

MINUTES OF THE REGULAR MONTHLY MEETING OF THE GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES, WEDNESDAY, JANUARY 21, 2015, HELD IN THE HAMMOND ROOM OF THE LIBRARY

APPROVED REVISED MINUTES

Call to Order: President Grosch called the meeting to order at 7:35 pm and roll call was taken with the following Trustees present: Barbara Breakstone, Kathy Doyle, Louis Goldman, Michelle Gooze-Miller, Teresa Grosch, and Tracey Meyers present. Trustee Joel Shoolin was absent. Present were library staff members: Becky Halcli, Teri Hennes, Ann Finstad and Executive Director Juli Janovicz. Also present: Delia Flores and Donna Craven.

Additions to the Agenda: There were no additions to the agenda.

Public Comments: There were no public comments.

Approval of Minutes: Trustee Grosch pointed out an edit. A motion was made by Trustee Doyle, seconded by Trustee Breakstone,

TO APPROVE THE MINUTES OF THE NOVEMBER 19, 2014 REGULAR BOARD MEETING AS AMENDED

The MOTION passed unanimously on a voice vote.

Treasurer's Report: Trustee Goldman commented on the two sets of financial statements in the packet. He said that the Library was doing very well in property tax collection and would end the year with more tax revenue than expected. He said that according to his calculation, there would be a significant surplus at year's end.

Representative of the Friends of the Library: President Wick was not available. There was no report.

Unfinished Business: Director Janovicz reported on the plans for the upcoming board development workshop and strategic plan pre-planning meeting set for the following weekend.

A MOTION was made by Trustee Goldman, seconded by Trustee Doyle

TO ACCEPT THE PROPOSAL FOR THE WIRELESS ACCESS POINTS AND CABLING

The MOTION passed on a roll call vote.

AYES: Breakstone, Doyle, Goldman, Gooze-Miller, Grosch, and Meyers

Nays: None

Absent: Shoolin

Director Janovicz presented the Draft of the Facilities Plan. She reported on a conversation she had with the consultant earlier in the day and pointed out several items that would factor into budget decisions during the next month. Due to the recent receipt of the document, further discussion was tabled until Trustees had additional time to read the report.

A decision on the interior door alarms was tabled until more complete proposals were received.

A motion was made by Trustee Goldman, seconded by Trustee Meyers

TO ACCEPT THE FUND BALANCE POLICY WITHOUT THE INCLUSION OF A SPECIAL RESERVE FUND OR A SPECIAL BUILDING AND SITE FUND WHILE RETAINING THE ABILITY TO REOPEN THE DISCUSSION LATER IN THE YEAR AND REINSERT THE ITEM

The MOTION passed unanimously on a voice vote.

The January draft of the FY2015-2016 Budget was presented. Trustees asked that it be returned with an accumulated funds figure inserted into revenue for unpaid invoices at year end for three items: the facilities study report, the strategic planning consultant and the web site redesign in order to balance the expenditures. It should also have a zero balance in the bottom line. Treasurer Goldman and Director Janovicz will meet to discuss the appropriate amount of reserves to be used for this year's budget.

Delia Flores (Marketing Consultant) presented the results of the web site proposals and interviews. Discussion followed. A MOTION was made by Trustee Doyle, seconded by Trustee Goldman

TO APPROVE THE BID BY COMPUTER VIEW, INC. TO CREATE A NEW WEB SITE

The MOTION passed on a roll call vote.

AYES: Breakstone, Doyle, Goldman, Gooze-Miller, Grosch, and Meyers

Nays: None

Absent: Shoolin

New Business:

A MOTION was made by Trustee Goldman, seconded by Trustee Breakstone

TO ADOPT THE 2015-2016 MEETING CALENDAR

The MOTION passed unanimously on a voice vote.

President Grosch stated that the only executive sessions held during the last year were to discuss personnel issues and those minutes are excluded from being made open to the public. A MOTION was made by Trustee Goldman, seconded by Trustee Breakstone,

TO KEEP THE MINUTES OF EXECUTIVE SESSIONS CLOSED

The MOTION passed unanimously on a voice vote.

Director Janovicz presented two changes in the Personnel Policy. The first was the addition of a maternity/paternity leave provision, the second an alteration to the vacation leave policy to conform with current practice in the library. A MOTION was made by Trustee Doyle, seconded by Trustee Meyers,

TO ACCEPT THE TWO CHANGES IN THE PERSONNEL POLICY

The MOTION passed unanimously on a voice vote.

Director's Report: Director Janovicz introduced Delia Flores, the Library's new Marketing Consultant. She reported on Caitlin Savage, a new staff member in the Children's Department. She reported on a time capsule meeting she attended at Writers' Theatre. Staff discussed the great coverage the Library has been receiving in the local press. Also discussed was the difference in statistics since the launch of Enterprise.

Building and Grounds: Trustee Meyers reported that everything had been covered already.

Marketing Committee: Trustee Doyle reported that the major marketing issues had been covered: marketing consultant, web site approval and digital newsletter.

Plan Commission: Trustee Goldman reported that he attended a Plan Commission Meeting earlier in the evening. Real estate developers were in attendance to discuss what drives the community.

Planning Committee: No further report

RAILS: Trustee Shoolin was absent. Director Janovicz reported that she sent in the annual certification to the State.

A MOTION was made by Trustee Grosch , seconded by Trustee Breakstone
TO ADJOURN TO CLOSED SESSION ACCORDING TO 5 ILCS 120/2 (c) (1) : TO CONSIDER THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE OR DISMISSAL OF A SPECIFIC EMPLOYEE OF THE LIBRARY AND 5 ILCS 120/2 (c) (2): TO CONSIDER COLLECTIVE NEGOTIATING MATTERS BETWEEN THE PUBLIC BODY AND ITS EMPLOYEES OR THEIR REPRESENTATIVES, OR DELIBERATIONS CONCERNING SALARY SCHEDULES FOR ONE OR MORE CLASSES OF EMPLOYEES

The MOTION passed unanimously on a voice vote.

There being no further business, President Grosch adjourned the regular meeting at 9:07 pm.

Call to order: The Regular Meeting was re-adjourned at 10:10 pm. President Grosch called the meeting to order with the following Trustees present: Barbara Breakstone, Kathy Doyle, Louis Goldman, Teresa Grosch, Tracey Meyers and Michelle Gooze-Miller. Trustee Joel Shoolin was absent.

There being no further business, President Grosch adjourned the meeting at 10:15 pm.

Juli Janovicz
Executive Director,
Meeting Secretary