

**Glen Ellyn Public Library Board of Trustees
Meeting of July 20, 2015
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
Secretary:	Gina Meyers	Trustee:	Barbara Rundell
Trustee:	Chris Crawford	Trustee:	Jill Clouse

Trustees Absent:

President: Ran Sailer

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
Youth Services Dept. Head:	Renee Grassi
Circulation Services Dept. Head:	Carrie Jeffries

AUDIENCE PARTICIPATION:

Amy Franco, Adult Programming Librarian, gave a brief presentation to the Board. Amy is responsible for programming, collection management, working at the reference desk, and obtaining traveling exhibits for the Library. Amy's role at the Library changes to fit the needs of the community which has been more and more about community engagement and collaboration. By pursuing partnerships like STEAM fair, the upcoming Paranormal walk, and summer reading partnerships with the fire and police department, the Library can increase the number of stakeholders and become more involved with community-wide events and initiatives. Amy also works toward supporting the changing technology needs of the community. There has been a general movement toward one-on-one programming like memory screening, Affordable Care Act help, career counseling, and tech one-on-ones. Over the next year, Amy will continue preparing for next year's Summer Reading Program as well as STEAM fair. Amy will be focusing even more on turning outward in establishing community engagement opportunities as well as striving to stay ahead of technology competency requirements in order to meet and exceed the training demands from members.

MINUTES OF PREVIOUS MEETING:

Secretary Meyers moved to accept the minutes of the regular Library Board meeting on June 15, 2015. Motion Seconded and Carried – Voice Vote Unanimous.

COMMUNICATIONS:

The Board reviewed the monthly correspondence.

OFFICER'S REPORT:

Treasurer Knapke presented the financials for July. Of particular note this month, \$1,780 was paid to the Glen Ellyn Chamber of Commerce for a full page ad, \$29,336 was paid to Pekin Insurance for the Library's annual property and casualty insurance. The large Scholastic invoice of \$4,900 was for summer reading prizes. Nothing else was unusual for the month.

FINANCIAL REPORTS:

Treasurer Knapke moved to **authorize expenditures for goods and services totaling \$244,380.32 as listed in the July 2015 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.**

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

LIBRARIANS' REPORTS:

Director Bussey reviewed various Visits were slightly down in July compared to last year, though the original number is incorrect and should only show a 2% decrease instead of the 4% it's showing. Loans of Material increased 5% for the month, 5% for the year, Adult database usage increased 6% for the month, 41% for the year, youth database usage decreased slightly for the month, but still has a 20% increase for the year, overall program attendance increased 65% for the month, a large part of that being Outreach Programming which increased 512% for the month. Overall Reference inquiries increased 54% for the month, WIFI logins increased 60% for the month, 61% for the year, and self-check usage increased 57% for the month, 69% for the year, now totaling about 20% of the Library's checkouts.

The Library has recently upgraded the backup bandwidth from ATT DSL 6 Mbps at \$164/mo. to ATT uVerse 24Mbps at \$110/mo., decreasing the monthly cost and quadrupling the bandwidth.

The Touch a Truck event held on Saturday, July 11th with our Summer Reading Partners from the Police and Fire Departments went extremely well. The Fire Department was able to bring five trucks to the event.

Behind the scenes prep work is now underway for the Youth Department remodel. The Youth Department will be in full service thru August 10th, the last day of summer reading. The Youth Department will be closing down on August 11th and will reopen in their temporary new space in the meeting rooms on September 8th.

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

NEW BUSINESS:

View Short Take for Trustees – Library Advocacy:

The Library Board Viewed the short take video for trustees on library advocacy.

Discuss Education Programs and Training Opportunities for Members for FY2016 Per Capita Grant:

The Board discussed the Library's quarterly event guide as well as talking points of Amy's presentation on the Library's programming. The Board discussed having programs for middle aged members, not just kid or senior orientated. The idea of the Library having field trips was also discussed.

Proposed Revision of Member Code of Conduct:

Trustee Crawford moved to approve the revised Member Code of Conduct as amended. Motion Seconded and Carried – Voice Vote Unanimous.

Establish Retreat Date:

The Board tabled this discussion until all members were in attendance. The meeting will be an October date and will discuss the strategic plan.

Meeting adjourned at 9:05

Maria Tachna
Business Manager