

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
May 21, 2020  
Via Virtual Meeting**

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

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

**GUESTS:** Linda Burns, Head of Reader Services  
Karen Kee, Head of Circulation  
Barbara Littlefield, Head of Youth Services  
Deanna Musurlian, Head of Innovation Services  
Jean Sanders, Head of Reference Services  
Roleeta Nandan, League of Women Voters  
Lindsey Dorfman, Library Director Candidate  
Jeremy Andrykowski, Library Director Candidate

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

President Vega called the meeting to order at 7:04 p.m. and the roll was called.

**2. APPROVAL OF THE MINUTES**

(a) Regular Meeting of April 16, 2020

**MOTION** Moved by Schmitt, seconded by Goldstein, to approve the Minutes of the Regular Board Meeting of April 16, 2020.

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

### **3. PUBLIC COMMENTS**

None at this time.

### **4. APPROVAL OF WARRANTS**

**MOTION** Moved by Kalfas, seconded by Schmitt, to approve the Warrants for May 21, 2020 in the amount of \$877,266.51.

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

### **5. EXAMINATION OF FINANCIAL STATEMENTS AND STATISTICS**

#### **(a) Revenues, Expenditures and Fund Balances through March 2020**

Library Director Novak presented the Financial Statements through March, 2020. Novak noted that property tax payments have started to come in and the Library is in good financial standing one quarter into the 2020 Fiscal Year.

Trusted Goldstein asked if the Library will need to amend the 2020 Budget due to cost of Covid-19 related Personal Protective Equipment supplies. Library Director Novak feels that the Library will need to make budget transfers from one line item into another, but that no amendment will be necessary, as it is highly unlikely that the library would exceed the FY2020 budget.

#### **(b) Update re: Pro Forma Special Projects Budget – May 2020**

The Pro Forma Special Projects Budget was updated and included in the Board Packet.

Trustees Goldstein asked if the cost of the Maker Wall was included in the original Innovation Center construction budget. Library Director Novak explained that it was not included, as the feature wall had not been designed when the bids were awarded. Library Director Novak expects a credit for unused contingency fees and legal fees, which are trending well below budgeted estimates.

### **6. PRESIDENT'S REPORT**

President Vega stated that June 1st seems to be the day for people to begin to reengage with others in a socially distant way. President Vega is very optimistic that

Governor Pritzker will announce that the state of Illinois will be able to begin Phase 3 as planned. She also noted that the CDC has found that the corona virus is less transferable on surfaces than originally thought.

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

- (a) Library Director's Report
- (b) Statistics for March 2020
- (c) Electronic Statistics for March 202
- (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
- (j) Report from Associated Technology Partners

**MOTION** Moved by Ruter, seconded by Goldstein, to accept the Consent Agenda as presented.

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

**8. UNFINISHED BUSINESS**

None at this time.

**9. NEW BUSINESS**

- (a) Acceptance of Quote for Maker Wall – Building Committee

The Building Committee reviewed several quotes for the Maker Wall submitted by Dewberry and Associates. Dewberry Designer Beth Keppler recommends the Library award the Maker Wall contract to Poblocki Sign Company. Library Director Novak added that Poblocki has done excellent work for the Library in the past. Awarding the contract to Poblocki will retain the standard already set throughout the building. There was a discussion regarding the depth of letters and the Trustees agreed the maximum depth of the letters would not exceed 2".

**MOTION** Moved by Johnson, seconded by Goldstein, to accept the Poblaki Sign Company's bid for the Maker Wall in the amount of \$23,230.00.

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

**(b) Report on Marketplace & Innovation Center Projects**

Library Director Novak reported that the work in the Innovation Center is 98% complete. A few punch list items remain. Interiors for Business will deliver furniture next week. MJ Shelving and Meilhan will also be on site next week installing shelving and displays. On Monday, June 1<sup>st</sup>, Buckstaff will deliver 37 lounge chairs. The remaining Buckstaff pieces are running about one month behind schedule due to corona virus related closures.

