

**Glen Ellyn Public Library Board of Trustees
Meeting of October 19, 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
Circulation Services Dept. Head:	Carrie Jeffries

AUDIENCE PARTICIPATION:

Susan DeRonne, head of Adult Services, gave a brief presentation to the Board. There have been a few staff changes in the Adult Department this past year. Susan introduced Ian Lashbrook, new full time Instructional and Business Outreach Librarian and Alex Herzberg, new full time Readers' Advisory Librarian. Susan updated the Board on some of the accomplishments the Adult Department has had in the past year. The Emerging Authors Collection has grown, starting with 11 titles, this collection now has 54 titles from 40 different authors. These titles have been checked out over 150 times. Susan has served as the head of the Safety & Security Committee, working on updating the Code of Conduct, informing staff of emergency exits and evacuation procedures in case of fire, and giving staff training on some difficult situations. The Homebound Program has been revamped in the past year and is now referred to as the Home Delivery Program, opening it up to members who might need temporary home delivery services. Volunteers have increased from 3 – 5, and members utilizing the program has increased from 8 to 29. Susan reported on a new feature which both adult and youth staff will be able to use called Collection HQ. Various reports will be created and utilized to show which books haven't circulated well, which books have circulated many times and might need to be replaced depending on the condition of the material, and which items we are understocked for holds. The Adult Department has now opened up the Media Lab, and it is getting utilized by our members. Digital content has been updated to include Lynda.com, an online database which holds lessons on a variety of things such as design, photography, and IT. The adult staff continue to get compliments concerning the second floor and the recent completion of the redesign.

MINUTES OF PREVIOUS MEETING:

Vice President Christiansen moved to accept the minutes of the regular Library Board meeting on September 21, 2015. Motion Seconded and Carried – Voice Vote Unanimous.

COMMUNICATIONS:

The Board reviewed the monthly correspondence.

OFFICER'S REPORT:

Treasurer Knapke presented the financials for October. A payment of \$1,258.40 was made to VV2 Promotions to purchase reusable bags for members. A payment was made to Shales McNutt for \$116,700.70 for work on the Youth Department renovations, and a payment was made to Glen Ellyn School District 41 for bussing during the Bus to Books program. Revenues are recording on track.

FINANCIAL REPORTS:

Treasurer Knapke moved to **authorize expenditures for goods and services totaling \$358,933.27 as listed in the October 2015 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.**

Treasurer Knapke moved to **accept the September 2015 Revenue and Fund Summary Report, and the October 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, Loans of Material and Programs have had decreases in September. Meeting rooms remain unable to be used since it currently holds the department's temporary space. Despite not being fully operational, some statistics continue to increase. Interlibrary loans increased 77% for the month, adult database usage increased 9% for the month, youth database usage increased 90% for the month, and outreach programs increased 532% 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. The Library's roof was recently inspected, and the report is included in your packet.

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.

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

NEW BUSINESS:

Annual BEM Transfer:

Trustee Rundell **moved to approve the annual BEM transfer in the amount of \$566,000. Motion Seconded and Carried – Roll Call Vote – Unanimous.**

Distribution of Library Director Evaluation Form:

The Director's evaluation form as well as a list of goals and accomplishments for FY2015 was passed out for Board Trustees to look over and fill out. Evaluations should be returned to President Sailer by Monday, November 2, 2015.

View Short Take for Trustees – Evaluating the Library Director:

The Board of Trustees viewed the short film on evaluating a Library Director.

EXECUTIVE SESSION:

At 8:54, Trustee Crawford moved to recess the Library Board Meeting and move into executive session for the purpose of reviewing previous executive session minutes for possible release. Motion Seconded and Carried – Voice Vote Unanimous.

ADJOURNMENT:

At 9:00, Trustee Crawford moved to adjourn the meeting. Motion Seconded and Carried – Voice Vote Unanimous.

Meeting adjourned at 9:01

Maria Tachna

Business Manager