

# **Glen Ellyn Public Library Board of Trustees Meeting of June 20, 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

#### **Trustees Absent:**

Trustee: Chris Crawford

The chair declared that a quorum was present.

### **Library Staff Present:**

Library Director:

Dawn Bussey

Youth Department Director:

Renee Grassi

Youth Department Assistant Director:

Melissa Hilt

Circulation Department Director:

Carrie Jeffries

Adult Department Director:

Susan DeRonne

Adult Program Librarian:

Amy Franco

### **AUDIENCE PARTICIPATION:**

Melissa Hilt, Youth Department Assistant Director, discussed her role in the Youth Department. She shared what themes are trending in the schools and how GEPL translates that into programming, for example S.T.E.A.M. in schools = S.T.E.A.M. Fair and dual language program= Latin and Hispanic cultural programs. Melissa along with one of her colleagues successfully applied for and received a grant to cover the costs of the S.T.E.A.M. Teams multi week program. Melissa led the picture book cataloging project that classified all picture books into child friendly browsable categories. Melissa explained her involvement in the development of our philanthropic summer reading program and provided current statistics for the 2016 "Read to Build" program.

Amy Franco, Adult Program Librarian, discussed her role in the Adult Department. One of Amy's responsibilities is to secure museum quality exhibits that engage the public for display on the second floor. The most recent being Patios, Pools and the Invention of the American Backyard, currently on display on the 2<sup>nd</sup> floor. Also, she

is working with Melissa Hilt to investigate new meeting room and event software. Amy works closely with colleagues to create and provide programming and community engagement opportunities for our members. She strives to increase library visibility in the community- through partnership programming. Examples include: Habitat partnership for Summer Reading; now partnering with Glenside PLD for Trivia events; One Author, One Community event; and Books on Tap. Amy continues to find unique ways to reach diverse populations in our community. One example would be, After Hours Programs - Beer, Bacon and Books and coming in 2017- Whiskey and Words.

**MINUTES OF PREVIOUS MEETING:**

Trustee Rundell moved to accept the minutes of the Regular Library Board meeting on May 16, 2016. Motion Seconded and Carried – Voice Vote Unanimous.

Vice President Christiansen moved to accept the minutes of the Personnel Committee meeting on June 1, 2016. Motion Seconded and Carried – Voice Vote Unanimous.

Minutes of the Policy Committee meeting on June 9, 2016 moved to next month due to the absence of Policy Committee member Trustee Crawford.

**COMMUNICATIONS:**

The Board reviewed the monthly correspondence.

**OFFICER'S REPORT:**

Treasurer Knapke reported on the financials this month. The \$4,125 expenditure to the Smithsonian is for the Pools and Patios exhibit on the 2<sup>nd</sup> floor, the \$10,821.12 to LINC is for 12 new computers, the \$6,304 to Today's Business Solutions is for annual license fee for MyPC, the \$3,403.31 is for Summer Reading prizes, and the \$650 for Ralph Covert is for an upcoming youth program. The Operating Budget Equipment line is 90.54% expended because the bulk of equipment has already been ordered for the year. Infant Welfare Society provided a grant in the amount of \$5,347.64 to fund Bus to Books. This was more than the \$2,500 that had been budgeted.

**FINANCIAL REPORTS:**

Treasurer Knapke moved to authorize expenditures for goods and services totaling \$272,697.07 as listed in the June 2016 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.

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

### **LIBRARIANS' REPORTS:**

Visits to the Library increased this month, while loans of material were flat. E-book usage is increasing, both youth and adult database usage are up.

A Boy Scout named Evan Schmitt performed some work in the Butterfly Garden as part of his Eagle Scout project. The Friends and Foundation Donor event held Friday, June 17<sup>th</sup> went very well. Attendees stated they enjoyed the opportunity to view the new exhibit and hear about some of the things that are happening at GEPL. The One Author: One Community Program a conversation with Elizabeth Strout will take place in September at Ashton Place in Willowbrook. The Infant Welfare Society had a very successful year and hence were able to provide a larger than expected grant. Rotary provided a \$500 grant for Open Books Open Doors and a \$500 gift for Youth materials. The Oculus Rift has arrived. Contact Ian to set up a time for a demonstration. Renee Grassi has been selected as one of 42 attendees for the ALA Leadership Institute. Sharon Bannister, Stephanie Blackwell and Ann Marie Lindsey will be presenting at the Midwest Digitization Conference on the Glen Ellyn High School yearbook project.