Trustee Johnson asked how training on the Innovation Center equipment is progressing. Head of Innovation Services Deanna Musurlian reported that she has attended a Lynda.com CAD training session and she is becoming familiar with the Bernina sewing machine and the Cricut machine. Department Head Musurlian is preparing a Marketing Plan with the help of the Communications Team for the Innovation Center. The Innovation Center will be featured on the Library's website next week and this will be followed up with a social media campaign.

Trustee Johnson stated that he plans to donate three (3) raspberry pie kits for the Innovation Center.

**(c) Report from Sunday Hours Committee**

Library Director Novak explained that the Management Team worked collaboratively with the Sunday Hours Committee and has had input into the presentation. Head of Circulation, Karen Kee, has offered to be the Committee's spokesperson this evening. Kee explained that the report outlines five (5) options to increase Sunday hours. Two of those scenarios would retain a flat budget. The remaining three options would include an increase in salary expenses. The Management Team supports Option 3. Option 3 provides easier scheduling and more study hours on Sunday.

President Vega asked why the Management Team choose a 1:00 p.m. start time. Assistant Director Berry explained that many students are involved with sports and many of those sporting events are scheduled for Sunday mornings. This would allow students to study later in the day. Vega explained that the Trustees did not specify the extended hours would be used solely by students.

Trustee Kalfas asked why the Library would remain open Friday nights. In her opinion there are fewer patrons using the Library Friday evenings. She asked if there are sufficient numbers to keep the Library open on Friday nights. Library Director Novak explained that there are several popular programs on Friday evenings - the Chess Club for example. President Vega asked if staff has approached the Chess Club sponsor to see if he would be willing to move to a Saturday or Sunday time slot. Trustee Kalfas suggested that the Committee get patron input as well. President Vega asked the Trustees to email questions to her that they may want the Sunday Hours Committee to consider.

- (d) Update from John Keister
- (e) Discuss Next Steps – Director Search Process

President Vega has spoken with John Keister of Keister and Associates regarding the search for a new Library Director. Keister’s website has generated 600 unique users. He has had discussions with several potential candidates and he is in the process of narrowing down the list of final candidates. Most of the candidates are local, although there is one from Michigan. Keister will select four or five candidates to be considered by the Board. Keister would like to schedule a virtual meeting with the Board during the first week of June.

President Vega would like to have two Board Meetings in June. The first meeting on Thursday, June 4<sup>th</sup>, and will begin at 6:30 p.m. John Keister will attend in order to discuss the next steps in the interview process. The Board will also review the Library’s Reopening Plan Phases 1 and 2.

The second Board Meeting will be held on Thursday, June 18<sup>th</sup>, and regular Board business will be conducted at that meeting.

Head of Reader Services, Linda Burns, asked if the Department Heads would be able to meet the candidates prior to the hiring decision. President Vega expects there would be some sort of interaction with the staff before a decision is made.

President Vega reordered the Agenda at this time.

- (g) Implementation Plan

Library Director Novak explained that staff is focusing on virtual programming, as

staff is not currently in the building. The Trustees would like Library Director Novak to convey their appreciation to staff for all of the innovative ways they have created to remain connected to patrons during the “stay at home” order.

(i) Approval of Contract from WJE

Included in the Board Packet is a contract from Wiss, Janney, Elstner Associates, Inc. for Phase 2 of the Library’s parking lot project. WJE will provide engineering and architectural services during this phase.

Wiss, Janney, Elstner is agreeable to the attorney’s modifications as provided in the Board Packet and they have signed the contract. Library Director Novak seeks Board approval of said contract.

**MOTION** Moved by Johnson, seconded by Kalfas, to approve the contract with Wiss, Janney, Elstner Associates, Inc. for project engineering and architectural services during Phase 2 of the parking lot remediation project in the amount of \$24,250.

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

10. OTHER

None at this time.

