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

ROLL CALL:

<table>
<thead>
<tr>
<th>Trustees Present:</th>
<th>President:</th>
<th>Vice President:</th>
<th>Jill Clouse</th>
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<tr>
<td></td>
<td>Chris Crawford</td>
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<td>Treasurer:</td>
<td>Molly McGinnis Knapke</td>
<td>Secretary:</td>
<td>Barbara Rundell</td>
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<td></td>
<td>Andre Wright</td>
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<td></td>
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<td>Trustee:</td>
<td>Diana Foth</td>
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<td>Trustees Absent:</td>
<td>Shannon Burgess</td>
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The chair declared that a quorum was present.

Library Staff Present:

<table>
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<tr>
<th>Library Director:</th>
<th>Dawn Bussey</th>
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<tbody>
<tr>
<td>Business Manager:</td>
<td>Maria Tachna</td>
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<tr>
<td>Adult Dept. Director:</td>
<td>Susan DeRonne</td>
</tr>
</tbody>
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AUDIENCE PARTICIPATION:

Merrill Rajeck, treasurer of the Glen Ellyn Library Foundation, presented the Board of Trustees with a check for $50,000, which were proceeds from the Foundation’s Jungle Book Ball event held in November 2017. The donation will be used to build a café in the Phase III of the Library’s renovation.

Stephanie Blackwell, Marketing Coordinator, gave a brief presentation to the board. Stephanie passed out copies of the Library’s Annual Report as well as the Foundation’s Annual Newsletter. Stephanie focused on the major things happening in the Marketing Department. Stephanie is on the PR task force for the SWAN migration. They are currently working on a welcoming packet for the migrating libraries, which will include a notification brochure, an inflatable swan, and retractable banner. The Marketing Department is also working on posters and digital signage as well as headers for Facebook and Twitter concerning the SWAN migration. Marketing’s big project has been taking survey results from 2016 and 2017 and putting that information into quantitative data. This helps with programming, gives staff insight to what members liked and what they didn't, as well as how the library can improve programming. Members also suggest programming which allows staff to tap into members and understand what they are coming to the library for. 91% members rated programming positively and 56% rated it as excellent. The Marketing Department would like to do 11 or 12 surveys per quarter, with several going out in March already. Consideration is being given to go back and resurvey programs already surveyed to get some new perspective and new users.

Joe Hater, IT Director, gave a brief overview of an automated materials handler (AMH), and radio frequency identification (RFID) and what that would mean for the library. The AMH is a machine that sorts materials into bins when they are returned, relying on RFID tags placed inside the material. The tags do not have to be visible to scan, meaning that a whole stack
of materials can be checked out at once as opposed to individually. As far as implementation goes, everything in the library would need to be tagged with RFID tags, circulation units and self-check units would have to have new tag readers installed, and the sorter will have to be purchased. The advantages of adding a sorter to the library are: less shelving labor, quicker member check out at the desk and self-checks, materials will experience instant check-in, making the turnaround for materials faster, it may be more accurate, and it also enables on shelf inventory. The estimated amount needed for purchase is roughly $300,000 and is in the library’s capital improvement plan for 2019.

MINUTES OF PREVIOUS MEETING:
Vice President Clouse moved to accept the minutes of the regular Library Board meeting on February 19, 2018. 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, $6,500 was paid to Image One for two months of cleaning, $725 was paid to Abila for accounting software, $425 was paid to ITSE for a technology conference, $525 was paid to Management Association for an HR conference, $11,936 was paid to Library Furniture International for the deposit on furniture needed for the remodel, $414,075.77 was paid to Shales McNutt for project related costs thus far, and $5,532 was paid to Creekside Printing for printing of The Guide.

FINANCIAL REPORTS:
Treasurer Knapke moved to authorize expenditures for goods and services totaling $720,867.28 as listed in the March 2018 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.

Treasurer Knapke moved to accept the February 2018 Revenue and Fund Summary Report, and March 2018 Expenditure Reports. Motion Seconded and Carried – Voice Vote Unanimous.

LIBRARIANS’ REPORTS:
Statistics for the Library are slightly down, which is not unusual during periods of construction; however, there has been a slight uptick in e-material usage.

A roof leak was discovered on the portion of the roof that overhangs the construction project and has been investigated. It has to do with the volume of water that is shed off of the various roofs that all come together in that location. After consulting with both the roofer and BTC, the building consultant the library used for exterior renovations in 2010, it has been determined the library needs a more robust roofing system on the overhang at the entrance. The cost for these repairs will be approximately $12,600. The renovation project is behind schedule a couple of weeks. Painting has begun, but because of the shoring and steel reinforcements needed to be put in place, the rest of the project has fallen slightly behind.

Migration work for SWAN is continuing, and is approximately six weeks out. Once the migration is finished, it will mean that almost 10 million items will be in the collection. A separate resolution will have to be taken to the Village in order to dissolve LINC since the library is not its’ own IMRF agent. IMRF is stating that LINC is fully funded, but they are
unable to give the LINC libraries a statement as to what further costs there may be because it is based on actuarial tables and how long employees will work.

Rotary Club will provide $1,000 to the Bookstore on our behalf to pay for Summer Reading gift certificate prizes, and Kiwanis will provide $1,000 for Bus to Books.

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

NEW BUSINESS:
Approval of Additional Scope of Work for Exterior Concrete for Circulation and Meeting Room Renovation in the Amount of $45,993:
Secretary Rundell moved to approve the additional scope of work for exterior concrete for the circulation and meeting room renovation in the Amount of $45,993. Motion Seconded and Carried – Roll Call Vote Unanimous.

Approval of Additional Scope of Work for Snow Melt System for Circulation and Meeting Room Renovation in the Amount of $15,114:
Treasurer Knapke moved to approve the additional scope of work for the snow melt system for the circulation and meeting room renovation in the Amount of $15,114. Motion Seconded and Carried – Roll Call Vote Unanimous.

Approval of LINC Dissolution Resolution:
Secretary Rundell moved to approve the LINC Dissolution Resolution. Motion Seconded and Carried – Roll Call Vote Unanimous.

ADJOURNMENT:
Treasurer Knapke moved to adjourn the meeting. Motion Seconded and Carried – Voice Vote Unanimous.

Meeting adjourned at 9:34

Maria Tachna
Business Manager