

Glen Ellyn Public Library Board of Trustees

Meeting of December 16, 2024

3rd Floor Boardroom

CALL TO ORDER:

President Volk called the meeting to order at 7:02 PM

ROLL CALL:

Trustees Present:

President:	Karen Volk	Vice President:	Erin Micklo
Treasurer:	Maryanne Deaton	Trustee:	Richard Jones
Trustee:	Andrew Savikas		

Trustees Absent:

Secretary:	Susan Stott
Trustee:	Kathy Slovick

The chair declared that a quorum was present.

Staff Present:

Dawn Bussey	Library Director
Karen Christiansen	Assistant Library Services Director and Technology Specialist
Leslie Jacobs	Adult Department Director
Sophie Kenney	Youth Department Director
Maria Tachna	Finance/HR Director

AUDIENCE PARTICIPATION:

Karen Christiansen, Assistant Director and Technology Specialist of Library Services, gave a brief presentation to the Board. Karen went over Library Services staff, comprising of 7 full time and 8 part time employees. Both Karen and Julia, Library Services Director, are new to GEPL. Karen highlighted the service areas that Library Services is responsible for including the front desk and drive-up window, the lockers, home delivery and Brookdale outreach, the backroom, and shelving and discharging. Karen shared some statistics with the board, pointing out that locker deliveries were at 982 for the year, up 62% from 2023. Karen also shared statistics on average daily check-ins, number of members helped at the drive-up window, and the number of items circulated. Karen discussed recent changes such as some new equipment including new bins and laundry storage units, new processes including the hold shelf inventory, single discharging instead of double discharging, and changes made to the pull process, all in which help Library Services run more efficiently. Karen talked about the strategic plan and how Library Services has played an integral part by shifting the adult fiction, paperback, non-fiction, audio books & playaways thus in turn creating and maintaining inviting and flexible spaces. Karen also touched briefly on the 80+ community book groups the library serves. Library Services has been working on enhancing the employee life cycle as well by updating some interview questions, bringing in a 3rd party perspective for interviews and increasing team morale with snacks, crafts, and team building activities.

MINUTES OF PREVIOUS MEETING:

Vice President Micklo moved to accept the minutes of the regular Library Board Meeting on November 18, 2024. Motion Seconded and Carried – Voice Vote – Unanimous.

COMMUNICATIONS:

The Board reviewed the monthly communications.

OFFICER'S REPORT:

President Volk spoke to the Board regarding the ILA Legislative Meetup. Both President Volk and Dawn attended. There is a big push right now to get a registered librarian in every school. Information on the Civic Betterment Party and the process Glen Ellyn takes was shared with trustees from Helen Plum Public Library, and Terra Costa Howard mentioned the library's World on the Move exhibit.

Treasurer Deaton reported on the financials for this month. Of particular note, \$869 was paid to Empathy Studios for the annual fee for training available to all staff, \$3,925 was paid to HR Source for staff interviews, \$1,425 was paid to Bott Roofing for the roof inspection and gutter cleanout, \$2,088 was paid to Indecor, Inc. for shades for The Workshop, \$49,888.90 was paid to SMC Construction for work completed on the 2nd floor refresh, \$58,098 was paid to The Furniture Shop for the reupholstering of the furniture on the 2nd floor, and \$2,755 was paid to Provantage for the sonic wall essential protection suite.

FINANCIAL REPORTS:

Treasurer Deaton moved to authorize expenditures for goods and services totaling \$334,717.38 as listed in the December 2024 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote - Unanimous.

Treasurer Deaton moved to accept the December 2024 Expenditure Report and the November 2024 Revenue and Balance Sheet Reports. Motion Seconded and Carried – Voice Vote - Unanimous.

LIBRARIANS' REPORTS:

Director Bussey reported on statistics for the month. Visits to the library increased 3% for the month, loans of material continue to stay flat, but that is better than what other libraries are seeing, adult database usage increased 6% for the month, 22% for the year, youth database usage increased 160% for the month, 87% for the year, and outreach programming increased 60% for the month, 99% for the year.

The 2nd phase of the 2nd floor refresh is almost complete. There is a small punch list that still needs to be finished. The first floor project should be ready to go out to bid in February. The levy was passed and will be sent to the county.

3 things to know or share: 1. Performance evaluations have been completed for all employees. 2. The Study Haven is very popular, it started last week and we are now getting numbers over 100, 3. Dawn will be off December 23 – January 5th.

NEW BUSINESS:

Resolutions 2023-2 and 3 Revised:

Trustee Savikas moved to approve Resolutions 2023-2 and 3, Revised Expenditure and Revenue Budgets for Fiscal Year 2024. Motion Seconded and Carried – Roll Call Vote – Unanimous.

Approval of 2024 Staff Appreciation Gift:

Treasurer Deaton moved to approve a 2024 gift for all current staff in the form of a zip up fleece not to exceed \$9,000. Motion Seconded and Carried – Roll Call Vote – Unanimous.

Approval of Revised Salary Scale for FY2025:

Vice President Micklo moved to approve the Revised Salary Scale for FY2025. Motion Seconded and Carried – Roll Call Vote – Unanimous.

Approval of Revised EEO Policy:

Treasurer Deaton moved to the Revised EEO Policy. Motion Seconded and Carried – Voice Vote – Unanimous.

Review of Serving Our Public 4.0 Standards for Illinois Public Libraries for Per Capita Grant Application:

The Board reviewed Serving Our Public 4.0 and discussed the checklists at the end of each chapter.

Salary Adjustment for the Executive Director:

Trustee Jones moved to increase the Library's Executive Director's annual salary upward 3% in addition to paying 100% of health care cost. Motion Seconded and Carried – Roll Call Vote – Unanimous.

EXECUTIVE SESSION AND ADJOURNMENT:

At 8:36, Treasurer Deaton moved to adjourn the Regular Library Board Meeting and move into Executive Session for the purpose of semiannual review of executive session minutes and personnel matters. Motion Seconded and Carried – Voice Vote – Unanimous.

Meeting adjourned at 8:37

Maria Tachna

Finance/HR Director