Glen Ellyn Public Library Board of Trustees  
Meeting of November 20, 2017  
Board Room, Third Floor

CALL TO ORDER:  
President Crawford called the meeting to order at 7:30 P.M.

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

Trustees Absent:  
Jill Clouse

The chair declared that a quorum was present.

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

AUDIENCE PARTICIPATION:  
Amy Waters, Youth Department School Liaison, Katy Almendinger, Early Literacy Librarian, and Sarah Kleiva, Adult Department Outreach Librarian, gave brief presentations to the Board.  Amy Waters highlighted School Card Services which enable schools in Glen Ellyn the use of a Library card.  The Library currently has 7 intergovernmental agreements which covers 16 different schools.  The Library has been able to fill 33 classroom collection requests thus far.  Amy also spearheads the Family Literacy Group, which is a continuation of a joint district 41/GEPL partnership.  This year, the group met twice a month for an hour and a half.  The first Wednesday is GEPL led and focuses on parent/child use of the Library, and the third Wednesday is District 41 led and has a group component and a parent literacy component on navigating school and early childhood services.  In the summer, Amy spearheads the Bus to Books program and coordinates summer meals.

Katy Almendinger provides services to members age birth through preschoolers as well as providing outreach to 18 area preschools.  Katy has added Starlings to Play Packs which are devices meant to track words spoken to babies, and to increase vocabulary and words heard.  Since the Play Packs debuted in October 2016, 15 have circulated over 300 times.  Katy has also coordinated monthly Sensory Storytimes for Philip J. Rock students, who have both vision and hearing impairments.  At the annual Preschool Fair, 11 preschools where represented and 79 members attended.
Sarah Kleiva presented on outreach efforts in the Adult Department. Sarah has started the Next Chapter Book Club at the Library. The Next Chapter Book Club is an international book club for adults with developmental disabilities. There was a soft opening, and it had 8 people in attendance. Sarah also discussed her “Tales and Travels” with Atria Senior Living which targets people with Alzheimer’s and dementia. Sarah also presented her success with partnering with Glen Ellyn establishments, particularly the YMCA. This year, Sarah had 8 programs partnering with them and is looking to broaden that service.

MINUTES OF PREVIOUS MEETING:
Secretary Rundell moved to accept the minutes of the regular Library Board meeting on October 16, 2017. Motion Seconded and Carried – Voice Vote Unanimous.

Trustee Foth moved to accept the minutes of the special Library Board meeting on October 28, 2017. Motion Seconded and Carried – Voice Vote Unanimous.

COMMUNICATIONS:
The Board reviewed the monthly correspondence.

OFFICER’S REPORT:
Treasurer Knapke reported on the financials this month. Of particular note, the expenditure of $867.92 was paid to Josh O’Shea for reimbursement on an annual young adult conference, 598.70 was paid to Klein, Thorpe and Jenkins for legal fees, $6,013 was paid to Image One for regular cleaning and carpet cleaning, $3,450 was paid to the Village of Glen Ellyn for permit fees, and $15,742.26 was paid to Product Architecture and Design for architectural drawings.

FINANCIAL REPORTS:
Treasurer Knapke moved to authorize expenditures for goods and services totaling $203,208.34 as listed in the November 2017 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.

Treasurer Knapke moved to accept the October 2017 Revenue and Fund Summary Report, and November 2017 Expenditure Reports. Motion Seconded and Carried – Voice Vote Unanimous.

LIBRARIANS’ REPORTS:
The Director discussed the various statistics for the month. Visits increased 2% for the month, self-check usage increased 11% for the month, 8% for the year, visitor sessions to the website increased 6% for the month, and program attendance increased 14% for the month.

The Village has informed the Library that the drive-up window requires a special use application and a variance, so it now has to be done in 2 parts. The Library will go before the Planning Commission on December 14th and then to the Village Board on January 8th. This may possibly delay the start of the project. The architects are working to provide all the information the Village has requested for both the interior renovation permit revisions and exterior modifications.

Treasurer Knapke moved to accept the Librarian’s Report. Motion Seconded and Carried - Voice Vote - Unanimous.
NEW BUSINESS:

Resolution 2017-6, Meeting Dates of the Board of Trustees:
Trustee Rundell moved to approve Resolution 2017-6, Meeting Dates of the Board of Trustees.  Motion Seconded and Carried – Voice Vote – Unanimous.

Resolution 2017-7, Closing Dates for Calendar Year 2018:
Treasurer Knapke moved to approve Alternate Resolution 2017-7, Closing Dates for Calendar Year 2018.  Motion Seconded and Carried – Voice Vote – Unanimous.

Resolution 2016-3 and 2016-4 Revised:
Trustee Rundell moved to approve Resolution 2016-3 and 2016-4 Revised, a Resolution revising the revenue and expenditure budgets of the Glen Ellyn Public Library for the Fiscal Year beginning January 1, 2017 and ending December 31, 2017.  Motion Seconded and Carried – Roll Call Vote – Unanimous.

Approval of New Salary Scale:
Trustee Burgess moved to approve the new salary scale effective January 1, 2018.  Motion Seconded and Carried – Roll Call Vote – Unanimous.

EXECUTIVE SESSION:
At 8:48, 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.

ADJOURNMENT:
At 8:48pm, Treasurer Knapke moved to adjourn the Library Board Meeting. Motion Seconded and Carried – Voice Vote Unanimous.

Meeting adjourned at 8:49pm.

Maria Tachna
Business Manager