

**Glen Ellyn Public Library Board of Trustees
Meeting of February 16, 2016
Board Room, Third 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 | Secretary: | Gina Meyers |
| Treasurer: | Molly McGinnis Knapke | Trustee: | Jill Clouse |
| Trustee: | Barbara Rundell | | |
| Trustee: | Chris Crawford | | |

Trustees Absent:

Vice President: Kelli Christiansen

The chair declared that a quorum was present.

Library Staff Present:

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| 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:

Representatives from ELARA Engineering presented their recommendations for replacement of the HVAC Condensing Units. Four companies attended the mandatory pre-bid meeting. Of those, three companies submitted their bids: State Mechanical, F.E. Moran, and Core Mechanical. ELARA completed a post bid interview with the low bidder, Core Mechanical, in order to identify their knowledge of the project and to fully understand their bid. Based on their review, ELARA is recommending to accept the Base Bid, in the amount of \$239,072.00 from Core Mechanical. ELARA is also recommending to not accept the Option Price #1 for years 2-5 of "Extended Warranty and Maintenance".

Hannah Rapp, Teen Librarian, gave a brief presentation to the Board. Hannah has been the Teen Librarian here for about three years. Hannah highlighted the Late Night Study program for this past winter and its success with the highest turn out since she has started. Hannah spoke of how programming has been slightly cut back, which gives more time for outreach efforts. Hannah is currently in the middle of the 2nd Teen Art Contest. This year, there are 59 submissions, and she is still getting pieces in. Hannah will be featured in "Voices of Youth" magazine for the work she has done with the Teen Art Contest. Hannah's biggest focus right now is outreach. She has been very successful with the high schools, being able to visit life skills classes, and work with the clubs at Glenbard West. New this year, Hannah launched a Teen Leadership Council with 7 teens and meets with them once a month to discuss programming ideas, book discussions, and generally get them involved.

Christina Keasler, Youth Services Middle School Librarian, also gave a brief presentation to the Board. Christina spoke of some improvements recently made for Middle School students. There is now a middle school section of books, which include different levels of

reading, but the content is middle school related. The biggest recent change is that of the new middle school room, titled "The Middle". Included in The Middle is a new art gallery. The first pieces to be in the room is a series of self-portraits from students at Glen Crest School. The Middle includes different types of fun seating, a chalkboard wall, and a white board. So far, there is a good mix of reading, school work, and socializing. Christina went over recent programming statistics, highlighting that middle school program attendance has increased 39%.

MINUTES OF PREVIOUS MEETING:

Trustee Clouse moved to accept the minutes of the Special Meeting Board Retreat on January 9, 2016. Motion Seconded and Carried – Voice Vote Unanimous.

Trustee Crawford moved to accept the minutes of the regular Library Board meeting on January 18, 2016. Motion Seconded and Carried – Voice Vote Unanimous.

COMMUNICATIONS:

The Board reviewed the monthly correspondence.

OFFICER'S REPORT:

Treasurer Knapke reported on the financials this month. There were several sets of financial documents, one reporting on invoices paid in February, but accrued back to last fiscal year, and one reporting new year expenditures for the month. Of particular note this month, \$7,500 was paid to Penguin Random House Speakers Bureau. This fee will be shared among the other participating libraries.

FINANCIAL REPORTS:

Treasurer Knapke moved to authorize expenditures for goods and services totaling \$431,419.39 as listed in the February 2016 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.

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

LIBRARIANS' REPORTS:

Statistics for the Library are up. Visits to the Library increased 5% this month, reference inquiries increased 22% for the month, adult database usage increased 14% for the month, youth database usage increased 5% for the month, overall program attendance increased 41% for the month, and WIFI logins increased 6% for the month.

BTC investigated the recent roof leak. A report has been included in the packet. Currently, a carpenter has been scheduled to remove the excess plywood and increase airflow in the attic, the space is also being visually monitored.

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

NEW BUSINESS:

Illinois Public Library Annual Report FY15:

Vice President Christiansen moved to approve the Illinois Public Library Annual Report for the Glen Ellyn Public Library for FY2015 and authorize the signatures of the approved draft by the appropriate Library Trustees. Motion Seconded and Carried – Roll Call Vote Unanimous.

Approval of Condensing Unit Replacement Project in the amount of \$239,072:

Trustee Crawford moved to approve the Condensing Unit Replacement Project in the amount of \$239,072 with a 10% contingency. Motion Seconded and Carried – Roll Call Vote Unanimous.

Approval of Security Camera Policy:

The Board discussed the new Security Camera Policy and suggested some changes. The Policy was tabled for such changes to be made and will be included in next month's packet.

ADJOURNMENT:

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

Meeting adjourned at 9:08

Maria Tachna

Business Manager