

**Glen Ellyn Public Library Board of Trustees
Meeting of October 17, 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	Secretary:	Gina Meyers
Trustee:	Jill Clouse	Trustee:	Barbara Rundell
Trustee:	Chris Crawford		

Trustees Absent:

President:	Ran Sailer
Treasurer:	Molly McGinnis Knapke

The chair declared that a quorum was present.

Library Staff Present:

Library Director:	Dawn Bussey
Business Manager:	Maria Tachna
Materials Processing Dept. Head:	Jamie Simmons
Youth Services Dept. Head:	Renee Grassi
Circulation Services Dept. Head:	Carrie Jeffries
Adult Services Dept. Head:	Susan DeRonne

Appointment of Treasurer Pro Tem:

Vice President Christiansen appointed Trustee Crawford as Treasurer Pro Tem for the remainder of the meeting.

AUDIENCE PARTICIPATION:

Susan DeRonne, head of the Adult Department, gave a brief presentation to the board. Susan updated the Board on some of the accomplishments the department has had in the past year. Two main projects have been Susan's key focus this past year. Susan has been working with Stephanie, the Marketing Coordinator to redo the Emergency Procedures Manual. The current emergency manual is outdated and unorganized, making it difficult for staff to utilize. The second main project Susan and the Adult Department have been working on is becoming a passport accepting agency. This is a great service the Library can offer its members, and staff will become more knowledgeable about the process and better able to assist. Susan touched on some of the other improvements in the department which includes: members now have the capability to use credit cards to pay for copies or faxes, and the purchase of Medigap, a database that has guides to social security and other insurance plans.

MINUTES OF PREVIOUS MEETING:

Trustee Rundell moved to accept the minutes of the regular Library Board meeting on September 19, 2016. Motion Seconded and Carried – Voice Vote Unanimous with Trustee Meyers abstaining.

COMMUNICATIONS:

The Board reviewed the monthly correspondence.

OFFICER'S REPORT:

Treasurer Pro Tem Crawford reported on the financials this month. Of particular note, the masonry project was on budget and paid in full. \$3,930.43 was paid to Mesa Electronics for replacement clocks throughout the building, \$1,836.99 was paid to Interior Investments for additional computer chairs, and \$4,228.04 was paid to VV2 Promotions for library cards.

FINANCIAL REPORTS:

Treasurer Pro Tem Crawford moved to authorize expenditures for goods and services totaling \$235,787.04 as listed in the October 2016 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.

Treasurer Pro Tem Crawford moved to accept the September 2016 Revenue and Fund Summary Report, and October 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 37% for the month, 10% for the year, loans of material increased overall 27% for the month, the majority of that increase seen in the Youth Department, reciprocal borrowing increased 83% for the month, reference inquiries increased 14% for the month, 14% for the year, overall database usage decreased 1% for the month, but has increased 8% for the year, program attendance increased 216% for the month, and home deliveries increased 21% for the month, 14% for the year.

The Foundation has hired a consultant who will be working on a Development Plan for them. A final presentation of their plan will be made to the Foundation Board on November 28th. The Friends have their annual letter stuffing held on October 19th from 6 – 9 and October 20th from 9 – 12.

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

NEW BUSINESS:

Resolution 2015-3 and 2015-4 Revised:

Trustee Rundell moved to approve Resolution 2015-3 and 2015-4 Revised, a resolution establishing the Revenue and Expenditure budgets for FY2016. Motion Seconded and Carried – Roll Call Vote – Unanimous.

Approval of Social Media Policy:

Trustee Crawford moved to approve the Social Media Policy. Motion Seconded and Carried – Voice Vote – Unanimous.

Giving to Children Donation Box:

Secretary Meyers moved to not approve the Children's Donation Box. Motion Seconded and Carried – Voice Vote – Unanimous.

Distribution of Library Director Evaluation Form:

The Director's evaluation was passed out. It is due to President Sailer by November 9th. Treasurer Knapke **moved to approve the DAR's Constitution Week Display. Motion Seconded and Carried – Voice Vote – Unanimous.**

EXECUTIVE SESSION AND ADJOURNMENT:

At 8:23 Trustee Clouse **moved to adjourn the Library Board Meeting and move into executive session for the purpose of Semi-Annual review of previous minutes and recordings being held in executive session. Motion Seconded and Carried – Voice Vote Unanimous.**

Meeting adjourned at 8:24

Maria Tachna

Business Manager