

**Glen Ellyn Public Library Board of Trustees  
Meeting of November 21, 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	Trustee:	Chris Crawford
Treasurer:	Molly McGinnis Knapke	Trustee:	Barbara Rundell

**Trustees Absent:**

Vice President:	Kelli Christiansen
Secretary:	Gina Meyers
Trustee:	Jill Clouse

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 Dept. Head:	Carrie Jeffries

**AUDIENCE PARTICIPATION:**

Katy Almendinger, Early Literacy Librarian, Amy Waters, Youth Services School Liaison, and Sarah Kleiva, Adult Services Outreach Librarian, gave brief presentations to the Board. Katy Almendinger provides services to members birth through preschoolers. Katy held a Preschool Fair on November 2<sup>nd</sup> where Glen Ellyn Preschools were invited to host an informational table at the library. Katy worked with Preschool directors and educators to ensure they were on hand to meet prospective families, answer questions about their program, and share specific information about curriculum and enrollment. Katy has also worked to introduce a new collection to the Library called Play Packs. Play Packs are circulating sets of toys designed around high interest themes and developmentally appropriate concepts. Since their recent inception in September, they have circulated a total of 40 times.

Amy Waters' primary responsibilities include responding to materials requests from schools and managing all activity on the school cards. In addition to that, Amy also manages requests from K-5 schools for programming to be held at the library or at the school. Communication, outreach and collaboration are key components of the job. Amy now works with 20 schools and is responsible for each intergovernmental agreement. Amy divides her time between the schools and library. Amy is able to attend literacy events and safety fairs, and participates in many PBL's. New this year, Amy has partnered with D41 Partners in Learning to form a Family Literacy Group which meets monthly. This group is primarily for immigrant or refugee families and for families with low income and offers a change for adults to build on language learning while interacting with their children. Amy also works on giving class tours, book giveaways, Bus to Books and Summer Meals.

Sarah reported on some changes she has made this year. Much of her focus this year has been English as a New Language (ENL) and senior programming. This year, Sarah is working with World Relief to investigate ways the Library can fill in the educational and time gaps. Sarah has started reorganizing the ENL section, first by native language, and then by what the material is. Sarah has continued her outreach programming, selling out for the popular program "Books on Tap" as well as creating new programs. Sarah has hosted a Senior Spelling Bee, started a new program titled "Tales and Travels", and is working on creating multi-sensory experiences for dementia patients to help them of more periods of lucidity. Sarah is in charge of the Home Delivery Programming, which is holding steady.

### **MINUTES OF PREVIOUS MEETING:**

The minutes of October 17, 2016 were tabled.

### **COMMUNICATIONS:**

The Board reviewed the monthly correspondence.

### **OFFICER'S REPORT:**

Treasurer Knapke presented the financials for November. Payments and revenues continue to be on track. A payment of \$728 was paid to Panera for the food for the staff in service day, Pekin Insurance was paid \$1,598 for the remainder of the annual workers' compensation insurance, and \$5,626.04 was paid to Bibliotheca LLC for replacement card readers on the self-check machine.

### **FINANCIAL REPORTS:**

Treasurer Knapke moved to authorize expenditures for goods and services totaling \$194,282.30 as listed in the November 2016 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.

Treasurer Knapke moved to accept the October 2016 Revenue and Fund Summary Report, and the November 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 decreased 3% for the month, but increased 9% for the year, loans of material increased 20% for the month, mostly due to all youth materials being available, 4% for the year, program attendance increased 69% for the month, 7% for the year, study room usage increased 4% for the month, 31% for the year, and outreach increased 31% for the month.

The WowWay line installation has begun, and the line will be installed under the parking lot and into a building. 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.

December 12<sup>th</sup> will be the second reading of the Library's levy at the Village Board meeting.

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

## **NEW BUSINESS:**

### **Resolution 2016-5, Meeting Dates of the Board of Trustees:**

Trustee Rundell moved to approve Resolution 2016-5, Meeting Dates of the Board of Trustees. Motion Seconded and Carried – Voice Vote – Unanimous.

### **Resolution 2016-6, Closing Dates for Calendar Year 2016:**

Treasurer Knapke moved to approve Resolution 2016-6, Closing Dates for Calendar Year 2017. Motion Seconded and Carried – Voice Vote – Unanimous.

### **Annual BEM Fund Transfer:**

Trustee Crawford moved to approve the Annual BEM Fund Transfer of \$610,000. Motion Seconded and Carried – Roll Call Vote – Unanimous.

### **Release of Executive Session Minutes:**

Trustee Crawford moved to release Executive Session minutes dated April 18, 2016 to the public. Motion Seconded and Carried – Voice Vote Unanimous.

### **Review and Approve FY2017-2019 Strategic Plan:**

Trustee Rundell moved to approve the FY2017-2019 Strategic Plan. Motion Seconded and Carried – Voice Vote – Unanimous.

### **Review Proposals for Annual Audit Services:**

Trustee Crawford moved to approve Lauterbach & Amen's Proposal for audit services 2016-2018. Motion Seconded and Carried – Roll Call Vote – Unanimous.

## **EXECUTIVE SESSION:**

At 8:54, Treasurer Knapke moved to close the regular Library Board Meeting and move into executive session for the purpose of the Director's annual review. Motion Seconded and Carried – Voice Vote Unanimous.

Regular Meeting adjourned at 8:55

Maria Tachna

Business Manager