

**Glen Ellyn Public Library Board of Trustees
Meeting of December 19, 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:	Jill Clouse	Trustee:	Chris Crawford
Trustee:	Barbara Rundell		

The chair declared that a quorum was present.

Library Staff Present:

Library Director:	Dawn Bussey
Business Manager:	Maria Tachna
Youth Services Dept. Head:	Stephanie Rivera
Circulation Dept. Head:	Carrie Jeffries

AUDIENCE PARTICIPATION:

Kami Farahmandpour and Christopher Kottra from Building Technology Consultants gave a brief presentation to the board regarding the updated capital asset study completed for the Library. The objective of the study was to determine over the course of the next twenty years what the Library must set aside for future capital asset upgrades and replacements. Each component of the library was inspected during BTC's analysis. Included in the updated study is a description of each asset, a description of the asset's current condition, the approximate rehabilitation cost and schedule and some general regular maintenance recommendations. The appendices represent tables showing each overall component condition, the typical useful life, an estimate of the component's remaining useful life, today's cost and an inflated cost.

MINUTES OF PREVIOUS MEETING:

Trustee Clouse moved to accept the minutes of the Special Meeting Board Retreat minutes of October 15, 2016 with President Sailer abstaining. Motion Seconded and Carried – Voice Vote Unanimous.

Secretary Meyers moved to accept the minutes of the regular Library Board meeting on October 17, 2016 with President Sailer and Treasurer Knapke abstaining. Motion Seconded and Carried – Voice Vote Unanimous.

Trustee Rundell moved to accept the minutes of the regular Library Board meeting on November 21, 2016 with Vice President Christiansen, Secretary Meyers and Trustee Clouse abstaining. Motion Seconded and Carried – Voice Vote Unanimous.

COMMUNICATIONS:

The Board reviewed the monthly correspondence.

OFFICER'S REPORT:

Treasurer Knapke presented the financials for December. Payments and revenues continue to be on track. A payment of \$999.43 was paid to Cintas for CPR training, \$4,000 was paid from the BEM Fund to Building Technology Consultants for the updated capital asset plan, \$4,547.75 was paid to Interior Investments for replacement chairs, and \$410,000 was paid to Bond Trust Services for the annual bond payment.

FINANCIAL REPORTS:

Treasurer Knapke moved to authorize expenditures for goods and services totaling \$633,377.06 as listed in the December 2016 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.

Treasurer Knapke moved to accept the November 2016 Revenue and Fund Summary Report, and the December 2016 Expenditure Report. Motion Seconded and Carried – Voice vote Unanimous.

LIBRARIANS' REPORTS:

The Director discussed the various statistics for the month. Visits to the Library increase 13% for the month, 9% for the year, loans of material increased 21% for the month, mostly due to all youth materials being available, 6% for the year, program attendance increased 28% for the month, 8% for the year, study room usage increased 17% for the month, 29% for the year, and reference inquiries increased 23% for the month, 16% for the year.

The WowWay line installation has been completed, now we are waiting for activation. There is a leak in the dry sprinkler pipe system. The Library is working with the repair team to find day to fix it, but also to cause as little disruption to the Materials Processing Department as possible.

ProMazo presented to the Foundation Board in November, and it was very well received. The Foundation seemed excited and energized about the materials presented and plans to meet with a consultant to put together a 110th Anniversary Gala.

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

NEW BUSINESS:

Resolution 2016-7, A Resolution to Comply with the Government Travel Expense Act:

Trustee Rundell moved to approve Resolution 2016-7, A Resolution to Comply with the Government Travel Expense Act. Motion Seconded and Carried – Roll Call Vote – Unanimous.

Revised Resolution 2015-3 and 2015-4, Amending the 2016 Revenue and Expenditure Budgets:

Trustee Crawford moved to approve Revised Resolution 2015-3 and 2015-4, Amending the 2016 Revenue and Expenditure Budgets. Motion Seconded and Carried – Roll Call Vote – Unanimous.

Acceptance of Auditing Services Agreement with Lauterbach & Amen:

Trustee Meyers moved to accept the Auditing Services Agreement with Lauterbach & Amen not to exceed \$5,250. Motion Seconded and Carried – Roll Call Vote – Unanimous.

FY 2017 Per Capita Grant Application:

Vice President Christiansen moved to accept the FY 2017 Per Capita Grant Application. Motion Seconded and Carried – Voice Vote Unanimous.

Salary Adjustment for Director:

Trustee Crawford moved to increase the Library's Executive Director's Annual Salary upward by three and a half percent (3.5%) and award a onetime bonus in the amount of two thousand (\$2,000) Dollars. Salary adjustment is effective as of January 1, 2017, the bonus is payable immediately. Motion Seconded and Carried – Roll Call Vote – Unanimous.

OTHER BUSINESS:

The Board discussed the second reading of the Library's levy at the last Village Meeting and how it was received. Vice President Christiansen reported on a historical committee meeting where a Village Trustee brought up the Library's levy in a negative manner. Discussion ensued. The Board decided to collaboratively compile a written communication to the Village Board expressing their concerns regarding the situation.

ADJOURNMENT:

Trustee Crawford moved to adjourn the meeting. Motion Seconded and Carried – Voice Vote Unanimous.

Regular Meeting adjourned at 8:59

Maria Tachna

Business Manager