

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
May 16, 2019**

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

ABSENT: Stella Kalfas
(Board)

PRESENT: Vickie L. Novak, Library Director
(Staff) Jane Berry, Assistant Director

GUESTS: Roleeta Nandan, League of Women Voters
 Tom Blanchard, Trustee Elect
 Joel Foszcz, Glenview Resident

1. CALL TO ORDER & ROLL CALL

President Ruter called the meeting to order at 6:30 p.m. and the roll was called.

2. APPROVAL OF MINUTES
(a) Regular Meeting of April 18, 2019

MOTION Moved by Goldstein, seconded by Johnson, to approve the Minutes of April 18, 2019 Board Meeting as presented.

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

3. PUBLIC COMMENTS

Glenview Resident Joe Foszcz suggested that the parking spaces have lines designating each space on the brick of the parking lot, to be used as a guide when parking. President Vega thanked Foszcz for his suggestion and will refer the matter to the Building and Grounds Committee.

4. APPROVAL OF WARRANTS – W. Goldstein

Trustee Goldstein reviewed the Warrants for May 16, 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 Schmitt, to approve the Warrants of May 16, 2019 in the amount of \$486,501.72.

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

5. EXAMINATION OF FINANCIAL REPORTS & STATISTICS

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

Library Director Novak reviewed the Financial Reports and Statistics through March, 2019. Fund balances are trending positively. Cash and Investments on hand represent 78.75% of budget, up significantly from the previous month.

There has been a great deal activity in the revenue line this month, due to the influx of property tax receipts. A total of 43.6% of the projected annual revenues has been received in the month of March, up 30% from the previous month. 52.9% of property tax revenues have been received, which should top out at 55% for the first payment, if everything is collected.

Department expenditures are still light and, in nearly all cases, below the 25% level during the first quarter of the fiscal year. Administration has spent the least of its total budget, at 11.8% expended. Reference has spent the most at 24.7%.

The highest total expenditures for the month of March are from the Personnel line with 20.7% spent. The lowest amount of funds expended is from Other Charges, with expenditures of 0.8%. An aggregate total of 14.1% of Appropriated Funds has been spent through March.

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

Library Director Novak reviewed the revised Pro Forma Special Projects Budget for the month of May, 2019. It was noted that the architect's fees for the Makerspace and Innovation Center will be \$56,920, subject to any changes that may arise during the course of the project.

6. PRESIDENT'S REPORT

President Ruter shared the poem "To Be of Use" by Marge Piercy with the Trustees.

7. ACCEPTANCE OF STAFF REPORTS & STATISTICS

- (a) Library Director's Report
- (b) Statistics for April, 2019
- (c) Electronic Statistics for April, 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 Vega, to accept the Staff Reports & Statistics as presented.

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

8. BOARD COMMITTEE REPORTS

- (a) Strategic Planning Committee
 - i.) Approval of Minutes of April 11, 2019 Meeting

MOTION Moved by Vega to approve the Minutes of April 11, 2019 Strategic Planning Committee Meeting as presented.

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

9. UNFINISHED REPORTS

None at this time.

10. NEW BUSINESS

(a) Approval of Contract with KEES to Success

MOTION Moved by Vega, seconded by Schmitt, to approve the Contract with KEES to Success.

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

(b) Approval of Mission Statements for Marketplace & Innovation Center

Trustee Vega referred the Mission Statements for the Marketplace and Innovation Center to the Strategic Planning Committee for review.

(c) Administer Oath of Office to Newly Elected Library Trustees

Board Secretary Schmitt administered the Oath of Office to Thomas Blanchard, M. David Johnson and Allan Ruter.

(c)(i) Presentation of Resolution in Recognition of Service – John Miller

On behalf of the Board and Administration, President Ruter presented the Resolution in Recognition of Service to Trustee John Miller.

(d) Update on Special Projects – Marketplace and Innovation Center

Library Director Novak gave a brief update on the special projects.

(e) Progress Report – Implementation Plan

Library Director Novak explained that the Implementation Plan Progress Report spreadsheet has been updated and is included in this month's Board Packet.

(f) Discussion re: Alterations to Board Meeting Schedule

Board President Ruter met with Library Director Novak and Business Manager Klimusko to review last year's budget meeting calendar in preparation of the 2020 budget cycle. It was suggested that the Board schedule an additional Monthly Board Meeting the first Thursday of each month to address needs that may arise in a timely manner relating to the Foundation revitalization and the Marketplace and Innovation Center. The first meeting can be cancelled if there is no business which requires immediate attention.

MOTION Moved by Johnson, seconded by Vega, to authorize a second monthly Board Meeting to be held on the first Thursday of each month beginning at 6:30 p.m., as needed.

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

(g) Election of Officers

MOTION Moved by Goldstein, seconded by Johnson, to nominate Kathy Vega as President of the Glenview Public Library Board of Trustees, Allan Ruter as Vice-President of the Glenview Public Library Board of Trustees and Carol Schmitt as Secretary of the Glenview Public Library Board of Trustees.

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

11. OTHER

None at this time.

12. ANNOUNCEMENTS

None at this time.

13. EXECUTIVE SESSION

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

None at this time.

14. ADJOURNMENT

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

MOTION Moved by Schmitt, second by Ruter, to adjourn.

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

The meeting adjourned at 8:15 p.m.

Respectfully submitted,

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