

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
June 20, 2019**

PRESENT: Tom Blanchard Wendy Goldstein
(Board) M. David Johnson Allan Ruter
Carol Schmitt Kathy Vega

ABSENT: Stella Kalfas
(Board)

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

1. CALL TO ORDER AND ROLL CALL

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

Trustee Kalfas joined the meeting via conference call at this time.

President Vega welcomed new Trustee Tom Blanchard.

2. APPROVAL OF MINUTES
(a) Regular Meeting of May 16, 2019

Trustee Ruter asked that the minutes reflect the parking lot discussion which occurred during the Public Comments portion of the meeting.

MOTION Moved by Goldstein, seconded by Schmitt, to approve the Minutes of the Regular Board Meeting of May 16, 2019, as amended.

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

(b) Regular Meeting of June 6, 2019

MOTION Moved by Goldstein, seconded by Ruter, to approve the Minutes of the Regular Board Meeting of June 6, 2019.

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

3. PUBLIC COMMENTES

None at this time.

4. REPORT FROM THE FRIENDS OF THE GLENVIEW LIBRARY – S. Ellis

None at this time.

5. APPROVAL OF WARRANTS – W. Goldstein

Trustee Goldstein reviewed the Warrants for June 20, 2019. She found them to be in order and itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Goldstein, seconded by Ruter, to approve the Warrants of June 20, 2019 in the amount of \$150,269.43.

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

6. EXAMINATION OF FINANCIAL REPORTS & STATISTICS

(a) Revenues, Expenditures and Fund Balances through April, 2019

Fund balances are very strong. Cash and Investments on hand represent 73.21% of budget. There has been significant activity in the revenue line this month, due primarily to the influx of property tax receipts. A total of 45.4% of the projected annual revenues has been received in the month of April. 54.7% of property tax revenues have been collected, which should top out at 55% for the first installment. Lost and Paid, Meeting Room Fees, Savings Interest and Corporate Personal Property Replacement Tax are trending ahead of projections.

Department expenditures are still light and, in nearly all cases, below the 33% level during the first third of the fiscal year. Administration has spent the least of its total budget, at 16.0% expended. Building & Grounds has spent the most at 35.4%.

The highest total expenditures for the month of April are from the Personnel line with 28.0% spent. The lowest amount of funds expended is from Other Charges, with

expenditures of 1.0%.

An aggregate total of 18.8% of Appropriated Funds has been spent through April. 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.

Based on the Cash Flow Analysis as of April 30, 2019, the Library's Operating Cash Balance should be sufficient to carry the Library through December, 2021.

(b) Revised Pro Forma Special Projects Budget – June, 2019

Library Director Novak reviewed the Pro Forma Special Projects Budget for June, 2019.

7. PRESIDENT'S REPORT

Updated Trustee Address/Contact List, updated Warrants Assignments and updated Committee Assignments were distributed. President Vega asked Committee Chairs to schedule Committee Meetings prior to the August Budget meeting, if they will have financial impact on the budget process. The Library will be participating in the 4th of July Parade. Vega reminded the Trustees to respond to Paul Milano's (KEES) email as soon as possible with names for potential foundation candidates.

8. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

- (a) Library Director's Report
- (b) Statistics for May, 2019
- (c) Electronic Statistics for May, 2019
- (d) Library Website Electronic Usage
- (e) MyPC Reservation Service
- (f) Inter Library Loan
- (g) Monthly Vending Summary from Mark Vend
- (h) Drive-Up Window Usage
- (i) 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
- (j) Report from Associated Technology Partners
- (k) Press Releases
- (l) Miscellaneous Speak Ups
- (m) Correspondence

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

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

9. BOARD COMMITTEE MEETINGS

None at this time.

10. UNFINISHED BUSINESS

- (a) Approval of Statements of Purpose for Marketplace and Innovation Center

President Vega explained that the Statements of Purpose for the Marketplace and Innovation Center included in the Board Packet will be used in place of Mission Statements for the new spaces.

MOTION Moved by Johnson, seconded by Ruter, to approve the Statements of Purpose for Marketplace and Innovation Center, as amended.

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

11. NEW BUSINESS

- (a) Update on Special Projects – Marketplace and Innovation Center

The Management Team, along with Trustee Goldstein and Trustee Schmitt, met with Dewberry on Tuesday, June 18th. The Team looked at flooring options for the Innovation Center and narrowed the selection down to 5 favorites. Dewberry will have larger samples delivered to the Library for final decisions. The Team also looked at furniture for the Innovation Center, which included tables, storage options

with doors and drawer and chairs. Doug Pfeiffer plans to present the final design for the Marketplace and Innovation Center to the Board at the July 18th meeting, with a follow-up meeting in August.

(b) Progress Report – Implementation Plan

The Implementation Plan Progress Report included in the Board Packet has been updated through May, 2019. Report highlights include: the Glenview Public Library participation in the 4th of July Parade; participation in the National Senior Health and Fitness Plan; a coffee talk aimed at the Hispanic Community; and the second Maker Faire.

(c) Presentation of Budget Calendar and Meetings Through December, 2019 – A. Ruter

Finance Committee Chair Ruter distributed the 2019 Summer/Fall Meeting Calendar to the Trustees. Ruter explained that some of the meeting dates are firm, some are not. One key date is Tuesday, August 13th: the Department Heads will make their 2020 Department Budget Presentations. The meeting will begin at 6:00 p.m. in the Multi-Purpose Room. Ruter asked the various Committee Chairs to schedule a Committee meeting prior to this date, so any budget implications can be included in the 2020 Budget.

(d) Discussion re: Department Head Budget Guidelines

The Board reached a consensus regarding the 2020 Budget Guidelines. Each department presentation will be limited to 15 minutes. Department Heads will present a flat budget and a special project/special circumstances budget with the total increase not to exceed 5% over previous year. Staff should be instructed to look long term – out 3 years – and to take the Strategic Plan into consideration when considering Special Projects.

(e) Report on Meeting re: TIF Transition Process – A. Ruter

Trustee Ruter, Library Director Novak and Business Manager Klimusko met with Deputy Village Manager, Don Owen, Finance Director, Maggie Bosley and Deputy Director of Administrative Services, Debi Lubbat, to discuss the TIF Transition Process. Trustee Ruter walked the Trustees through the process, explaining how the end of the TIF at The Glen and the Waukegan/Golf Road TIF will impact the Library.

12. OTHER

None at this time.

13. ANNOUNCEMENTS

None at this time.

14. EXECUTIVE SESSION

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

None at this time.

15. ADJOURNMENT

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

MOTION Moved by Johnson, seconded by Schmitt, to adjourn.

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

The meeting adjourned at 8:32 p.m.

Respectfully submitted,

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