MOTION** Moved by Johnson, seconded by Kalfas, to approve the 2018/2019 Insurance Renewals in the amount of \$42,835 for General Liability Coverage and \$11,479 for Workers Compensation Coverage.

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

Library Director Novak and Business Manager Klimusko shared the new "Caution – Ice" signs the Library received from LIRA. The signs will be placed in the parking lots – both patron and staff – to warn of possible slip and fall conditions.

**(e) Renewal of ATP Contract for 2019**

**MOTION** Moved by Johnson, seconded by Vega, to approve the Renewal of the Associated Technology Partner Contract for 2019, as submitted.

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

**(b) Review and Approval of Trustees' Memorandum to GPL Staff Leadership about Special Projects**

President Ruter distributed a Memorandum of Understanding to the Glenview Public Library Leadership Team outlining certain assumptions regarding the Library's two special projects – the Marketplace and the Innovation Center.

**MOTION** Moved by Kalfas, seconded by Johnson, to approve the Trustee Memo to GPL Staff Leadership about Special Projects, as presented.

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

President Ruter has asked Trustee Goldstein and Trustee Schmitt to be the two Board Members to serve on the Ad Hoc Committee.

**11. OTHER**

President Ruter had several "other" topics he wanted to address. He asked the Board to consider when the fireplace on the first floor should be turned on. This will be added to the December, 2018 Board Meeting Agenda for discussion and consideration.

President Ruter has noticed that the cornices on the exterior of the building have become stained. Library Director Novak will contact the architect to find out if this can be addressed and if so, what would the cost be.

Lastly, Ruter has had several comments from Glenview residents regarding Library hours on Friday evenings and Sundays. He would like Library Staff to prepare an analysis and present the budgetary impact. Novak stated that this could be a goal of the Strategic Plan.

**12. ANNOUNCEMENTS**

- (a) Budget Presentation to the Village Board – November 20, 7:30 p.m.

President Ruter’s 2019 FY Budget Presentation to the Village of Glenview’s Board of Trustees is included in the Board Packet.

**MOTION** Moved by Vega, seconded by Kalfas, to move to Executive Session Per Section 2(c)1 of the Open Meetings Act – Personnel and Per Section 2(c)21 of the Open Meetings Act – Review of Closed Session Minutes

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

The meeting moved to Closed Session at 8:32 p.m.

**13. EXECUTIVE SESSION**

- (a) Per Section 2(c)(1) of the Open Meetings Act – Personnel  
(b) Per Section 2(c)(21) of the Open Meetings Act – Review of Closed Session Minutes

The meeting returned to Open Session at 8:38 p.m.

**MOTION** Moved by Johnson, seconded by Schmitt, to approve the Executive Session Minutes of:

April 20, 2018 – Do Not Release;  
June 21, 2018 – Do Not Release; and  
August 18, 2018 – Do Not Release.

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

**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 Vega, to adjourn.



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

**The meeting adjourned at 8:40 p.m.**

**Respectfully submitted,**

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