

**Glenview Public Library
Board of Trustees Meeting Minutes
March 17, 2022 – 6:30 p.m.
Conference Room**

PRESENT: Tom Blanchard Winnie Clonts M. David Johnson
(Board) Allan Ruter Ruth Rosenblum Carol Schmitt
Kathy Vega

PRESENT: Lindsey Dorfman, Library Director
(Staff) Teri Room, Assistant Director
Christine Klimusko, Business Manager
Hilary Gabel, Communications Director

GUESTS: Tara Call, League of Women Voters
Erik Komarnicki, BiblioCommons, virtually

1. CALL TO ORDER AND ROLL CALL

President Ruter called the meeting to order at 6:34 p.m. and the roll was called.

2. APPROVAL OF MINUTES

a. Regular Meeting of February 17, 2022

MOTION Moved by Trustee Johnson, seconded by Trustee Schmitt, to approve the minutes of the meeting of February 17, 2022.

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

3. PUBLIC COMMENTS

None at this time.

President Ruter re-ordered the agenda at this time.

10. UNFINISHED BUSINESS

- a. **Issue Analysis: Approval of Contract for Website and Catalog Discovery Layer Services**

Library Director Dorfman introduced Erik Komarnicki, Senior Partner Product Development Lead from BiblioCommons. Komarnicki presented an overview of the product. BiblioCommons will provide the discovery layer, an events calendar, and a website overlay which will be seamless to the user. He compared the library's current catalog search to the Cincinnati Public Library, which currently uses BiblioCommons. The search functions using BiblioCommons are more targeted and present all formats of the title searched: print, eBook, and audio books can be found in one record, whereas the library's current search presents multiple records. The Trustees asked Komarnicki to do an impromptu search and were impressed by the ease of the search and the clarity of the results.

MOTION Moved by Trustee Vega, seconded by Trustee Johnson, to approve the contract with BiblioCommons, subject to the resolution of the eBook situation.

Roll call vote taken. Trustee Blanchard, Trustee Clonts, Trustee Johnson, Trustee Rosenblum, Trustee Schmitt, Trustee Vega, and Trustee Ruter voted aye. No nay. Motion carried.

4. APPROVAL OF WARRANTS – March 17, 2022

- a. **Warrant Summary**
- b. **Warrants Greater than \$5,000**

Trustee Schmitt reviewed the Warrants for March 17, 2022 and found them to be in order. She itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Trustee Schmitt, seconded by Trustee Clonts, to approve the warrants of March 17, 2022 in the amount of \$190,758.40.

Roll call vote taken. Trustee Blanchard, Trustee Clonts, Trustee Johnson, Trustee Rosenblum, Trustee Schmitt, Trustee Vega, and Trustee Ruter voted aye. No nay. Motion carried.

5. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

- a. Fund Income Statements January 2022**
- b. January 2022 Cash Flow Report**
- c. Cash and Investment Balances**

Business Manager Klimusko presented the January 2022 financial statements. Total revenue for January is \$46,388.92 or 0.55% of the library's 2022 budgeted revenue. No property tax revenue was collected in January.

January expenditures total \$451,916.78 or 5.28% of the budget. Expenses are running slightly lower than anticipated one month into the year; expenditures should be approximately 8.3% of budget.

Miscellaneous Fund Balance income statements have been added for Trustee review. In the past, Miscellaneous Funds are presented once a year, in December, when the budget is presented for the following year. Klimusko has decided to share the revenue and expenses for these funds monthly and she will highlight any anomalies that may occur.

The Operating Cash Fund Balance at the end of January is \$4,406,515. The library will remain in compliance with the Operating Fund Policy of 2 months of expenses on hand at any given point during 2022 and 2023.

6. PRESIDENT'S REPORT

President Ruter mentioned that new state legislation may provide library cards to students who live in unincorporated areas. Currently, students who live in unincorporated Glenview and receive reduced lunches are eligible for a library card. The new legislation would extend a library card to all students from unincorporated areas.

President Ruter will host a tour for local legislators on Tuesday April 19th at 9:00 a.m.

7. FOUNDATION REPORT - Trustee Vega

The Glenview Public Library Foundation met on March 8, 2022 and approved the amendments to the foundation's bylaws. This will allow the foundation to elect its own board members and control its finances as a separate entity from the library.

The Stay at Home and Read Gala raised approximately \$10,000 in donations. The foundation received four (4) grant requests for the first grant cycle of 2022. The foundation was able to award several grants but was not able to fund all the requests at this time.

8. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

- a. Library Director's Report
- b. Statistical Summary and Report
- c. Brand Activation Update

MOTION Moved by Trustee Johnson, seconded by Trustee Rosenblum, to accept the Staff Reports and Statistics as presented.