9. NEW BUSINESS

(h) Election of Board Officers

Trustee Schmitt nominated Trustee Vega for the office of President and Trustee Ruter as Vice-President. Trustee Schmitt has completed two years of service as Board Secretary and, therefore, cannot serve another term. Trustee Ruter nominated Trustee Blanchard for the office of Secretary.

**MOTION** Moved by Johnson, seconded by Goldstein, to close nominations for the Board of Trustee officers.

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

**MOTION** Moved by Johnson, seconded by Goldstein, to accept nominations for Glenview Public Library Board of Trustee Officers as follows: Trustee Kathy Vega as President, Trustee Allan Ruter as Vice-President and Trustee Tom Blanchard as Secretary by acclamation.

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

**(f) Review & Approval of Draft Reopening Plan, Phases 1 & 2**

Library Director Novak presented the Draft of the Library's Reopening Plan for Phases 1 and 2. The entire Management Team participated in the preparation of the Reopening Plan. During Phase 1 the building will be prepared for occupancy. When the Library closed in March the building was in disarray due to renovation and construction. Staff would like to be able to get re-organized and ready for Drive-Up service. The original start date for staff to return to the building of June 1<sup>st</sup> has been pushed back by a few days to June 4<sup>th</sup>. Buckstaff furniture will be delivered June 1<sup>st</sup>. The building will undergo a library-wide deep cleaning on June 2<sup>nd</sup> and 3<sup>rd</sup>, after all furniture is delivered and displays are installed.

Phase 2 of the plan will begin June 8<sup>th</sup> and the standalone book drops will be reopened at that time. As the book drops are emptied, returned materials will be placed in quarantine, as suggested by the American Library Association's guidelines of a 7-day quarantine period for returned materials. The library is considering potential quarantine areas both inside and outside the library

The Drive-Up window will be open 9:00 a.m. to 5:00 p.m. Monday, Tuesday, Thursday and Friday and noon to 8:00 p.m. on Wednesday. The book drops will be open Monday and Friday from 9:00 a.m. to 5:00 p.m. and from noon to 8:00 p.m. on Wednesday. All delicate and oversized items will be accepted at the Drive-Up window. Phase 2 will see the reintroduction of some additional patron services. Staff will be on site to answer reference questions, accept Inter Library Loan deliveries and assist patrons with book and material suggestions.

Staff will try to minimize face-to-face interaction with co-workers during Phases 1 and 2; this is in line with Governor Pritzker's Restore Illinois guidelines.

Trustee Ruter and President Vega asked if patrons could drop off books prior to June 8<sup>th</sup>. Library Director Novak explained that this is not feasible. The Facilities Staff will be in the library during the early part of June 1<sup>st</sup> and their primary focus will be

on supervising the furniture contractors, as well as the parking lot work, accepting deliveries and supervising the deep cleaning. Novak also explained that staff is concerned about personal safety and she feels that staff would be much more comfortable returning to a building that has been deep cleaned once all the contractors and installers have vacated the building and furniture deliveries have been completed.

**MOTION** Moved by Johnson, seconded by Goldstein, to approve the Glenview Public Library Reopening Plan, Phases 1 and 2, as amended.

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

The Board will revisit the Reopening Plan at the June 4<sup>th</sup> Board Meeting.

Trustee Schmitt expressed her concern regarding potential future exposure to Covid-19. Library Director Novak explained that the Library will be following CDC and IDPH guidelines. Should there is an exposure to Covid-19, the employee will notify his/her manager, the area will be quarantined and subjected to a deep cleaning.

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

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

The meeting moved to Closed Session at 9:00.

**11. EXECUTIVE SESSION**

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

The meeting returned to open session at 9:40 p.m.

**12. ANNOUNCEMENTS**

None at this time.

**13. 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 Blanchard, to adjourn.**

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

**The meeting adjourned at 9:42 p.m.**

**Respectfully submitted,**

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