

Glenview Public Library Board of Trustees

Minutes

May 19, 2022 – 6:30 p.m.

Community Room

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

ABSENT: Tom Blanchard
(Board)

PRESENT: Lindsey Dorfman, Library Director
(Staff) Teri Room, Assistant Director
Christine Klimusko, Business Manager
Hilary Gabel, Communications Director
Allen Bettig, Head of Information Technology

GUESTS: Julie Tappendorf, Library Attorney, Ancel Glink P.C.
Sara Spitz
Vanessa Guzman Robles, Intern

1. CALL TO ORDER AND 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 21, 2022

MOTION Moved by Trustee Schmitt, seconded by Trustee Vega, to approve the minutes of the April 21, 2022, Board Meeting as edited.

A voice vote was taken. All ayes. No nays. Motion carried.

3. PUBLIC COMMENT

None at this time.

President Ruter re-ordered the agenda at this time.

11. NEW BUSINESS

b. Approval of Contract to Purchase Switches

Head of Information Technology, Allen Bettig explained that the data switches should be replaced. The useful life of a data switch is 5-7 years; the switches the Library is currently using have been in service for 12 years. During the IT Assessment, completed last fall, IT Consultants Peters & Associates recommended the replacement of the switches. The plan is to replace six (6) first-floor data switches this year, and six (6) second-floor data switches next year. Funds were included in the budget. Peters & Associates/Ascend will complete the work. There may be some interruption of service. Bettig hopes to complete the work during weekends; interruptions will be kept to a minimum.

MOTION Moved by Trustee Johnson, seconded by Trustee Clonts, to approve the contract with Peters & Associates/Ascend to purchase and install data switches in the amount of \$42,639.

A roll call vote was taken. Trustee Blanchard, Trustee Clonts, Trustee Johnson, Trustee Rosenblum, Trustee Schmitt, Trustee Vega, and Trustee Ruter voted aye. No nays. The motion carried.

c. Discussion and Approval of Proposed Flag Policy

Library Director Dorfman provided an issue analysis regarding the proposed flag policy. Last summer, a flag policy was presented to the Board and at the time, the Board felt there was no need for a flag policy. Since then, there have been several court rulings regarding flag policies, and the need for a policy at the library is being reconsidered.

The policy presented to the Board of Trustees states that the library's flagpole is a government forum, and not a public forum, thereby retaining the right of library administration to determine what flags the library will fly.

MOTION Moved by Johnson, seconded by Clonts, to refer the Flag Policy to the Bylaws and Policies Committee for review.

Trustee Vega stated that would be no benefit to having the Committee review the policy, as the Trustees are familiar with the proposed policy, and it has already been reviewed by the Library's Attorney.

A roll call vote was taken. Trustee Johnson voted aye. Trustee Clonts, Trustee Rosenblum, Trustee Schmitt, Trustee Vega, and Trustee Ruter voted nay. Motion denied.

The Board discussed the pros and cons of the three potential flagpole types: government forum, a public forum, or one that does not permit flying flags other than the US flag, the State of Illinois flag, and the Village of Glenview flag.

MOTION Moved by Trustee Vega, seconded by Trustee Rosenblum, to approve the proposed Flag Policy.

A roll call vote was taken. Trustee Clonts, Trustee Rosenblum, Trustee Schmitt, Trustee Vega, and Trustee Ruter voted aye. Trustee Johnson voted nay. The motion carried.

MOTION Moved by Trustee Vega, seconded by Trustee Rosenblum, to add the following line to the Flag Policy. "The Glenview Public Library does not fly flags at the request of the public, any organization or individual," and to change the reference from the Village to local.

A roll call vote was taken. Trustee Clonts, Trustee Rosenblum, Trustee Schmitt, Trustee Vega, and Trustee Ruter voted aye. Trustee Johnson voted nay. The motion carried.

4. FOUNDATION UPDATE

President Ruter announced the Glenview Public Library Foundation has awarded two grants to the library. The first grant is to purchase books for young patrons as prizes, in the amount of \$5,500. The second grant is for the purchase of portable staging, in the amount of \$10,000.

The Foundation will host a murder mystery Fundraiser on Saturday, October 22, 2022. Details will be shared as they become available. Tickets for the event will be \$75 per person and staff will be invited to attend.

Lastly, the Foundation plans to develop its own website, which will link to the library website.

5. APPROVAL OF MAY 19, 2022 WARRANTS

- a. Warrant Summary**
- b. Warrants Greater than \$5000**

Trustee Blanchard reviewed the Warrants for May 19, 2022 and found them to be in order. Trustee Vega itemized warrants and checks greater than \$5,000.00.

MOTION Moved by Trustee Vega, seconded by Trustee Johnson, to approve the warrants in the amount of \$583,619.43.

A roll call vote was taken. Trustee Clonts, Trustee Johnson, Trustee Rosenblum, Trustee Schmitt, Trustee Vega, and Trustee Ruter voted aye. No nays. The motion carried.

6. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

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

Year-to-date revenue through March totaled \$4,318,193.65 or 51.21.% of the library's 2022 budgeted revenue. Property tax revenue collected through March totaled \$4,184,460.70, or 50.72% of budgeted property tax revenue.

Year-to-date expenditures totaled \$ 1,369,922.23 or 16.0% of the budget. Expenses continue to track lower than anticipated.

The Library's Operating Fund Cash Flow balance at the end of March is \$7,694,989. 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, should the second installment of the annual tax bills mail on time.

Through March 31, 2022, Cash, and Investments total \$9,826,060.17.

6. PRESIDENT'S REPORT

Glenview Public Library hosted a Glenview Leadership event on April 28th. More than 40 Glenview leaders attended the event, held on the library's terrace.

President Ruter was one of eight (8) presenters at an event hosted by the League of Women Voters on May 2nd. The speakers addressed the importance of community service and support, how to run for public office, and the time commitment required to serve in a public capacity.

The library's rebranded newsletter, "The Spark," landed in Glenview mailboxes last week. Ruter has received positive feedback regarding the rebranding of the library and the updated newsletter.

President Ruter stopped by Glenbrook South High School for a maker's event, where he met with Michael Sinda. Sinda is thrilled with the relationship GBS, and the

library have established. Head of Innovation Services Deanna Musurlian was there representing the library.

This is President Ruter's last meeting as Board President. He thanked his fellow board members and the admin team for their hard work.

7. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

- a. Library Director's Report
- b. Statistical Summary

Library Director Dorfman thanked President Ruter for his advocacy and support of the library. Dorfman announced Georgia Delis has accepted the position of Human Resources Specialist and will start June 1st.

Library staff is gearing up for the summer reading program. It has been proven that summer reading programs help children maintain the reading level they reached during the school year.

Assistant Director Room reviewed the monthly statistical summary. She explained that staff is keeping a more detailed list of outreach activities. The Data Team has identified how staff will track outreach interaction. IPLAR does not require Outreach counts.

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

A voice vote was taken. All ayes. No nays. The motion carried.

8. COMMITTEE REPORTS

a. Bylaws and Policies Committee Report

i. Approval of Changes to Section 5 of the Policy Manual

Committee Chair Schmitt explained that many of the policies in Section 5 were more procedural in nature and eliminated. Committee Chair Schmitt noted edits to the policies, and Library Director Dorfman will update the final versions.

MOTION Moved by Committee to approve Section 5 of the Policy Manual, as amended.

A roll call vote was taken. Trustee Clonts, Trustee Johnson, Trustee Rosenblum, Trustee Schmitt, and Trustee Ruter voted aye. Trustee Vega abstained. No nays. The motion carried.

9. UNFINISHED BUSINESS

None at this time.

10. NEW BUSINESS

a. Transfer from Foundation Fund 825 to Operating Fund 805

MOTION Moved by Johnson, seconded by Vega, to transfer \$15,500 from Glenview Public Library Foundation Fund 825 to Glenview Public Library Fund 805 for Spring 2022 Grants.

A roll call vote was taken. Trustee Clonts, Trustee Johnson, Trustee Rosenblum, Trustee Schmitt, Trustee Vega, and Trustee Ruter voted aye. No nays. The motion carried.

d. Election of Board Officers

President Ruter recommended a slate of candidates to serve as Board Officers from June 2022 through May 2023. He proposed Winnie Clonts remain as Secretary, Tom Blanchard remain as Vice-President, and Ruth Rosenblum become President.

MOTION Moved by Trustee Ruter, seconded by Trustee Vega, to elect Trustee Clonts as Secretary, Trustee Blanchard as Vice-President, and Trustee Rosenblum as President of the Glenview Public Library Board of Trustees.

A voice vote was taken. All ayes. No nays. The motion carried.

12. OTHER

a. Update on Late Cook County Tax Bills

Library Director Lindsey Dorfman met with Village Manager Matt Formica to discuss the issue of Cook County tax bills being delayed. Manager Formica confirmed that the Village could issue a short-term loan to the library should it be unable to cover expenses due to late disbursement of property tax payments.

b. Board Meeting Date – June Board of Trustees Meeting

Due to scheduling conflicts, the June 16th Board of Trustee Meeting will be held Tuesday, June 14, 2022, and will begin at 6:30 p.m.

President Ruter asked the Trustees to consider changing the monthly Board Meeting from the third Thursday of each month to the third Tuesday or Wednesday of each month. The Trustees will discuss the topic at the June meeting.

c. Glenview Public Library Foundation

President Ruter updated the Board regarding the Foundation. Several Foundation Directors are coming to the end of their term. Ruter asked the Trustees to consider recommendations and share them with Foundation President Jackie Lutz.

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 requested a motion to adjourn.

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

A voice vote was taken. All ayes. No nays. The motion carried.

The meeting adjourned at 8:12 p.m.

Respectfully submitted,

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