

# **Glen Ellyn Public Library Board of Trustees**

## **Meeting of September 16, 2024**

### **3<sup>rd</sup> 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:	Andrew Savikas	Trustee:	Richard Jones
Trustee:	Kathy Slovick		

The chair declared that a quorum was present.

##### **Staff Present:**

Dawn Bussey	Library Director
Maria Tachna	Finance/HR Director
Sophie Kenney	Youth Department Director

#### **AUDIENCE PARTICIPATION:**

Sophie Kenney, Youth Department Director, and Ellie Hanson, Youth Department Assistant Director, gave a brief presentation to the Board. Sophie introduced the team members, which includes 13 staff in total, 7 full time and 6 part time. The Youth Department focuses on five main areas of service which are reference and readers' advisory, programming, community outreach, school services, and passport services. Sophie quickly refreshed the goals of the strategic plan, then her and Ellie went through them to showcase what the Youth Department was doing with those strategic goals in mind. To improve existing access and resources and be welcoming and inclusive to all, the department worked on a 300's DEI recataloging project, a fiction and picture book diversity audit, celebrations of culture and increased the books with sound collection. To offer programming that connects and engages, the Youth Department has started evening and Saturday storytimes, global taste tests and craftapalooza, book club playgroup, tech learn 'n play and teacher workshop orientations. To create and maintain flexible, inviting spaces, have reshelfed books with sound and are preparing for the 2025 renovation which will include more study rooms, more passive activity space and more flexible shelving. To connect and share our story, the department has new online forms for classroom materials, 3D printing and school program requests. They have also worked hard to build strong community partnerships such as the Glen Ellyn Park District, the Butterfield Park District, BPAC and new D41 and CCS89 teachers. Sophie and Ellie spoke of how the Youth Department continues to meet current community needs, taking the Library to the people through programs such as Storytime in the Park, School deliveries for CCS89 and the Little Free Libraries in the community. The protect the freedom to read through displays and booklists, literacy based programming, staff training and flexible weeding criteria. Sophie concluded the presentation sharing some statistics for programming 2024. This year so

far, the Youth Department has had 318 programs and 163 outreach visits for a total of 15,683 attendees. This is a 6.35% increase in attendance compared to 2023.

### **MINUTES OF PREVIOUS MEETING:**

Secretary Stott moved to accept the minutes of the regular Library Board Meeting on August 19, 2024. Motion Seconded and Carried – Voice Vote - Unanimous.

Treasurer Deaton Moved to accept the minutes of the Policy Committee meeting on August 19, 2024. 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, \$2,190 was paid to Jacobs & Sons for parking lot maintenance and striping, \$6,091.33 was paid to Schindler Elevator for the annual contract, \$2,620 was paid to Marcomm Electrical to replace the can lighting in the IT Department, \$9,264 was paid to Bibliotheca, LLC for the annual maintenance contract on the self-check machines, \$2,800 was paid to Bridgeall Libraries for the annual subscription to Collection HQ, and \$12,093.32 was paid to WT Cox Services for annual magazine subscriptions. Add Envision

### **FINANCIAL REPORTS:**

Treasurer Deaton moved to authorize expenditures for goods and services totaling \$266,970.79 as listed in the September 2024 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote - Unanimous.

Treasurer Deaton moved to accept the September 2024 Expenditure Report and the August 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 remained flat for August, however locker deliveries increased 15%, reference inquiries decreased 9%, adult database usage increased 23%, huge uptick in yearbook usage, value line, youth database usage increased 109%, program attendance decreased 4%, and study room suage increased 4%. E-materials are up 19% for the month, and the New York Times continues to do well.

2 cars have now gone over the center island recently. Replacement bushes are being installed. The Friends of the Library had their 20day sale this past weekend and brought in over \$3,500. They are going to be doing their annual letter stuffing in October.

3 things to know or share: 1. Playaways also sell books with sound and we have them! 2. Illinois libraries do make an impact, and RAILS gave some different perspectives as to what impact libraries have 3. The workshop has made some items for members of the board so they can show people some of the things The Workshop can do.

## **NEW BUSINESS:**

### **Approval of Resolution 2024-2: 2024 Tax Levy and FY2025 Appropriation:**

Trustee Slovick moved to Approve Resolution 2024-2: 2024 Tax Levy and FY2025 Appropriation. Motion Seconded and Carried – Roll Call Vote – Unanimous.

### **Approval of Resolutions 2024-3 and 4: FY 2025 Revenue and Expenditure Budgets:**

Secretary Stott moved to Approve Resolutions 2024-3 and 4, FY2025 Revenue and Expenditure Budgets. Motion Seconded and Carried – Roll Call Vote – Unanimous.

### **Approval of Revised Public Policies:**

The Policy Committee has reviewed the revised policy manual and recommends to the full board that these revised public policies be approved. The Board brought up some questions and suggestions for edits. Approval of the revised public policies was tabled so the changes could be made.

## **OTHER BUSINESS:**

### **Retreat Date and Suggested Topics:**

A retreat date was set for October 26<sup>th</sup> from 9 – 12. Activities will include a building walkthrough, an hour and half experience in The Workshop, a report on ILA conference, and an ice breaker.

## **ADJOURNMENT:**

At 8:19, Trustee Jones moved to adjourn the Regular Library Board Meeting. Motion Seconded and Carried – Voice Vote – Unanimous.

Meeting adjourned at 8:20

Maria Tachna

Finance/HR Director