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

### **NEW BUSINESS:**

#### Approval of Engineering Proposal for Design, Bidding Assistance and Construction Engineering of the Masonry Project in the amount of \$9,750:

Director Bussey explained that this project is included in the budget for this year. The last time this was done was in 2010. The Capital Asset Plan calls for it again this year. Secretary Meyers **moved to accept the engineering proposal for design, bidding assistance and construction engineering of the masonry project in the amount of \$9,750. Motion Seconded and Carried – Roll Call Vote Unanimous.**

#### Approval of Revised Fund Balance Policy - Fund Balance Targets Added:

Director Bussey explained the fund balance targets GEPL follows had not previously been inserted in this policy. Upon recommendation from the auditor they have now been added. The target for the operating fund was changed from three to five months to cover January – May, now that we are on a calendar year budget cycle. Trustee Rundell **moved to approve the revised fund balance policy with fund balance targets added. Motion Seconded and Carried- Voice Vote Unanimous.**

#### Approval of New Credit Card Policy:

Director Bussey explained the auditors recommended we put a credit card policy in place. The board discussed the new policy. There is a random + at the end of a line that needs to be removed and the line that states Any misuse of a Library credit card shall result in no less than the credit card in question being revoked shall have "up to and including termination." added to the sentence. Secretary Meyers **moved to approve the new credit card policy with the two corrections. Motion seconded and Carried – Voice Vote Unanimous.**

Approval of New Capital Asset and Depreciation Policy:

Director Bussey explained the auditors suggested we put the practice we follow regarding new capital assets and depreciation into writing and have it approved as policy. Treasurer Knapke **moved to approve the new capital asset and depreciation policy. Motion seconded and Carried – Voice Vote Unanimous.**

Approval of Revised Board of Trustees Bylaws-Electronic Participation Added:

Director Bussey explained the Automation Committee was removed from the Bylaws since this was a board representative to LINC and LINC governance has since changed. The Other Business Category has been added to the agenda by request of the board. Electronic meeting attendance has been added per the IL Open Meetings Act. Vice President Christiansen **moved to approve the revised board of trustees bylaws with electronic participation added. Motion seconded and Carried – Voice Vote Unanimous.**

Approval of Revised Meeting Room Policy:

Director Bussey explained the meeting room policy had become intertwined with the meeting room reservation procedures, set-up information and equipment available. In order to make the policies of meeting room use more clear- they have all been extracted from the procedures and are being brought before the board for approval. The word appeal is repeated twice in the appeals section and needs to be corrected. The board asked that in addition to “all meetings must conclude no less than 15 minutes prior to library closing; all attendees must exit by library closing, or an additional charge of \$25 will be assessed.” That the following be added to the policy, “Multiple violations of this shall result in revocation of library meeting room privileges.” Secretary Meyers **moved to approve the revised meeting room policy with the two corrections. Motion seconded and Carried – Voice Vote Unanimous.**

Approval of Revised Collection Development Policy:

Director Bussey explained the Collection Development Policy is to be reviewed at least every three years. Due to the addition of several new collections the policy has been revisited after two years. The Emerging Author collection both print and electronic has been added to both the Adult and Youth portions of the policy. The Youth section has had puppets and playpacks added as non-book collections. Also the number of members of LINC was changed from nine to eight, since Franklin Park PL has left the consortium. Treasurer Knapke **moved to approve the revised collection development policy. Motion seconded and Carried – Voice Vote Unanimous.**

**OTHER BUSINESS:**

Review of Pricing and Timeline for SWAN Transition:

Director Bussey shared both the high and low cost estimate for GEPL to participate in SWAN in comparison to current participation in LINC. She also provided information regarding additional services that SWAN provides that LINC does not offer. Finally, she shared a timeline regarding next steps in the investigating SWAN process. Trustees are invited to attend a SWAN Q & A session just for Trustees on August 3 at 7pm at the Bloomingdale Public Library.

**ADJOURNMENT:**

At 9:26pm Vice President Christiansen moved to adjourn the Library Board Meeting.  
Motion Seconded and Carried – Voice Vote Unanimous.

Meeting adjourned at 9:27pm

Dawn Bussey

Director