Glen Ellyn Public Library Board of Trustees
Meeting of January 15, 2018
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  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
Business Manager: Maria Tachna
Circulation Department Director: Carrie Jeffries
Adult Department Director: Susan DeRonne
Youth Department Director: Stephanie Rivera

AUDIENCE PARTICIPATION:
Ian Lashbrook, the Library’s Instructional and Business Outreach Librarian, gave a brief presentation to the Board. This month marks a year in which Ian has been offering Small Business Seminars to the Glen Ellyn Community. This week, Ian features a speaker who will talk about the Millennial generation in the workplace, which has sparked a lot of interest from the Chamber of Commerce and the Downtown Alliance. Ian also spoke about the new smart locks installed on the second floor study rooms in September and October. This allows staff to unlock the doors remotely. Google Home is also set up on the second floor, allowing staff to just ask google to unlock a door, streamlining the process even more. The last initiative Ian spoke about was opening a VR Room. His vision is to allow the member to “check out” the VR Room, enabling them to get their hands on the product and see what is available in this growing technology.

MINUTES OF PREVIOUS MEETING:
Treasurer Knapke moved to accept the minutes of the regular Library Board meeting on December 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, $630.78 was paid to College of DuPage for continuing education, $400 was paid to the Alliance of Downtown for the Stories with Serta program, $971.55 was paid to Amazon for STEAM programming supplies, $5,168 was paid to RAILS for the Credo Reference Database, $2,300 was paid to the Village of Glen Ellyn for parking spaces in the commuter lot for the year, $3,993 was paid
to American Banker's Insurance for flood insurance for the year, and $13,334 was paid to LINC for two months of service.

FINANCIAL REPORTS:
Treasurer Knapke moved to authorize expenditures for goods and services totaling $197,706.30 as listed in the January 2018 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.

Treasurer Knapke moved to accept the December 2017 Revenue and Fund Summary Report, and January 2018 Expenditure Reports. Motion Seconded and Carried - Voice Vote Unanimous.

LIBRARIANS’ REPORTS:
The statistical report shows only single digit reductions for the year, while many libraries in the surrounding areas are experiencing more. An RFP for the new café is up on the website and out to papers. It was also sent to a list of 5 different organizations. The newspaper ad will run the week of January 11th and January 18th. Interested parties will be contacted.

The Special Use for the Drive-Up Window was passed by the Village Board on January 8, 2018. As of tomorrow, the entire permit for the project minus the café, which must go to the health department for further review, should be ready. We are still waiting for a cost estimate on additional costs for outside work the village is requiring.

The SWAN migration is progressing. Test data will soon be available for staff. The SWAN PR Committee is working on the next public announcement; however, we have already mentioned it in the Guide and through Book Mark It. Staff are also working on "How to Receive Notices" brochure for the 155 current users utilizing Shoutbomb. The brochure will explain that Shoutbomb is going away, as well as offer other ways to receive notifications thereafter.

The ceiling in the Business Assistant's office collapsed down due to the light fixtures being fastened incorrectly. No staff were injured when the ceiling collapsed, and the office will be repaired quickly.

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

NEW BUSINESS:
Review of Economic Disclosure Statements from the County Clerk:
The Board filling out the annual economic disclosure statements.

Resolution 2018-1, A Resolution Regarding the Issuance of Non-Resident Library Cards:
Vice President Clouse moved to approve Resolution 2018-1. Motion Seconded and Carried – Voice Vote Unanimous.

Resolution 2018-2, A Resolution Updating the Anti-Harassment and Anti-Discrimination Policy to Conform to Illinois Public Act 100-0554:
Secretary Rundell moved to approve Resolution 2018-2. Motion Seconded and Carried – Voice Vote Unanimous.

Release of Executive Session Minutes:
Treasurer Knapke moved to release executive session minutes of April 17, 2017 while keeping the rest closed. Motion Seconded and Carried – Voice Vote Unanimous.

ADJOURNMENT:
Vice President Clouse moved to adjourn the meeting. Motion Seconded and Carried – Voice Vote Unanimous.

Meeting adjourned at 8:32

Maria Tachna
Business Manager
Glen Ellyn Public Library Board of Trustees
Meeting of February 19, 2018
7:30PM
Boardroom 3rd Floor

1. ROLL CALL

2. AUDIENCE PARTICIPATION
   A. Josh O'Shea, Young Adult Librarian, Adult Department
   B. Christina Keasler, Technology Librarian, Youth Department
   C. Public Comments

3. MINUTES OF THE PREVIOUS MEETINGS
   Regular Meeting -January 15, 2018

4. COMMUNICATIONS

5. OFFICER’S REPORTS

6. FINANCIAL REPORTS
   A. Expenditure Approval List*R
   B. Revenue Report*V
   C. Expenditures Report*V
   D. Fund Summary Report*V

7. LIBRARIAN’S REPORTS*V

8. COMMITTEE REPORTS
   A. Personnel*
   B. Policy*
   C. Budget*
   D. Facilities*

9. UNFINISHED BUSINESS

10. NEW BUSINESS
    A. Approval of FY 2017 IPLAR (Illinois Public Library Annual Report)*V
    B. Approval of LINC May 2018- October 2018 Budget*V

11. OTHER BUSINESS

12. ANNOUNCEMENTS

13. EXECUTIVE SESSION

14. ADJOURNMENT

Posted: Library Lobby
Mailed: Daily Herald
Delivered: Trustees

Potential Board Action on Items Marked with Asterisk*  V = voice vote  R = roll call vote