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: Diana Foth
- Trustee: Andre Wright

The chair declared that a quorum was present.

Library Staff Present:
- Library Director: Dawn Bussey
- Adult Dept. Director: Susan DeRonne
- Youth Services Dept. Head: Stephanie Rivera
- Circulation Services Dept. Head: Carrie Jeffries

AUDIENCE PARTICIPATION:
Joe Halter, IT Director, gave a brief presentation to the Board. Joe reviewed the IT staff with the Board. Currently, the department is comprised of a part time automation assistant, and a part time automation coordinator. Joe went on to describe the IT environment in the Library and the use of services from Wowway, Comcast, and the state of Illinois which enable up to 4,000 unique devices to connect to the Library’s wifi. Currently the IT department is moving the last of 50 staff computers to Windows 10. The IT Department also maintains 50 public computers, 16 cameras, 4 flat panel TV’s for marketing, and some of the credit card terminals. Joe went on to discuss ransomware threats, security measures put in place, and recovery plans if necessary.

MINUTES OF PREVIOUS MEETING:
Treasurer Knapke moved to accept the minutes of the regular Library Board meeting on August 21, 2017 as amended. Motion Seconded and Carried – Voice Vote Unanimous.

Vice President Clouse moved to accept the minutes of the Personnel Committee meeting on September 6, 2017. Motion Seconded and Carried – Voice Vote Unanimous.

Trustee Foth moved to accept the minutes of the Budget Committee meeting on September 12, 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. September includes three pay periods. Of particular note, the expenditure of $15,068.75 was paid to Product Architect for architectural drawings, $5,297 was paid to Creekside Printing for the quarterly Guide, $13,215.62 was paid to Rivistas for magazine subscriptions, and $1,804.15 was paid to Amazon for keyless entry system components.

FINANCIAL REPORTS:
Treasurer Knapke moved to authorize expenditures for goods and services totaling $296,286.10 as listed in the September 2017 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.

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

LIBRARIANS’ REPORTS:
The Director discussed the various statistics for the month. Web site visitor sessions increased 20% for the month, 5% for the year, Adult Programming attendance increased 188% for the month, 9% for the year, Young Adult Programming attendance increased 167% for the month, 24% for the year, and home deliveries increased 11% for the month, 15% for the year. Director Bussey reviewed 20 years of data comparing the circulation of the Glen Ellyn Public Libraries to other area libraries.

New permanent signage for the 2nd floor has been installed. Signage for the 1st floor will wait a bit for the renovation. Jungle Book Ball tickets are on sale and doing well. Currently 210 tickets have been sold with a maximum of 300 available. Whiskey Acres will be donating the liquor for the ball. Both the Adult and Youth Departments reached and exceeded their reading goals. The Friends and the Foundation will each provide $1,000 to Supplies 4 Success. Summer Meals have concluded and 1,116 lunches were served. We will qualify for next year; however, after that, our participation will depend on having a school in our area that qualifies for the program.

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

COMMITTEES:
Personnel Committee:
The Personnel Committee met on September 6th, 2017 to review and discuss new personnel requests for FY2018. Vice President Clouse gave an overview of the process.

Budget Committee:
The Budget Committee met on September 12th, 2017 to review the 2018 levy and appropriation as well as the FY2018 expenditure and revenue budgets. Treasurer Knapke reported on the committee’s recommendation to transfer a small portion of the monies allocated to the Professional Development line to the Maintenance Repair and Replacement line. All other budget lines were reviewed by committee members.
NEW BUSINESS:

Resolution 2017-3 2017 Tax Levy and 2018 Operating Fund Appropriation:
Treasurer Knapke moved to approve Resolution 2017-3, a resolution establishing the 2017 tax levy and 2018 operating fund appropriation. Motion Seconded and Carried – Roll Call Vote – Unanimous.

Resolution 2017-4 and Resolution 2017-5, Establishing a Revenue and Expenditure Budget for FY 2018:
Treasurer Knapke moved to approve Resolutions 2017-4 and 2017-5. Motion Seconded and Carried – Roll Call Vote – Unanimous.

Approval of DAR Constitution Week Display:
Vice President Clouse moved to approve the DAR’s Constitution Week Display. Motion Seconded and Carried – Voice Vote – Unanimous.

Approval of DuPage Basket Brigade Drop-Off Location:
The Board held a discussion on the pros and cons of allowing the Library to be a drop-off location, but concluded that it does not fit the mission of the Library. President Crawford moved to deny the request. Motion Seconded and Carried – Voice Vote – Unanimous.

Approval of Early Library Closure on Saturday, November 4, 2017:
Treasurer Knapke moved to approve an early library closure on Saturday, November 4, 2017 at 1:00 PM to allow time to prepare the space for the Jungle Book Ball Event. Motion Seconded and Carried – Voice Vote – Unanimous.

OTHER BUSINESS:
Three news articles were shared by a trustee concerning libraries in Downers Grove, West Chicago and Evanston. Discussion ensued. Director Bussey explained various procedures that staff use to deal with issues.

ADJOURNMENT:
At 8:46pm Vice President Clouse moved to adjourn the Library Board Meeting. Motion Seconded and Carried – Voice Vote Unanimous.

Meeting adjourned at 8:47pm.

Maria Tachna
Business Manager