

**Glen Ellyn Library Foundation Board  
Regular Meeting Minutes  
March 6, 2024**

I. Call to Order and Roll Call

March 6, 2024, the March meeting was called to order at 9:30 a.m. in the Glen Ellyn Public Library 3<sup>rd</sup> floor board room. Present were President Gina Meyers, Vice President Peter Cooper, Secretary Molly Mattaliano (via Zoom), and Board Members Didi Foth (via Zoom), Kelley Kalinich, Molly McGinnis Knapke, Jim Meyers and Keith Mote. Also present were Library Executive Director Dawn Bussey and Foundation Development Officer Carrie Gowans. Absent was Merrill Rajeck.

II. Gina welcomed new board member Keith Mote.

III. Approval of Board Meeting Minutes from January 10th, 2024: It was noted that Mary Ann Deaton was identified as President of the Library Trustees. In fact, she is not President but a Board Member. Minutes approved as amended.

IV. Board President Report

- A. Gina reported that Marlene Slansky has resigned from the Library Board, and Gina thanked the Nominating Committee for bringing in 3 new board members: Molly, Didi and Keith. She said they are working on finding a replacement for Marlene.
- B. Gina reported that she updated the Board Member Handbook and distributed copies to new members for onboarding.
- C. Gina thanked Carrie, Molly and Rachael for completing the 2023 Newsletter. It will be mailed soon.
- D. Gina thanked Kelley for sharing her insights/experience from her years as GELF president.

V. Treasurer Report

- A. Since Merrill was absent, there was not an official Treasurer Report. Board members discussed financial issues instead. Dawn noted the library has not been reimbursed for the last two months of Carrie's pay. Gina said she will follow up with Merrill. It was noted that Merrill must be in town to add someone else to our bank account. Kelley said she might still be on the account. Peter noted the investment committee has a vacancy. The committee has the authority to make investments without board approval. Peter moved that Keith be appointed to the investment committee. Kelley seconded. All approved. Jim suggested the committee meet before our April meeting.
- B. Molly Mattaliano asked if Merrill could send an ACH payment to the library rather than write a check. Keith asked if Carrie's salary is the Foundation's only expense? Gina said it is right now, but there are others. There are also more expenses when we do an event. Carrie said that the Debit card is still in Jolie's name. Gina will deal with that.
- C. Molly McGinnis asked how much money should be in the Schwab account; Gina deferred to Merrill. Peter proposed we table the vote to approve the Finance report till the next meeting. We would like to get Merrill's input. All agreed.

VI. Library Director's Report

Dawn reported that construction is going well. She said the furniture is holding us up; it will come April 1. The rooms are painted. She said they reused some of the existing furniture. Dawn told the board about the Refugee Journey presentation; there were 5 different locations in the library; people would start in one area of library, then would move to other areas.

Dawn said the summer reading program's theme is World on the Move. It will complement the exciting exhibit coming to the library called World on the Move: 250,000 Years of Human Migration. The exhibit will run at the library from July 26 through August 30. Our library is the only library in Illinois to host the exhibit, and one of only 15 in the country. There is an Ice cream social on June 10.

Dawn said there will be a break in construction for the exhibit, but more construction will begin in September. This phase will add three new study rooms. Dawn designed it this way because of World on the Move. The construction will not affect the Halloween or Thanksgiving events.

Dawn said plans for 2025 involve a new carpet for the youth department. She is also looking at getting electronic signage at the café for menu updates. She would also like a welcome sign in different languages. Dawn wants the sign to be artistic; the architects are working on it.

In Spring 2025, Dawn is looking to have a “Makerfest” event. She would reach out to groups outside the library. Dawn said she likes the idea of a seed library. Peter said he knows someone who does the seed library for the Downers Grove Library. Dawn said they have wanted to do it for a while; they finally came up with a way to store the seeds: They will be stored in binders.

