CALL TO ORDER:
Director Bussey called the meeting to order at 7:30 P.M.

ROLL CALL:
Trustees Present:
President: Chris Crawford  Vice President: Jill Clouse
Treasurer: Molly McGinnis Knapke  Secretary: Barbara Rundell
Trustee: Shannon Burgess  Trustee: Diana Foth
Trustee: Andre Wright

Library Staff Present:
Library Director: Dawn Bussey
Business Manager: Maria Tachna
Adult Services Dept. Head: Susan DeRonne
Circulation Services Dept. Head: Carrie Jeffries

AUDIENCE PARTICIPATION:
Katie Scherer, President of the Friends of the Library presented the Library Board with their annual contribution; this year in the amount of $33,000. Katie also explained that the Friends have sponsored the Chemistry Magic Show, paid for the Annual Staff Service Awards, covers the expenses for the Ice Cream Social, and have committed $1,000 to the Read for Supplies Summer Reading Program. 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 23 part-time positions. Many changes have taken place in the Circulation Department, the biggest of which has been planning for the new renovation space. Carrie is confident the redesign will be an open and welcoming area. Some soft seating will be added for members, staff will be able to have a clear sight line of all doors and meeting room space, and the new staff workroom will be a much more efficient use of the space with having the book drop and drive up window within proximity of staff. The Circulation Department is also working on the LINC migration to SWAN. Various task forces have already begun to meet in order to discuss how to clean up data and reports, and how to properly map all the materials in conjunction with SWAN. Interlibrary Loan duties have been added to the department, and much of ILL material is for 64 active book clubs in Glen Ellyn. The Circulation Department has been using Unique Service, a collection agency, for the past five years and has received almost $20,000 in collected fees or materials in the past three years.
MINUTES OF PREVIOUS MEETING:
Secretary Rundell moved to accept the minutes of the regular Library Board meeting on April 17, 2017. Motion Seconded and Carried — Trustees Burgess, Foth and Wright abstained.

INDUCTION OF NEW TRUSTEES:
Director Bussey moved to induct Shannon Burgess, Diana Foth, and Andre Wright as the new Library Board of Trustees. Motion Seconded and Carried - Voice Vote Unanimous.

ELECTION OF OFFICERS:
Trustee Clouse moved to nominate Chris Crawford as President. Trustee Rundell moved to nominate Jill Clouse as Vice President, Trustee Crawford moved to nominate Molly McGinnis Knapke as Treasurer, and Trustee Clouse moved to nominate Barbara Rundell as Secretary. 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, Wright, Foth
- **Facility:** Rundell, Wright
- **Personnel:** Clouse, Burgess
- **Policy:** Rundell, Burgess
- **Back up FOIA Representative:** Crawford

COMMUNICATIONS:
The Board reviewed the monthly correspondence.

OFFICER’S REPORT:
Treasurer Knapke reported on the financials in May. Of particular note this month, $2,000 was paid to the Management Association for harassment training, $7,053.50 was paid to Product, LLC for the architectural drawings of the Circulation Department Renovation, $1,384 was paid to AV Techsource, Inc. for a new projector in the Youth Program room, and $19,850 was paid to W.J. McGuire for repairing and painting the window lentils and sealing of the parapet walls.

FINANCIAL REPORTS:
Treasurer Knapke moved to authorize expenditures for goods and services totaling $216,285.65 as listed in the May 2017 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.


LIBRARIANS’ REPORTS:
Director Bussey reviewed various library statistics for the month. Visits were slightly down in April compared to last year. A word of mouth marketing campaign was kicked off with staff as part of the April 28th was introduced to staff at the April In-Service Day.

The 11th annual Ice Cream Social will be Monday, June 5th. Partnering with the Village, Park District, Public Works and Rotary Club, improvements to Prairie Path Park have been completed. Included in the improvements were enhanced landscaping, the addition of an
outdoor Ping-Pong table and two chess tables, and a Story Walk. A Chamber ribbon cutting for the improved Prairie Path Park will be held late May or early June. Save the date for the Foundation’s Jungle Book Ball Fundraiser which will be held Saturday, November 4th.

SWAN has released a soft timeline for the migration. Data is planned to be migrated sometime in the fall with a tentative go live date of May 1, 2018.

Secretary Rundell 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 2017:
Vice President Clouse moved to approve the ongoing collection of change for the Food Pantry. Motion Seconded and Carried – Voice Vote - Unanimous.

Request to Distribute Honor Flight Information – Hadley Junior High Students:
A group of Hadley Junior High sixth graders proposed to distribute information regarding the Honor Flight program at the Library the morning of May 27, 2017. The Library Board reviewed and discussed the request. Treasurer Knapke moved to deny the request to distribute Honor Flight Information. Motion Seconded and Carried - Voice Vote - Unanimous.

Review Chapter 12, “Safety” of Serving Our Public 2.0:
The Library Board of Trustees reviewed the standards and discussed Chapter 12 on Safety in Standards of Illinois Public Libraries.

Meeting adjourned at 9:19

Maria Tachna
Business Manager