

Glen Ellyn Public Library Board of Trustees
Meeting of November 18, 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	Secretary:	Susan Stott
Trustee:	Richard Jones	Trustee:	Kathy Slovick

Trustees absent:

Trustee: Andrew Savikas

The chair declared that a quorum was present.

Staff Present:

Dawn Bussey	Library Director
Maria Tachna	Finance/HR Director
Ann Lindsey	Materials Processing Manager

AUDIENCE PARTICIPATION:

Maria Tachna, Director of Finance and HR, gave a brief presentation to the Board. Maria first presented the upcoming changes in laws initiating changes to the Library's EEO statement which the board will see next month. Maria also spoke about the recent changes to the Fair Labor Standards Act (FLSA) and the minimum threshold needed to classify employees as exempt. Maria also spoke about future efforts to incorporate a more robust onboarding experience for new employees and elongating the employee life cycle.

MINUTES OF PREVIOUS MEETING:

Secretary Stott moved to accept the minutes of the September 11, 2024, Budget Committee Meeting. Motion Seconded and Carried – Voice Vote – Unanimous.

Trustee Slovick moved to accept the minutes of the regular Library Board Meeting on October 21, 2024. Motion Seconded and Carried – Voice Vote - Unanimous.

Secretary Stott moved to accept the minutes of October 26, 2024, Board Retreat Meeting. Motion Seconded and Carried – Voice Vote - Unanimous.

COMMUNICATIONS:

The Board reviewed the monthly communications.

OFFICER'S REPORT:

Treasurer Deaton reported on the financials for this month. Of particular note, \$981.87 was paid to Dragon One for lunch for staff at In-Service Day, \$6,429 was paid to HR Source for Totally Responsible Organization training for all staff at In-Service, \$9,213.66 was paid to Agati for the balance on the 2nd floor study tables, \$64,435 was paid to SMC Construction for progress work on the 2nd floor, \$5,570 was paid to Intradyn to replace the email archiving system, and \$1,038.80 was paid to Marcomm to replace ballast and the hand dryer in the restroom.

FINANCIAL REPORTS:

Treasurer Deaton **moved to authorize expenditures for goods and services totaling \$455,985.60 as listed in the November 2024 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote - Unanimous.**

Treasurer Deaton **moved to accept the November 2024 Expenditure Report and the October 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 41% for October, reference decreased 12%, adult database usage increased 16%, there has been a huge uptick in yearbook usage, freegal, hoopla, and value line, youth database usage increased 153%, most of that due to an increase in Tumblebooks usage, adult program attendance stayed flat for the month, youth program attendance increased 24%, WIFI devices connected increased 172%, and study room usage increased 13%. E-materials are up 19% for the month, and the New York Times continues to do well.

The new lighting is going in, the area over the fiction collection is finished. The quality of light is much better, making the materials on the bottom of the shelf easier to see. Doors have arrived for the maker space, but the area will be temporarily closed while new doors go in.

The first reading of tax levy went well. The second reading is tonight.

The Friends of the Library annual stuffing went so smoothly, it was completed all in one day and already bringing dollars in for them. The Foundation just met last week and gave us \$5,000 to fund Maker Fest which will be held the beginning of march. The new Adult Department Director will be starting December 4th.

3 things to know or share: 1. Holiday walk at GEPL is Friday 11/29, complete with musical entertainment, crafts and cookies 2. Foundation is sending out a letter to previous donors 3. Civic betterment held their town meeting have three new people that will be on ballot along with Andrew Savikas.

NEW BUSINESS:

Board Meeting Dates Resolution:

Trustee Jones **moved to approve the 2025 Board Meeting Dates. Motion Seconded and Carried – Voice Vote – Unanimous.**

Days Closed Resolution:

Treasurer Deaton moved to approve the 2025 Days Closed Resolution. Motion Seconded and Carried – Voice Vote – Unanimous.

Approval of Agreement Between Owner and Architect:

Trustee Slovick moved to approve the Agreement Between Owner and Architect. Motion Seconded and Carried – Roll Call Vote – Unanimous.

Approval of Agreement Between Owner and Construction Manager:

Trustee Jones moved to approve the Agreement Between Owner and Construction Manager. Motion Seconded and Carried – Roll Call Vote – Unanimous.

EXECUTIVE SESSION AND ADJOURNMENT:

At 8:24, Vice President Micklo moved to adjourn the Regular Library Board Meeting and move into Executive Session for the purpose of personnel matters. Motion Seconded and Carried – Voice Vote – Unanimous.

Meeting adjourned at 8:25

Maria Tachna

Finance/HR Director