

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

- I. Call to Order and Roll Call

The November 6 meeting was called to order at 6:35. p.m. in the Glen Ellyn Public Library 3rd floor Boardroom. Present were President Gina Meyers, Vice President Peter Cooper, Treasurer Merrill Rajeck, Secretary Molly Mattaliano and Board Members Kelley Kalinich, Molly McGinnis- Knapke, Keith Mote, Didi Foth and Monica Wallace. Also present was Foundation Development Officer Carrie Gowans and Library Director Dawn Bussey.
- II. Minutes from September 11; Kelley motioned to approve the minutes; Peter seconded. All approved.
- III. Board President Report

Gina reported that Board Member Jim Meyers' last day was September 11. She will meet with him soon to present a gift and card from the Board. Gina Meyers also reminded the Board that Keith Mote is also resigning his Board seat. Keith explained that he is moving to St. Louis to be near his parents and other family members. He said he had thought he would be in Glen Ellyn at least 2 more years, but this is a good time to move. Gina said she is working on a handbook for Board members. She will present it to the Board at the January meeting, then put it on the Library website.
- IV. Treasurer Report
 - A. Merrill gave the Financial Report. He said Year to Date disbursements totaled \$41,910. This amount was offset by the net investment return of \$73,214. For the 12-month period, net investment return (\$140,366.54) nearly covered the 12-month disbursements (\$141,910). Kelley motioned to approve the Financial Report. Molly McGinnis-Knapke seconded. All approved.
 - B. Keith reported on the new Investment Policy, and he made a change to take into account the donor's wishes. Kelley motioned to approve the Investment Policy; Peter seconded; all approved.
- V. Library Director's Report

Dawn said we had 800 people at the Library's Halloween event. She said people socialized well, and didn't want to leave. She also mentioned the Veteran's display on the second floor. On November 10, author Ned Bricks will put on a Veteran's program. Dawn said the annual Holiday walk will take place on the Friday after Thanksgiving. The Library will have activities, including games, in the Adult department. Dawn said she has lost some employees, so she has been busy interviewing. She just hired a new director for the Adult Department. The director will help Dawn hire a few additional employees. Dawn said the Makerspace has been popular: We have 42 new users, and 109 people have made appointments. The laser printer has been used the most, but even the binder has been popular. The Library has held instructional programs, and the attendance has been good. A recent program featured engraving a water bottle. Dawn said people come, they learn, then they engrave other things. Dawn next discussed the Welcome Sign; a project the Foundation is considering funding. Dawn presented the new design, which features words that are colored to match the bricks in the Library vestibule. The letters are 3" tall and made from metal. They will be pinned to the wall, not glued. Dawn said the price is \$13,000. The Board asked Dawn if instead of an English script, the words could be created in a script appropriate to the language. Dawn said she would find out if this is possible, and what the new cost would be. The Board tabled the vote until Dawn provides additional information.
- IV. Development Officer report:

Carrie said she has been organizing donor tours, led by Dawn, and they have been well received. Carrie said she has emailed 40 donors and invited them in for a tour. She is also mailing a letter, signed by Gina, to encourage year-end giving. She is sending 1,200 letters and Gina suggested that we

write a personal note on the letters addressed to our friends. Board members discussed stuffing the envelopes ourselves to save money and allow members to write personal notes. The Board decided to meet on Nov. 18 to stuff envelopes and make notes. Rob Herbold at Identity Graphics can then mail the letters using presorted first class mail.

The Board decided to skip the Holiday Cards because they are too expensive and we are doing the year-end letter instead. In an effort to keep the database current, Carrie looked at the local real estate list of people who moved; she has access to addresses and names of people who purchased a home recently. Carrie said that the Library used its social media platforms to post information about Donor Advised Funds (DAF Day) on Oct. 10. Giving Tuesday is Dec. 3. We will be on social media for Friends and Foundation.

Carrie has attended local events to spread awareness, she went to Healthtrack on Sept. 19 for the Newcomers new member event and attended the Chamber Women in Business event featuring local author Jodi Norgaard. She also attended the Chamber fashion event and served on the committee and the Hadley fall concert. Gina said we should move forward with the fundraising letter: She asked for a motion to approve up to \$1,200 for the letter. Kelley moved to approve the money; Molly Mattaliano seconded. All approved.

VII. Marketing Committee

Didi presented samples of paper stock for the new marketing brochure, as well as quotes for the cost. Board members said they prefer the nicer stock. Didi will go back and get prices again.

VI. Old Business

Nominating Committee: Peter reported that we had three Board openings: seats occupied by Jim Meyers, Molly Mattaliano and Kelley Kalinich. Molly and Kelley agreed to remain for another term. Peter said he advised Gina that he would be satisfied with 9 members on the Board, but then Keith then called and said he is moving to St. Louis. Peter said he would like to find someone in financial services, investments or investing in charitable organizations to fill Keith's seat. Gina and Peter will have ideas by January. Gina asked if anyone knows someone who may be a good fit in this role.

VII. New Business:

Gina discussed Board terms: Board terms are 3 years and the executive committee terms are 2 years. Carrie and Peter attended an ALA meeting via Zoom. They reported that they learned that thanking donors and volunteers is very important. They also learned that board members often find new donors and take part in contacting them. Other topics covered for library boards included grant writing, year-end giving, planned giving and expanding the donor list. Carrie noted that we have many more library card users than donors. She said she would like to introduce library card holders to the Foundation. She requested if Dawn could send a letter to all Library users thanking the Foundation for all that we do. Every new library card holder could get info on the Foundation. The Board discussed fundraising vehicles. Peter said galas are good at recognition, not as good at fundraising. We can also do a better job of retaining donors: less than 50 percent of donors are repeat donors. We hope to get more regular, consistent donations; need to get donors to donate yearly or monthly. It usually takes 3 contacts for donors to engage in giving. Gina said that employee matching would be good to highlight. A Board member suggested we reach out to big foundations: Macarthur and others. Kelley said big foundations are not interested and that family foundations are the best option for us; College of DuPage has a directory of family foundations.

Meeting adjourned at 8:50 p.m.

Executive session: Carrie performance review:

Executive session adjourned at 9:37 p.m.