

**Glen Ellyn Public Library Board of Trustees  
Meeting of November 16, 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
Youth Services Dept. Head	Renee Grassi

**AUDIENCE PARTICIPATION:**

Katy Almendinger, Early Literacy Librarian, Amy Waters, Youth Services School Liaison, and Sarah Kleiva, Adult Services Outreach Librarian, gave brief presentations to the Board. Katy Almendinger provides services to members birth through preschoolers. The Library now has partnerships with 15 Glen Ellyn preschools, and over 130 classroom visits are scheduled for December 2015 – May 2016. Katy uses these visits to build early literacy skills, connect to Common Core Standards, and increase library awareness. In 2015 alone, Katy provided 133 visits for 1,773 children. Katy reported on the results of the Pre-Reader Summer Reading program. In 2015, 239 registrants reported 1,115 activity columns compared to 2014 with 150 registrants reporting in only 473 activity columns. In the future months, Katy intends to work on creating a new Sensory Storytime for children with autism and other special needs, a new library webpage with tools and resources for parents and students with disabilities, combining outreach visits with the Teen Librarian to Glenbard West's Life Skills class, creating a Special Needs Collection, and adding Play Packs, a new collection of circulating toys that help teach concepts and skills through play.

Amy Waters' primary responsibilities include responding to materials requests from schools and managing all activity on the school cards. In addition to that, Amy also manages requests from K-5 schools for programming to be held at the library or at the school. Communication, outreach and collaboration are key components of the job. Amy reported on some statistics for the past school year. Currently, there are 17 schools that participate in the school card program, there have been 195 requests for materials, including 12 requests for Problem Based Learning (PBL) materials, and 288 total uses of the school cards. Amy divides her time between the schools and library. Amy is able to attend literacy events and safety fairs, participate in PBL, and attend Spanish Speaking Families Night. At the Library, Amy works on professional development for library aides, class tours, book giveaway, Bus to Books and Summer Meals. New this year, Amy has added a District 89 Bus to Books group, combined all three Bus to Books programs with Summer Meals, and received an invitation to a Literacy Even in District 44 (Lombard) because of the library's Bus to Books program with their Glen Ellyn students.

Sarah reported on some changes she has made this year. Much of her focus this year has been English as a New Language and senior programming. Sarah is in charge of the Home Delivery Programming, increasing it from 8 members to 46 members being served this year. Sarah hosted a table at the Earth Day Festival as well as presented at World Relief. Sarah has also revamped the Rack at the Tracks. Currently, Sarah is working on programming for Senior Health and Safety Week.

### **MINUTES OF PREVIOUS MEETING:**

Trustee Clouse moved to accept the minutes of the regular Library Board meeting on October 19, 2015. Motion Seconded and Carried – Voice Vote Unanimous.

### **COMMUNICATIONS:**

The Board reviewed the monthly correspondence.

### **OFFICER'S REPORT:**

Treasurer Knapke presented the financials for November. Payments and revenues continue to be on track. A payment of \$1,215 was made to Hagan Services Group for gutter cleaning, and a payment was made to Shales McNutt for \$402,902.75 for work on the Youth Department renovations.

### **FINANCIAL REPORTS:**

Treasurer Knapke moved to authorize expenditures for goods and services totaling \$575,542.57 as listed in the November 2015 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.

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

### **LIBRARIANS' REPORTS:**

Statistics for the Library are showing the Youth Department being closed in September. Visits to the Library increase 2% for the month, youth database usage increased 264% for the month, visitor sessions to the web site increased 20% for the month, and outreach increased 253% for the month.

The Youth Department remodel is going smoothly, and there have been no big surprises thus far. It is on time and on budget. Light fixtures are still missing, but should be here this week. The first load of furniture is due here this Friday. The lighting that has not been replaced will be upgraded to LED lighting, which will give a nice consistency throughout the space.

The Library was awarded a grant from the Association Library Services for Children called Curiosity Creates Grant. 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.

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

## **NEW BUSINESS:**

### **Resolution 2015-5, Meeting Dates of the Board of Trustees:**

Vice President Christiansen moved to approve Resolution 2015-5, Meeting Dates of the Board of Trustees. Motion Seconded and Carried – Voice Vote – Unanimous.

### **Resolution 2015-6, Closing Dates for Calendar Year 2016:**

Treasurer Knapke moved to approve Resolution 2015-6, Closing Dates for Calendar Year 2016. Motion Seconded and Carried – Voice – Unanimous.

### **Resolution 2014-5 and 2014-6 Revised:**

Trustee Crawford moved to approve Resolution 2014-5 and 2014-6 Revised. Motion Seconded and Carried – Roll Call Vote – Unanimous.

### **Release of Executive Session Minutes:**

Treasurer Knapke moved to release Executive Session minutes dated February 16, 2015 to the public. Motion Seconded and Carried – Voice Vote Unanimous.

### **Review FY2015-2017 Strategic Plan:**

The Board of Trustees reviewed the Library's FY2015-2017 strategic plan

## **EXECUTIVE SESSION:**

At 8:32, President Sailer moved to close the regular Library Board Meeting and move into executive session for the purpose of the Director's annual review. Motion Seconded and Carried – Voice Vote Unanimous.

Regular Meeting adjourned at 8:33

Maria Tachna

Business Manager