Dawn reported on the library services and operations update:

- A. Makerspace project update: the space is mostly built out. The soft opening is in July. Programs are booking very fast; Dawn need to get more help, and she is working on that. She is also training people to help in the makerspace.
- B. Locker expansion project update: Dawn said the lockers, which are in the Glen Ellyn Police Department, serve residents who live south of Roosevelt Road residents. The lockers are very popular: the locker space is at full capacity. Therefore, Dawn is expanding the program by adding 30 percent more lockers. She asked the Foundation Board for \$15,000 to help with this project. The lockers serve the community by bringing the library closer to residents. Dawn said they have long considered a second location for the library south of Roosevelt Road. Not a manned library, but a small satellite library with lockers and space to do some programming. Where could it be located? Didi suggested Village Links. Dawn said she had investigated this. Peter suggested COD as a venue.
- C. Approval of Summer Reading Program donation (\$1,000); Partner is 10,000 Villages this year. Dawn asked us to approve donation. Kelley moved to approve \$1 k. Peter seconded. All approved.
- D. Gina moved to approve \$15,000 for the lockers; Molly Mattaliano seconded. All approved.

## VII. Development Officer Report

- A. Carrie said the Foundation had 368 donors last year; Carrie is sending a letter to donors. Not to raffle purchasers. All tax letters were sent last year.
- B. Donor tax letter status: Carrie will send an email to donors asking if they need anything relating to taxes.
- C. Newsletter mailing update: Carrie requested approval of mailing costs; cost is \$1,200 with postage. Gina added we might want to think about who to send the newsletter to. Peter asked about the per-issue cost; should we be printing and mailing more for economy of scale? Carrie will investigate printing more. Should we put some on display at library? Dawn said sharing of contact list is an issue. Carrie asked how to make the Foundation more visible? Kelley suggested a plaque on the lockers. Various places around the library have plaques with the Foundation name. Peter doesn't think they are that good for recognition; Kelley disagrees. Gina said she wants to add this to agenda for the strategic meeting. Peter suggested bookmarks. Dawn said bookmarks need to have a hook, an event perhaps. Kelley motioned to authorize up to \$1200; Gina seconded. All approved.
- D. Website update: Carrie is working on getting Board Member bios. She is adding a Message from the President; Carrie asked for bios from new board members by Monday.
- E. Foundation events & participation requests:
  - Donor Appreciation May 17<sup>th</sup> - Cancelled; She plans to discuss other options at the April meeting. There are 50 couples/companies who have given \$1,500 or more.
  - Chamber of Commerce non-profit networking session - June 6<sup>th</sup> at the library: Dawn, Katie (Friends) and Gina will present brief overviews 2:30 to 4.
  - Glen Ellyn Ice Cream social - June 10<sup>th</sup>. Carrie requested Foundation participation. Our table will have a gumball guess; the winner gets an autographed Cubs baseball.
  - Friends Event - July 26<sup>th</sup>. Carrie reported the Friends asked for Foundation participation and a \$500 donation for finger food and mocktails: it's not a joint event. We can invite guests. World

on the Move. Peter asked if this a legit use of our money. Molly said we need to help somehow. Molly said she will investigate how we can help. Not sure if we can commit with money.

- Ribbon Cutting for Makerspace – TBD
- F. Carrie was featured in the library newsletter; has gotten a great response.
- G. New donors/existing donor letters. Carrie wants to determine how to handle the letters at the April strategic meeting. Gina wants to develop talking points, strategic mission; she wants there to be a consistent message.
- H. Carrie said April 4 is National library giving day.
- I. Carrie said she wants to get help from Board Members on approaching donors.

VIII. Old Business

- A. Financial Review Committee status update: Jim, Dawn Kelley; the review will be more involved this year due to the Silver Ball.

IX. New Business

- A. Gina is planning a new Board Member orientation session to review goals/bylaws, member roles/committees, financial/investment approach, Q and A. She would like to do this before the April strategic meeting.
- B. Gina will gather input from Board Members for Strategic planning session agenda. The Session will be held at DuPage Innovation Center located in the Civic Center. It is scheduled from 9 to noon. Gina will assign homework. She hopes to Create a mission, align with Dawn's plans, put together a brochure.

The meeting was adjourned at 11:20 a.m.