Library Director Dorfman announced that Business Office Associate, Jenny Edmonds will retire at the end of April. Dorfman will use this opportunity to restructure the Administration Department and hire a Human Resources Generalist. This will allow Business Manager Klimusko to focus on the library's finances.

Communications Director, Hilary Gabel announced the library's new brand launch is scheduled for Wednesday April 6th. The new logo will be featured on building signage, library social media outlets, the library's welcome brochure, library cards, and the banners that hang on Glenview Road and Lehigh.

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

9. COMMITTEE REPORTS

a. Bylaws and Policies Committee Report

i. Approval of Changes to Section 3 of the Policy Manual

MOTION Moved by Committee to approve the Patron Behavior Policy and the Internet Policy as presented.

Roll call vote taken. Trustee Blanchard, Trustee Clonts, Trustee Johnson, Trustee Rosenblum, Trustee Schmitt, Trustee Vega, and Trustee Ruter voted aye. No nay. Motion carried.

10. UNFINISHED BUSINESS

b. Approval of Resolution 2022-2 - Close Out of GPL Fund (825) to the Glenview Public Library Foundation

Last November, Library Director Dorfman shared a memo from the library's Attorney, Julie Tappendorf, suggesting the library and the Glenview Public Library Foundation separate into two separate entities. Should the foundation remain part of the library, the foundation would be subject to the same rules the library must follow to be in compliance with the Open Meetings Act. The resolution included in the board packet transfers the ownership from the library to the Glenview Public Library Foundation.

MOTION Moved by Trustee Clonts, seconded by Trustee Schmitt, to approve Resolution 2022-2 A Resolution to Close Out the Glenview Public Library Foundation Fund 825 and Transfer Fund to the Glenview Public Library Foundation.

Roll call vote taken Trustee Blanchard, Trustee Clonts, Trustee Johnson, Trustee Rosenblum, Trustee Schmitt, Trustee Vega, and Trustee Ruter voted aye. No nay. Motion carried.

11. NEW BUSINESS

a. Issue Analysis: Approval of Funds to Replace/Repair Downspouts

Last month, Facilities Manager, Mark Depa noticed the accumulation of ice on several downspouts around the library. Depa called a plumber, who determined that this is not a plumbing issue. Depa then called roofing specialist Knickerbocker. Knickerbocker determined the damaged gutters need to be repaired or replaced. A number of the gutters had split, and other gutters had caused water damage to the interior of the library in multiple areas. The cost is estimated to be \$12,400. While this amount is within the Library Director's spending limits, Dorfman wanted to make sure that the Board is aware of this expense. The Board of Trustees may need to approve a budget amendment for the Special Reserve Fund later this year, as these expenses were not anticipated when the 2022 Special Reserve Budget was approved last December.

b. Discussion of Naming Rights for Designated Areas of the Library

Library Director Dorfman asked the trustees for their input regarding several policies – the Sponsorship Policy, the Donation Policy, and the Art Donation Policy. These policies could have an impact on naming rights to various areas of the library. President Ruter appointed Trustee Vega, Trustee Blanchard, and Trustee Rosenblum to an ad hoc committee to review the policies and prepare recommendations for the Bylaws and Policies Committee.

c. Discussion and Approval to Suspend the Vaccine Mandate Program Policy

Recently, a staff member asked Library Director Dorfman if unvaccinated staff members needed to continue to provide a negative PCR test result on a weekly basis, given the changes in COVID-19. Dorfman would like to get the trustees' input and if necessary, update the Vaccine Mandate Policy. The trustees would like to keep the policy as is and amend the testing required to allow staff to provide a negative rapid testing result twice a week. President Ruter referred the policy to the Bylaws & Policies Committee for further review.

MOTION Moved by Trustee Rosenblum, seconded by Trustee Blanchard, to amend the current Vaccine Mandate Policy to require unvaccinated staff to submit to a COVID-19 rapid test twice a week.

Roll call vote taken. Trustee Blanchard, Trustee Clonts, Trustee Rosenblum, Trustee Schmitt, Trustee Vega, and Trustee Ruter voted aye. Trustee Johnson voted nay. Motion carried.

12. OTHER

The Cook County Clerk's Office has sent out the first Statement of Economic Interest requests. Business Manager Klimusko asked the trustees to complete the Statement of Economic Interest by the end of April.

13. ANNOUNCEMENTS

None at this time.

14. EXECUTIVE SESSION

None at this time.

15. ADJOURNMENT

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

MOTION Moved by Trustee Johnson, seconded by Trustee Schmitt, to adjourn. Voice vote taken. All ayes. No nays. Motion carried.

The meeting adjourned at 8:54 p.m.

Respectfully submitted,

**Winifred L. Clonts, Secretary
Glenview Public Library Board of Trustees**