

**Glen Ellyn Public Library Board of Trustees  
Meeting of August 15, 2016  
Board Room, Third Floor**

**CALL TO ORDER:**

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

**ROLL CALL:**

**Trustees Present:**

President:	Ran Sailer	Treasurer:	Molly McGinnis
Secretary:	Gina Meyers	Trustee:	Barbara Rundell
Trustee:	Chris Crawford	Trustee:	Jill Clouse

**Trustees Absent:**

Vice President: Kelli Christiansen

The chair declared that a quorum was present.

**Library Staff Present:**

Library Director:	Dawn Bussey
Business Manager:	Maria Tachna
Youth Services Dept. Head:	Renee Grassi
Circulation Services Dept. Head:	Carrie Jeffries

**AUDIENCE PARTICIPATION:**

Renee Grassi, Youth Services Department Head, gave a brief presentation to the Board. It has been approximately eight months after the youth remodel, and the department is running smoothly. Member interactions have not only significantly increased, but the questions are more in depth. Since the remodel, the department has needed to fill displays much quicker and has set up new cleaning regiments for the new play area and equipment. The department is constantly looking for ways to improve and have added a new hand sanitation station, bags available for checkout at the youth self-check, anti-slip tape to some of the bookshelves, and have increased the amount of readers' advisory lists to include grade specific and genre specific material. Two new MacBooks have been added for the middle school students, and all of them continue to be very highly used. ABC Mouse has been added to the youth databases and can be utilized inside the Library. Renee also touched base on the Summer Meals program this year. Numbers won't be final until next month, but so far the Library has served 617 members in June and 768 members in July. The Youth Department is working on some new partnerships, one utilizing the Library's popular Tumblebooks database. The partnership allows the Library to offer access to the Tumblebooks to all students at our Glen Ellyn schools for a reduced rate. Partnerships with preschools continue, and there will be a Preschool Fair in November, and the department has also paired with Westminster Preschool for a kindergarten readiness program in January.

**MINUTES OF PREVIOUS MEETING:**

Trustee Clouse to accept the minutes of the regular Library Board meeting on July 18, 2016 as amended. Motion Seconded and Carried – Voice Vote Unanimous with Trustee Rundell abstaining.

## **COMMUNICATIONS:**

The Board reviewed the monthly correspondence.

## **OFFICER'S REPORT:**

Treasurer Knapke reported on the financials this month. Of particular note, the expenditure of \$3,000 was paid to Engineering Solutions Team for the masonry project. The Professional Services Audit line is slightly over budget due to a onetime fee associated with GASB 68 implementation. The Miscellaneous Grant expenditure line is slightly over budget because the Library received more grant monies than anticipated, however, both revenue and expenditure budget lines will be amended before fiscal year end.

## **FINANCIAL REPORTS:**

Treasurer Knapke moved to authorize expenditures for goods and services totaling **\$182,456.28** as listed in the August 2016 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.

Treasurer Knapke moved to accept the July 2016 Revenue and Fund Summary Report, and August 2016 Expenditure Reports. Motion Seconded and Carried - Voice Vote Unanimous.

## **LIBRARIANS' REPORTS:**

Visits to the Library increased 2% for the month, 4% for the year, reciprocal borrowing increased 13% for the month, reference inquiries increased 7% for the month, 12% for the year, adult database usage increased 14% for the month, 9% for the year, youth database usage decreased slightly in July, but increased 7% for the year, and home deliveries increased 26% for the month, 14% for the year.

The HVAC project has been completed and the final payment was sent out this week. 166 people attended the Equipment Day Program which the Library partnered with Public Works to feature trucks of all shapes and sizes. Summer Reading 2016 – Read to Build was extended from August 8<sup>th</sup> to August 15<sup>th</sup> and both the Adult and Youth Departments surpassed their goals.

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

## **NEW BUSINESS:**

### **Approval of Masonry Rehabilitation Project in the amount of \$44,680:**

Ed Kalina from Engineering Solutions Team presented his opinion and recommendation regarding the Masonry Project bids. Four companies submitted bids for the project, and the Bid Opening was held at 2:30 pm on Monday August 8, 2016. Based on the Bids and references completed, it is recommended that the Library award the Bid to W. J. McGuire Company in the amount of \$44,680.

Trustee Crawford moved to award the Masonry Rehabilitation Project to W. J. McGuire Company in the amount not to exceed \$49,000. Motion Seconded and Carried – Roll Call Vote Unanimous.

**Approval of Revised Evaluation Form for the Library Director:**

The Library Board discussed the revised evaluation form and how to use the tool for evaluation and discussion. Secretary Meyers **moved to approve the Revised Evaluation Form for the Library Director. Motion Seconded and Carried – Voice Vote Unanimous.**

**OTHER BUSINESS:**

**Trustees Report on SWAN Q & A Session held August 6, 2016:**

Trustees who attended the SWAN Q & A Session found it to be very informative. The representative from SWAN was knowledgeable and able to answer questions and concerns. Discussions such as individual Library involvement on SWAN decision making, training, and available committees were among the many things reviewed in the session.

**Strategic Plan Retreat Date:**

October 15, 2016 9am – Noon.

**ADJOURNMENT:**

At 9:16pm Trustee Rundell **moved to adjourn the Library Board Meeting. Motion Seconded and Carried – Voice Vote Unanimous.**

Meeting adjourned at 9:17pm

Maria Tachna

Business Manager