

**Glen Ellyn Public Library Board of Trustees
Meeting of December 14, 2015
Shakespeare Room, Second 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 Services Dept. Head	Susan DeRonne
Youth Services Dept. Head	Renee Grassi
Circulation Dept. Head	Carrie Jeffries

AUDIENCE PARTICIPATION:

Maria Tachna, Business Manager, gave a brief presentation to the Board. The Business Office comprises of one full time and one part time employee. Maria discussed the implementation of the new accounting software during 2015, showing the Board reports from the prior software and comparing it to what the business office now has the capabilities to do. During 2015, the business office participated in a PBL at Hadley Jr. High, participated in the Summer Lunch Program, initiated an HR Assessment with the Management Association, and substituted at both the adult and youth reference desks. In 2016, the business office will focus on creating a multi file system for personnel files as well as creating a central location for all files concerning the BAB bonds.

MINUTES OF PREVIOUS MEETING:

Trustee Rundell moved to **accept the minutes of the regular Library Board meeting on November 16, 2015. Motion Seconded and Carried – Voice Vote Unanimous.**

COMMUNICATIONS:

The Board reviewed the monthly correspondence.

OFFICER'S REPORT:

Treasurer Knapke presented the financials for December. Payments and revenues continue to be on track. A payment of \$300 was made to Survey Monkey so the library can take program based surveys as well as one all-encompassing survey.

FINANCIAL REPORTS:

Treasurer Knapke moved to authorize expenditures for goods and services totaling \$786,984.51 as listed in the December 2015 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.

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

LIBRARIANS' REPORTS:

Statistics for the Library are showing the Youth Department being closed since September. Visits to the Library increased slightly for the month, adult database usage increased 10% for the month, 23% for the year, youth databases increased 72% for the year, adult programming increased 38% for the month, and outreach increased 73% for the month, 322% for the year.

The Youth Department remodel is going smoothly, and the area has been turned back over to us. We are still missing the cover for one light in the youth area and the one 2 ft. fixture on the 2nd floor. Furniture should arrive this week.

The Holiday walk was successful and attended by 528 people. Very positive comments were heard concerning the event. The Library will receive \$7,500 for innovative ideas that encourage and support creativity in children's library programming. The Library submitted the grant with the idea of developing STEAM Teams which would create a series of 5 STEAM-based programs geared to fourth and fifth grade recipients.

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

NEW BUSINESS:

Review of Exterior Electronic Message Board License Agreement:

After discussion, the Board decided to table the exterior electronic message board agreement.

FY 2016 Per Capita Grant:

Vice President Christiansen moved to approve the FY2016 Per Capita Grant. Motion Seconded and Carried – Voice Vote – Unanimous.

Approval of Annual Audit Services:

Secretary Meyers moved to approve the proposal from Sikich for auditing services not to exceed \$7,300. Motion Seconded and Carried – Roll Call Vote – Unanimous.

Salary Adjustment for Executive Director:

Secretary Meyers moved to increase the Library's Executive Director's Annual Salary upward by three percent (3%) and award a onetime bonus in the amount of three thousand, five hundred (\$3,500) Dollars. Salary adjustment is effective as of January 1, 2016, the bonus is payable immediately. Motion Seconded and Carried – Roll Call Vote Unanimous.

OTHER BUSINESS:

The Board Retreat is scheduled for January 9th from 9 – 12.

ADJOURNMENT:

Trustee Crawford moved to adjourn the meeting. Motion Seconded and Carried – Voice Vote Unanimous.

Meeting adjourned at 8:52

Maria Tachna

Business Manager