

**Glen Ellyn Public Library Board of Trustees  
Meeting of September 19, 2016  
Board Room, Third Floor**

**CALL TO ORDER:**

Vice President Christiansen called the meeting to order at 7:30 P.M.

**ROLL CALL:**

**Trustees Present:**

Vice President:	Kelli Christiansen	Treasurer:	Molly McGinnis
Trustee:	Jill Clouse	Trustee:	Barbara Rundell
Trustee:	Chris Crawford		

**Trustees Absent:**

President:	Ran Sailer
Secretary:	Gina Meyers

The chair declared that a quorum was present.

**Library Staff Present:**

Library Director:	Dawn Bussey
Materials Processing Dept. Head:	Jamie Simmons
Youth Services Dept. Head:	Renee Grassi
Circulation Services Dept. Head:	Carrie Jeffries

**Appointment of Secretary Pro Tem:**

Vice President Christiansen appointed Trustee Clouse as Secretary Pro Tem for the remainder of the meeting.

**AUDIENCE PARTICIPATION:**

Joe Halter, IT Director, gave a brief presentation to the Board. It has been approximately nine months since Joe became the IT Director, and the department is running smoothly. Joe reported on three major changes since IT last presented. The Library has entered into an agreement with Wowway Fiber connection, which needed to happen in order for the Library to respond to the changing demands of bandwidth to uploads from downloads. This connection will supplant Comcast's internet and provide more support for cloud based services. Joe also discussed the large increase in ransomware threats lately, and the purchase of new software like Bitdefender, antivirus software, and new Office 365 email with threat protection. The third item Joe discussed was adding new WIFI synchronized clocks throughout the library so that staff and members can agree on times.

**MINUTES OF PREVIOUS MEETING:**

Trustee Crawford moved to accept the minutes of the regular Library Board meeting on August 15, 2016. Motion Seconded and Carried – Voice Vote Unanimous with Trustee Christiansen abstaining.

Trustee Crawford moved to accept the minutes of the Policy Committee meeting on June 9, 2016. Motion Seconded and Carried – Voice Vote Unanimous.

Trustee Clouse moved to accept the minutes of the Personnel Committee meeting on July 19, 2016. Motion Seconded and Carried – Voice Vote Unanimous.

Treasurer Knapke moved to accept the minutes of the Budget Committee meeting on September 8, 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. Of particular note, the expenditure of \$3,374 was paid to Interior Investments for additional chairs, two payments were made to Scholastic Inc. for summer reading prizes, \$2,370 was paid to Simple Edge for web design, and \$9,073.20 was paid to Image One Facility for the regular cleaning maintenance as well as carpet cleaning.

### **FINANCIAL REPORTS:**

Treasurer Knapke moved to authorize expenditures for goods and services totaling \$310,537.59 as listed in the September 2016 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.

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

### **LIBRARIANS' REPORTS:**

The Director discussed the various statistics for the month. Visits to the Library increased 35% for the month, 7% for the year, loans of material increased overall 20% for the month, the majority of that increase seen in the Youth Department, reciprocal borrowing increased 48% for the month, reference inquiries increased 28% for the month, 14% for the year, adult database usage increased 6% for the month, 9% for the year, youth database usage increased 36% for the month, 7% for the year, program attendance increased 83% for the month, and home deliveries increased 8% for the month, 13% for the year.

Both the Adult and Youth Department have looked closely at database usage as well as the cost per use of each online resource. Comparing the usage for cost benefit is part of the decision making process for adding or removing any online resource. Included in the packet is an update to the current strategic plan. The new strategic plan will be featured during the Board Retreat which will also include feedback from the community conversations.

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

### **NEW BUSINESS:**

#### **Resolution 2016-2 2016 Tax Levy and 2017 Operating Fund Appropriation:**

Treasurer Knapke moved to approve Resolution 2016-2, a resolution establishing the 2016 tax levy and 2017 operating fund appropriation. Motion Seconded and Carried – Roll Call Vote – Unanimous.

**Resolution 2016-3 and Resolution 2016-4, Establishing a Revenue and Expenditure Budget for FY 2017:**

Trustee Rundell moved to approve Resolutions 2016-3 and 2016-4. Motion Seconded and Carried – Roll Call Vote – Unanimous.

**Code Adam Policy:**

Trustee Clouse moved to approve the Code Adam Policy. Motion Seconded and Carried – Voice Vote – Unanimous.

**Approval of DAR Constitution Week Display:**

Treasurer Knapke moved to approve the DAR's Constitution Week Display. Motion Seconded and Carried – Voice Vote – Unanimous.

**Approval to Update Capital Asset Study in the amount of \$11,000 by BTC:**

Trustee Crawford moved to the Update to the Capital Asset Study in the amount of \$11,000 by BTC. Motion Seconded and Carried – Roll Call Vote – Unanimous.

**Resolution 2016-5, Approval of the Execution of an Intergovernmental Agreement Authorizing Membership in SWAN:**

Director Bussey reviewed the agreement, timeline, map, and pricing structure of the possible migration to SWAN. This is the next official step toward Glen Ellyn Public Library joining the SWAN consortium. Approving Resolution 2016-5 allows the President and Secretary to sign the SWAN intergovernmental agreement. Trustee Clouse moved to approve Resolution 2016-5, Approval of the Execution of an Intergovernmental Agreement Authorizing Membership in SWAN. Motion Seconded and Carried – Roll Call Vote - Unanimous.

**Strategic Plan Retreat Date:**

October 15, 2016 9am – Noon.

**ANNOUNCEMENTS:**

Vice President Christiansen announced that three seats on the Board will be open. Director Bussey reminded trustees to have those interested to contact the Civic Betterment Committee.

**ADJOURNMENT:**

At 8:46pm Treasurer Knapke moved to adjourn the Library Board Meeting. Motion Seconded and Carried – Voice Vote Unanimous.

Meeting adjourned at 8:47pm.

Maria Tachna

Business Manager