

**Glen Ellyn Public Library Board of Trustees
Meeting of March 16, 2015
Board Room, Third Floor**

CALL TO ORDER:

President Mulherin called the meeting to order at 7:30 P.M.

ROLL CALL:

Trustees Present:

President:	John Mulherin	Vice President:	Ran Sailer
Treasurer:	Bob Mcclow	Secretary:	Sharon Weber
Trustee:	Gina Meyers	Trustee:	Maryl Wesolowski
Trustee:	Kelli Christiansen		

The chair declared that a quorum was present.

Library Staff Present:

Library Director:	Dawn Bussey
Business Manager:	Maria Tachna
Adult Services Dept. Head:	Susan DeRonne
Youth Services Dept. Head:	Renee Grassi

Others Present:

Chris Crawford – Trustee Candidate
Barbara Rundell – Trustee Candidate
Molly McGinnis – Trustee Candidate
Jill Clouse – Trustee Candidate

AUDIENCE PARTICIPATION:

Mary Kay Akers, the Library's Instructional and Business Outreach Librarian, gave a brief presentation to the Board. Mary Kay has been coordinating with the IT Department to create the all new Media Lab on the 2nd floor. A soft opening will be launched in May, and will allow members to convert VHS, vinyl, and microfiche to digital recordings. Mary Kay will be holding a class called "Digitize your Stuff" to go with the Media Lab's launch. In August, Mary Kay passed out an assessment survey to all staff in order to learn what training would be most beneficial. She then met with Department Heads to discuss the results. Since August, Mary Kay has held various staff training sessions such as: Freegal, Mango, PaperCut, Apps, and how to navigate around the Library's databases. One on One Technology appointments are still strong, and the Library gets about 10 requests per month. Mary Kay also works as the Business Outreach Librarian. She has repeated the very successful business panels, presented to the Chamber of Commerce, invoking three Chamber members to sign up for a library card that day, presented at PEO International on the changing goals of Libraries and what they offer now, and has presented to the Glen Ellyn Newcomers Group.

MINUTES OF PREVIOUS MEETING:

Trustee Wesolowski moved to accept the minutes of the regular Library Board meeting on February 16, 2015. Motion Seconded and Carried - Voice Vote Unanimous.

COMMUNICATIONS:

The Board reviewed the monthly correspondence.

OFFICER'S REPORT:

Treasurer McClow reported on the financials this month. Of particular note this month, \$3,787.50 was paid to Midland Snow & Ice Management for plowing services, \$3,230 was paid to Taykit for the Library's quarterly newsletter, and \$1,251 was paid to the Field Museum of Natural History for the Egypt Unwrapped program.

FINANCIAL REPORTS:

Treasurer McClow moved to authorize expenditures for goods and services totaling \$176,236.39 as listed in the March 2015 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.

Treasurer McClow moved to accept the February 2015 Revenue and Fund Summary Report, and the March 2015 Expenditure Reports. Motion Seconded and Carried – Voice vote Unanimous.

LIBRARIANS' REPORTS:

Director Bussey reviewed various library statistics for the month. Some changes have been made to the statistical report. A line for E-Materials has been added as well as a line for study room usage. The lines for EZ proxy hits will be eliminated as database usage gives the Library a more in depth look at which databases are being used. Visits to the Library decreased 3% for the month, 3% for the year, however, loans of material increased 6% for the month, reference inquiries decreased 1% for the month, adult database usage increased 120% for the month while youth database usage increased 28% for the month, Self-Check usage increased 92% for the month, and outreach increased 450% for the month.

The Circulation Department will start renewing library cards automatically next month. A post card will be sent to alert the member of their new status and to verify their Glen Ellyn residency. If the post card is returned because the person has moved, the library account will be deleted. Some cleaning up of the database and deleting old accounts has occurred in order to avoid unnecessary mailings.

Fiber optic lines are being put in for Linc so the catalog will travel through fiber optics rather than T1 lines. This should give the Library better consistency with the catalog.

The Friends are planning an opening reception for the 2015 Freedom Riders exhibit which will take place Friday, March 20th after hours and by invitation only. This event is a joint effort of the Friends and Foundation, and will be used to thank past donors.

Treasurer McClow moved to accept the Librarian's Report. Motion Seconded and Carried - Voice Vote - Unanimous.

NEW BUSINESS:

Illinois Public Library Annual Report FY13:

Trustee Wesolowski moved to approve the Illinois Public Library Annual Report for the Glen Ellyn Public Library for FY2013 and authorize the signatures of the approved draft by the appropriate Library Trustees. Motion Seconded and Carried – Roll Call Vote Unanimous.

Approval if LINC 2015/2016 Operating Budget:

The Board reviewed the LINC 2015/2016 operating budget. Vice President Sailer moved to approve the Library's contributions to the LINC budget. Motion Seconded and Carried – Voice Vote – Unanimous.

EXECUTIVE SESSION:

At 8:32, Vice President Sailer moved to adjourn the Library Board Meeting and move into executive session for the purpose of Semi-Annual review of previous minutes being held in executive session. Motion Seconded and Carried – Voice Vote Unanimous.

Meeting adjourned at 8:39

Maria Tachna
Business Manager