

**Glen Ellyn Public Library Board of Trustees  
Meeting of January 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 Services Dept. Head	Susan DeRonne
Circulation Dept. Head	Carrie Jeffries

**AUDIENCE PARTICIPATION:**

Representatives from ELARA Engineering presented their recommendations for replacement of the HVAC Condensing Units. ELARA is recommending installation of new condensing units and DX coils. The total estimated cost for installing new condensing units and DX coils is \$385,000. Installing new condensing units and coils will maintain the existing level of maintenance. It also will minimize the reconfiguration of the fencing and does not require relocation of the dumpsters.

Stephanie Blackwell, Marketing Coordinator, gave a brief presentation to the board. Stephanie discussed marketing strategies in terms of programming. So far, the Library is working on reducing the number of programs in a quarter without reducing the quality of programming made available to members. The Marketing Department breaks the quarter's programs in to an "ABC" level strategy, giving priority to A level programs. A level programs are programs that have the same theme, like STEAM Fair programming. "B" level programming is also themed, but it is not the main focus of that quarter's programming. An example some B level programs are programs that are offered for "Money Making Week." C level programming gets the lowest priority with marketing and includes programming like Storytime.

**MINUTES OF PREVIOUS MEETING:**

Trustee Crawford moved to accept the minutes of the regular Library Board meeting on December 14, 2015. Motion Seconded and Carried – Voice Vote Unanimous.

**COMMUNICATIONS:**

The Board reviewed the monthly correspondence.

## **OFFICER'S REPORT:**

Treasurer Knapke presented the financials for January. There were several sets of financial documents, one reporting invoices that were paid in December, one reporting on invoices paid in January, but accrued back to last fiscal year, and one reporting new year expenditures for the month.

## **FINANCIAL REPORTS:**

Treasurer Knapke moved to authorize expenditures for goods and services totaling \$258,756.53 as listed in the January 2016 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.

Treasurer Knapke moved to accept the December 2015 Revenue and Fund Summary Report, and the January 2016 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 11% for the month, adult database usage increased 21% for the year, youth databases increased 62% for the year, and overall program attendance increased 12% for the month.

The Library did a soft opening of the Youth Department on December 20<sup>th</sup>, and an official announcement was made to the public on December 27<sup>th</sup>. People have been visiting the space regularly and have been commenting on the new space.

The leak in the roof from the 3<sup>rd</sup> floor attic in the southeast corner of the building is being investigated. When the roof was redone in 2010 this fact was recognized and the entire low area was covered in rubberized asphalt. BTC thinks it might be coming from where the high point of the roof meets the low point, but will be out to investigate the matter further.

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

## **NEW BUSINESS:**

### **Review of Economic Disclosure Statement:**

The Board reviewed the Statement of Economic Interest which will have to be filed with the County Clerk.

### **Engineering Proposal for Condensing Unit Replacement Project:**

Trustee Rundell moved to approve ELARA's proposal for engineering services required to install new condensing units in the amount of \$21,400. Motion Seconded and Carried – Roll Call Vote – Unanimous.

### **Non-Resident Card Participation:**

Secretary Meyers moved to approve Non-Resident Card Participation Agreement. Motion Seconded and Carried – Voice Vote – Unanimous.

**ADJOURNMENT:**

Vice President Christiansen moved to adjourn the meeting. Motion Seconded and Carried – Voice Vote Unanimous.

Meeting adjourned at 8:52

Maria Tachna

Business Manager