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: Andre Wright
Trustee: Diana Foth
Trustee: Shannon Burgess

Library Staff Present:
Library Director: Dawn Bussey
Business Manager: Maria Tachna

The chair declared that a quorum was present.

AUDIENCE PARTICIPATION:
Jamie Simmons, the Library’s Materials Processing Department Head, gave a brief presentation to the Board. Jamie explained the flow of the Department as well as some of their basic responsibilities. Jamie spoke about some of the projects recently completed including an ENL (English as a new language) Collection. The collection was first created around 5 years ago, and includes many sets. Call numbers used often divided the sets, sometimes into as many as 8 different categories. Call numbers were reevaluated and changed to reflect the set or series title so that the collection can be grouped in a better way in hopes of seeing an increase in circulation. Jamie also touched on the SWAN migration and what that means for the department. Materials Processing will begin their freeze in the evening of April 17th, and will continue until May 1st. Data testing has been completed, and currently the department is making screen shots of each module so properties and functions will get carried over. Collection HQ will also have to be reworded to work with SWAN. After May 1 and GoLive Day, some cleanup projects will take place, like adding any additional codes SWAN uses as well as looking at all travel books and adjusting call numbers if necessary.

Brian Duffy and Danny Sronkoski gave a brief presentation to the Board proposing their café concessionaire agreement for their café, The Garden of Reading. Brian and Danny intend to keep things simple and small at first. Their goal is to keep their menu prices down, but offer a variety of seasonal items as well as baked goods, sandwiches, salads and soup. The plan will allow them to start small and slowly, and respond to customer and staff feedback and go from there.

MINUTES OF PREVIOUS MEETING:
Treasurer Knapke moved to accept the minutes of the regular Library Board meeting on March 19, 2018. Motion Seconded and Carried – Voice Vote Unanimous.

Vice President Clouse moved to accept the minutes of the regular Library Personnel meeting on April 5, 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, $603.04 was paid to Elizabeth Clower, $799.44 was paid to the Marriott Hotel, and $431.83 was paid to Sarah Kleiva for attendance at the PLA Conference for both, $1,280 was paid to the College o DuPage for radio advertising, $2,740 was paid to Bridgeall Libraries for annual Collection HQ, and $6,256.50 was paid to Provantage for toner supplies.

FINANCIAL REPORTS:
Treasurer Knapke moved to authorize expenditures for goods and services totaling $544,598.51 as listed in the April 2018 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.

Treasurer Knapke moved to accept the March 2018 Revenue and Fund Summary Report, and April 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 and database usage.

The construction project continues. The circulation workroom desks were moved today to the new space, and new pieces were added. Tomorrow phones will be moved, and a temporary circulation desk will be set up in a little piece of the lobby on Friday morning. The week of the 30th, members will start to be redirected to the back entrance. The architects have the final drawing of the café into the health department and village for final permits, and the concrete and asphalt work will begin sometime in May, depending on weather.

Migration work for SWAN is continuing, and is approximately two weeks out. Once the migration is finished, it will mean that almost 10 million items will be in the collection. Be aware if you still have the default PIN changeme or an alpha numeric PIN to change it to something all numeric before April 28th. As of April 28th, the Library will only be able to check things out in the offline system. The catalog will not be up until GoLive on May 1st and will be ugly as there will be duplication of records. SWAN estimates that when we come up online the system will contain approximately 2.6 million records, meaning there will be over a million duplicates. The deduping process will begin shortly after migration and a complete dedupe of the database will be run over the Memorial Day Holiday. Handouts about notices, how much larger the collection will be, auto-renewal information, and dates that are important are now all available.

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

COMMITTEE REPORT:
The Personnel Committee met in April and relayed information from it. According to the report and study recently done by the Management Association, the Library is paying below market value to personnel. Statistics provided from the Library show a 48.3% overall turnover rate and an average cost of hiring a new employee. Board Discussion ensued. The Personnel Committee recommends a new salary structure based on performance and length of service.
NEW BUSINESS:

Approval of Café Concessionaire Agreement:
Treasurer Knapke moved to approve the Café Concessionaire Agreement. Motion Seconded and Carried – Roll Call Vote Unanimous.

Approval of Marketing Project Proposal:
The Board discussed a marketing proposal from Grotto marketing which would develop a Marketing & Communications plan to execute Library goals. Inquiries for reference among other things were made. It was decided that the proposal be tabled until May when the proposal could be presented.

Review of Historical and Projected Future Building, Equipment and Materials Fund (BEM) Revenues and Expenditures:
The Board reviewed the historical and projected balances for the future Building, Equipment and Materials (BEM) Fund. Two different scenarios were passed out and discussed.

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

Meeting adjourned at 9:40

Maria Tachna
Business Manager