

**Glen Ellyn Public Library Board of Trustees
Meeting of August 17, 2015
Shakespeare Room, Second Floor**

CALL TO ORDER:

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

ROLL CALL:

Trustees Present:

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| President: | Ran Sailer | Vice President: | Kelli Christiansen |
| Treasurer: | Molly McGinnis Knapke | Trustee: | Barbara Rundell |
| Trustee: | Chris Crawford | Trustee: | Jill Clouse |

Trustee(s) Absent:

Secretary: Gina Meyers

The chair declared that a quorum was present.

Library Staff Present:

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|----------------------------------|-----------------|
| Library Director: | Dawn Bussey |
| Business Manager: | Maria Tachna |
| Adult Services Dept. Head: | Susan DeRonne |
| Youth Services Dept. Head: | Renee Grassi |
| Circulation Services Dept. Head: | Carrie Jeffries |

AUDIENCE PARTICIPATION:

Renee Grassi, Youth Department Director, gave a brief presentation to the board. Renee started as Youth Director approximately 14 months ago. One of Renee's goals was to increase the level of customer service in the Youth Department. Youth staff participated in a customer service webinar and discussed it, and the customer service changes can be seen through the positive feedback from members. This year's Summer Reading Program has just ended and was an unqualified success. The Youth Department's goal was to read 70,000 hours over the course of the summer, but the department exceeded their goal by 115%, reading a total number of 80,254 hours. This year, the library hosted the Summer Meals Program for 8 weeks, providing lunches to children 18 year and younger Monday through Friday. 1,105 meals were served, and 1,286 were in total attendance throughout the eight weeks. The Summer Meals program was coordinated with the Bus to Books program so that a lunch would be provided on their day to come to the Library. Renee also spoke about PBL (Problem Based Learning) and the Library's involvement with this initiative. The Library has given topics, pulled materials for projects, and acted as judges in panels. In October, the Library will have a presence at the Illinois Library Association, presenting "Fairs with Flair". The Youth Department remodel is ahead of schedule. All staff cross departmentally are pitching in to help out.

MINUTES OF PREVIOUS MEETING:

Trustee Rundell moved to accept the minutes of the regular Library Board meeting on July 20, 2015. Motion Seconded and Carried – Voice Vote Unanimous with President Sailer abstaining.

COMMUNICATIONS:

The Board reviewed the monthly correspondence.

OFFICER'S REPORT:

Treasurer Knapke presented the financials for August. Of particular note this month, \$1,415 was paid to the Illinois Library Association for conference registration fees, \$1,624.19 was paid to Media Temple for annual web hosting and storage fees, and \$8,142 was paid to Pekin Insurance Company for Workers Compensation and Directors and Officer's Liability Insurance. Overall, expenses and revenues are on track.

FINANCIAL REPORTS:

Treasurer Knapke moved to **authorize expenditures for goods and services totaling \$205,728.66 as listed in the August 2015 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.**

Treasurer Knapke moved to **accept the July 2015 Revenue and Fund Summary Report, and the August 2015 Expenditure Report. Motion Seconded and Carried – Voice vote Unanimous.**

LIBRARIANS' REPORTS:

Read for Heroes, the Library's Summer Reading Program, was a huge success. Both the Youth and Adult Department exceed their goals in terms of hours books read in the community. It went very well working with the Police and Fire Department.

Director Bussey reviewed various statistics. Visits were slightly down in July compared to last year. Loans of Material decreased slightly for the month, but still has a 4% for the year, Adult database usage increased 10% for the month, 36% for the year, youth database usage increased 101% for the month, 25% for the year, overall program attendance increased 24% for the month, a large part of that being Outreach Programming which increased 55% for the month. Overall Reference inquiries increased 39% for the month, WIFI logins increased 62% for the month, 61% for the year, and self-check usage increased 23% for the month, 58% for the year, now totaling about 24% of the Library's checkouts.

The Youth Department packing has gone very smoothly thus far. Collections that are staying are still sitting on the shelf in the Youth Department, but will shortly be moved to the meeting rooms, serving as the department's temporary space.

Vice President Christiansen **moved to accept the Librarian's Report. Motion Seconded and Carried - Voice Vote - Unanimous.**

NEW BUSINESS:

View Short Take for Trustees – Board Ethics:

The Library Board Viewed the short take video for trustees on Board Ethics.

Recommendation for 3D Printing Policy:

Trustee Crawford **moved to accept the 3D Printing Policy. Motion Seconded and Carried – Voice Vote – Unanimous.**

Approval of DAR Constitution Week Display:

Vice President Christiansen moved to approve the DAR's Constitution Week Display. Motion Seconded and Carried – Voice Vote Unanimous.

Approval of Philip J. Rock Center and School Request:

The Philip J. Rock Center and School are requesting to have the Glen Ellyn Public Library as a Labels for Education and Box Tops for Education collection site for their organization. Trustee Rundell moved to approve Philip J. Rock Center and School Request's with the stipulation that it can be revoked at any time. Motion Seconded and Carried – Voice Vote – Unanimous.

Meeting adjourned at 9:15

Maria Tachna
Business Manager