

**Glen Ellyn Public Library Board of Trustees
Meeting of April 18, 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	Vice President:	Kelli Christiansen
Treasurer:	Molly McGinnis Knapke	Secretary:	Gina Meyers
Trustee:	Barbara Rundell	Trustee:	Jill Clouse
Trustee:	Chris Crawford		

The chair declared that a quorum was present.

Library Staff Present:

Library Director:	Dawn Bussey
Business Manager:	Maria Tachna
Adult Department Director:	Susan DeRonne
Youth Department Director:	Renee Grassi
Circulation Department Director:	Carrie Jeffries

AUDIENCE PARTICIPATION:

Jamie Simmons, the Library's Materials Processing Department Head, gave a brief presentation to the Board. This past year, the materials processing department changed the labeling on every picture book in the Library's collection. This equated to about 10,000 items in roughly 4 months. Some of the other projects the department has taken on include working with the YA Librarian to create a new Book on CD Collection and working with the Middle School Librarian to relocate the current book on CD collection with the corresponding titles in the new Middle School Collection. The next project the department will be working on will be reclassifying the adult YA graphic novels.

MINUTES OF PREVIOUS MEETING:

Trustee Rundell moved to accept the minutes of the regular Library Board meeting on March 21, 2016. Motion Seconded and Carried with Vice President Christiansen abstaining – Voice Vote Unanimous.

COMMUNICATIONS:

The Board reviewed the monthly correspondence.

OFFICER'S REPORT:

Treasurer Knapke reported on the financials this month. Of particular note, several expenditures were paid from the employee education line to pay for a conference several staff were going to, \$4,049.50 was paid to Interior Investments LLC for the new chairs in the boardroom, \$1,300 was paid to OMG Brunch for the Beer, Bacon and Books program, and \$2,721.85 was paid to Provantage for printer toner.

FINANCIAL REPORTS:

Treasurer Knapke moved to authorize expenditures for goods and services totaling \$293,145.29 as listed in the April 2016 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.

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

LIBRARIANS' REPORTS:

Statistics for the Library are up. Visits to the Library increased 15% this month and 7% for the year, loans of material decreased 2% for the month but are holding steady for the year, reference inquiries increased 18% for the month, 14% for the year, adult database usage had a slight decrease for the month but still has a 2% increase for the year, and overall program attendance increased 59% for the month and 20% for the year. The number for WIFI logins is no longer available, but IT will start tracking bandwidth use going forward.

The HVAC project is well underway. The goal is to be completed by the end of month with hopes of firing up the one of the units by the end of the week. The Library is investigating adding a speed bump to the parking lot, and the lot will be seal coated and restriped on Memorial Day weekend weather permitting.

Summer Reading 2016 will be Read to Build, and the Library will be teaming up with Habitat for Humanity. The money raised during the summer will pay for the new appliances in a home. The Library will have a booth at the upcoming taste of Glen Ellyn, compliments of Glen Ellyn/ Wheaton Bank. Pools and the Invention of the American Backyard will be the exhibit in June of 2016, and the Friends and Foundation will be hosting an afterhours event to speak with past donors and view the exhibit.

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

NEW BUSINESS:

American Flag Information Distribution:

Secretary Meyers moved to approve the request of the Anan Harmon Chapter of the Daughters of the American Revolution to distribute information about the American flag on Tuesday, June 14, 2016. Motion Seconded and Carried – Voice Vote Unanimous.

Book Drive Donation Box:

Trustee Crawford moved to deny the request of a book drive donation box in the Library's vestibule. Motion Seconded and Carried – Voice Vote Unanimous.

EXECUTIVE SESSION AND ADJOURNMENT:

At 8:48 Trustee Crawford moved to adjourn the Library Board Meeting and move into executive session for the purpose of Semi-Annual review of previous minutes and recordings being held in executive session. Motion Seconded and Carried – Voice Vote Unanimous.

Meeting adjourned at 8:49

Maria Tachna

Business Manager