

**Glen Ellyn Public Library Board of Trustees  
Meeting of May 18, 2015  
Board Room, Third Floor**

**CALL TO ORDER:**

Vice 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:	Chris Crawford	Trustee:	Jill Clouse
Trustee:	Barbara Rundell		

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

**AUDIENCE PARTICIPATION:**

Katie Scherer, a representative of the Friends of the Library presented the Library with their annual contribution; this year in the amount of \$35,000. This is a \$2,000 increase from last year's donation. The book sale is held every other month in the basement, and with a heavy volunteer staff and help from the maintenance department, everything runs very smoothly. The Friend's annual campaign continues to be extremely successful. The Friends have also expanded their community outreach efforts, having over 65 families come down to basement and fill a bag with books at no cost to them as well as working with Amy Waters, the Youth Department School Liaison, to help with pairing up books to after school groups in need.

Carrie Jeffries, Circulation Department Head, gave a brief presentation to the Board. The Circulation Department is comprised of four full-time positions and 28 part-time positions. Of those, 11 are clerk positions while 17 are shelvers. Many changes have taken place in the Circulation Department, the biggest of which has been adding the Interlibrary Loan duties to the department. The Circulation Department was also the first LINC Library to start offering automatically renewed library cards, issuing postcards to members whose cards are expiring. Not only does this offer uninterrupted service, but it saves time, keeps the database more up to date, and is a completely inoffensive approach. The Circulation Department has been using Unique Service, a collection agency, for the past five years and has received almost \$32,000 in collected fees or materials.

**MINUTES OF PREVIOUS MEETING:**

Secretary Meyers moved to accept the minutes of the regular Library Board meeting on April 20, 2015 as amended. Motion Seconded and Carried – Trustees Crawford, Knapke, Clouse and Rundell abstained.

## **INDUCTION OF NEW TRUSTEES:**

Vice President Sailer moved to induct **Chris Crawford, Molly McGinnis Knapke, Jill Clouse, and Barbara Rundell** as the new Library Board of Trustees. **Motion Seconded and Carried - Voice Vote Unanimous.**

## **ELECTION OF OFFICERS:**

Trustee Christiansen moved to nominate **Ran Sailer as President**. Trustee Crawford moved to nominate **Kelli Christiansen as Vice President and Gina Meyers as Secretary**, and Jill Clouse moved to nominate **Molly McGinnis Knapke as Treasurer**. Trustee Crawford moved to elect new officers as nominated. **Motion Seconded and Carried – Voice Vote Unanimous.**

## **APPOINTMENT OF COMMITTEES:**

Brief descriptions of the committees were presented. After discussion the appointments were as follows:

Budget:	Knapke, Meyers, Christiansen
Facility	Rundell, Meyers
Personnel:	Clouse, Christiansen
Policy:	Crawford, Rundell

## **COMMUNICATIONS:**

The Board reviewed the monthly correspondence.

## **OFFICER’S REPORT:**

Director Bussey reported on the financials in May. Of particular note this month, \$37,298.54 was paid to Product, LLC for the architectural drawings of the Youth Department renovations.

## **FINANCIAL REPORTS:**

Treasurer Knapke moved to authorize expenditures for goods and services totaling **\$310,503.29** as listed in the **May 2015 Expenditure Approval List**. **Motion Seconded and Carried – Roll Call Vote Unanimous.**

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

## **LIBRARIANS’ REPORTS:**

Director Bussey reviewed various library statistics for the month. Visits were slightly down in April compared to last year. Loans of Material increased 4% for the month, 5% for the year, Adult database usage increased 60% for the month, 56% for the year, youth database usage increased 18% for the month, 45% for the year, outreach programming increased 192% for the month, 439% for the year, WIFI logins increased 66% for the month, 64% for the year, and self-check usage increased 56% for the month, 72% for the year.

The mandatory pre-bid meeting for Phase II of the interior renovations, specifically the Youth Area, will be May 21<sup>st</sup> at 1 pm, and the bid opening will be June 1<sup>st</sup> at 2 pm. Summer Reading started the week of May 11<sup>th</sup>. This year, the Library will be partnering with the Glen Ellyn Fire Department and Glen Ellyn Police Department as we “Read for Heroes.” The program will be sponsored by the GEPL Friends and the GE Rotary Club. The annual Library Ice Cream Social will be Monday, June 8<sup>th</sup> in conjunction with Late Night Study Finals.

Vice President Christiansen **moved to accept the Librarian's Report. Motion Seconded and Carried - Voice Vote - Unanimous.**

**NEW BUSINESS:**

**View Short Take for Trustees:**

The Library Board of Trustees viewed the short video on "What it Means to Be a Trustee."

**Food Drive 2015:**

Trustee Rundell **moved to approve the ongoing collection of change and a Summer Food collection drive. Motion Seconded and Carried – Voice Vote - Unanimous.**

**Review Chapter 5, "Technology" of Serving Our Public 2.0:**

The Library Board of Trustees reviewed the standards and discussed Chapter 5 on Technology in Standards of Illinois Public Libraries.

Meeting adjourned at 9:25

Maria Tachna  
Business Manager