CALL TO ORDER:
President Crawford 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: Andre Wright

Trustees Absent:
Diana Foth

The chair declared that a quorum was present.

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

AUDIENCE PARTICIPATION:
Stephanie Rivera, Youth Department Director, gave a brief presentation to the Board. Stephanie handed out an organizational chart listing the department’s 11 staff members, comprising of 5 full-time and 6 part-time employees. The department is working on increasing technology programming. Starting in January, the they will be holding a Google CS First Club which is a coding class for 4th-6th graders utilizing a program called Scratch. The Youth Department also offers two different Minecraft programs, one geared to more entry level kids, and the other for a more intermediate level, building upon their current knowledge and experience. For Middle Schoolers, a new weekly program titled Bloxels Workshop will be introduced where users learn how to design their own video games. The Youth Department is investigating ways to tweak special needs programming. For example, Sensory Storytime has evolved into Sensory Saturdays, a program geared more to hands on and interactive sensory play. The department continues its involvement with the community with programs such as hosting YMCA camps biweekly in the summer, allowing us the opportunity to see and serve a population we haven’t yet.

Bill Wilson, from Shales McNutt, briefly presented the results of the bid opening for Phase III of the Library renovations. The project received a good turnout with about 70 bids coming in and managed to come in slightly under budget. After speaking to each of the low bidders as well as checking to make sure all the requirements were included in the bid packet, Bill is
recommending approval of the low bidders in the packet. Shales McNutt has previously worked with each of the contractors and has not had any prior issues.

**MINUTES OF PREVIOUS MEETING:**
Vice President Clouse moved to accept the minutes of the regular Library Board meeting on September 18, 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 $1,230 was paid to the Illinois Library Association for annual conference costs, $3,577 was paid to Klein, Thorpe and Jenkins for legal fees including reviewing the café contract and bid documents, $8,970 was paid to The Management Association of Illinois for the compensation review and study, $9,650 was paid to ASI Signage for the second half of the second-floor signage, and $4,410 was paid to Children’s Plus for summer reading prizes.

**FINANCIAL REPORTS:**
Treasurer Knapke moved to authorize expenditures for goods and services totaling $205,916.19 as listed in the October 2017 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.

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

**LIBRARIANS’ REPORTS:**
The Director discussed the various statistics for the month. The Library continues to see a small decline in usage. In September, adult database usage was down quite a bit, mainly due to Ancestry and Freegal. There was also a decline in the youth database, Tumblebooks.

237 tickets have been sold thus far for the Jungle Book Ball. The decorating committee has already started to create some décor used to transform the second floor. Tickets are still available for the November 4th event.

Work on the LINC migration to SWAN continues. Currently, mapping is being completed. RAILS had previously announced that they were going to freeze money, but have since learned they will be receiving funding from the state library and therefore giving SWAN an additional $95,000.

Library staff were well represented at the Illinois Library Association annual conference this year, presenting on Summer Meals at the Library as well as “Extreme Programming” which highlighted various programs the Library has held such as Whiskey & Words, Fake News, Next Chapter Book Club, and the Summer Reading Program.
The Friends of the Library quarterly update is included, highlighted recent and upcoming initiatives. An updated copy of the strategic plan is also included in the packet.

Vice President Clouse moved to accept the Librarian’s Report. Motion Seconded and Carried - Voice Vote - Unanimous.

NEW BUSINESS:
Approval of First Floor Circulation and Meeting Room Renovation Project Construction and Furniture in the Amount of $1.75M:
The total of low bids for the construction is $1,186,228, the total for Shales McNutt’s fees is $376,906, and the total for remaining furniture, permits, cleaning and architectural fees is $186,866, totaling $1.75M. The Board reviewed the Library’s funds as well as any future necessary capital projects. Discussion ensued. Secretary Rundell moved to approve the First Floor Circulation and Meeting Room Renovation Project Construction and Furniture in the Amount of $1.75M. Motion Seconded and Carried – Roll Call Vote – Unanimous.

Distribution of Library Director Evaluation Form:
President Crawford gave a brief description and synopsis of the evaluation process to the board. A copy of goals and accomplishments are attached to the evaluation form. The Board will email finished evaluations to President Crawford prior to the Board Retreat on October 28th.

OTHER BUSINESS:
Some topics for the retreat were discussed. Any others should be sent to Dawn so that she can assemble them and send them out.

ADJOURNMENT:
At 8:54pm, Treasurer Knapke moved to adjourn the Library Board Meeting. Motion Seconded and Carried – Voice Vote Unanimous.

Meeting adjourned at 8:55pm.

Maria Tachna
Business Manager