CALL TO ORDER:
Director Bussey called the meeting to order at 7:30 P.M.

ROLL CALL:

Trustees Present:
President: Chris Crawford  Vice President: Jill Clouse
Secretary: Barbara Rundell  Trustee: Diana Foth
Trustee: Shannon Burgess  Trustee: Andre Wright

Trustees Absent:
Treasurer: Molly McGinnis Knapke

The chair declared that a quorum was present.

Library Staff Present:
Library Director: Dawn Bussey  Business Manager: Maria Tachna
Adult Services Dept. Head: Susan DeRonne  Youth Services Dept. Head: Heather McCammond-Watts
Circulation Services Dept. Head: Carrie Jeffries

AUDIENCE PARTICIPATION:
Katie Scherer, President of the Friends of the Library presented the Library Board with their annual contribution; this year in the amount of $32,000. Katie also explained that the Friends have paid for the Annual Staff Service Awards, covers the expenses for the Ice Cream Social, and have committed $1,000 to the Read for SCARCE Summer Reading Program. The book sale is held every other month in the basement, and with a heavy volunteer staff and help from the maintenance department, everything runs very smoothly. The Friend’s annual campaign continues to be extremely successful. The Friends have also expanded their community outreach efforts, having over 65 families come down to basement and fill a bag with books at no cost to them as well as working with Amy Waters, the Youth Department School Liaison, to help with pairing up books to after school groups in need. They have also developed partnerships with PADS, Districts 41 and 89 homework clubs and are trying to partner with Bridge Communities.

Kim Grotto Howard, representing Grotto Marketing, a strategic marketing firm, gave a brief presentation on the Marketing Proposal submitted to the Board. Ms. Grotto has been a lifelong resident of Glen Ellyn and has worked with other nonprofit entities such as Duke University and Northwestern University. Ms. Grotto briefly went over the proposal and answered questions.

Carrie Jeffries, Circulation Department Head, gave a brief presentation to the Board. The Circulation Department is comprised of four full-time positions and 23 part-time positions. Many changes have taken place in the Circulation Department, the biggest of which has been the new renovation space. The new staff workroom is a much more efficient use of the space with having the book drop and drive up window within proximity of staff. The Circulation Department has also been working on the migration to SWAN. About 8 – 10 weeks prior to migration data testing had to be done to cover various circulation rules. As of May 1 – Go Live Day, everything
seemed to be working properly, despite some small issues with holds not migrating properly and pin number problems. More notifications are offered and done by robo call now as opposed to a personal phone call. Items are now auto renewed as long as it is not on hold for someone else with a limit of 5 times.

MINUTES OF PREVIOUS MEETING:
Secretary Rundell moved to accept the minutes of the regular Library Board meeting on April 16, 2018. Motion Seconded and Carried.

COMMUNICATIONS:
The Board reviewed the monthly correspondence.

OFFICER’S REPORT:
Vice President Clouse reported on the financials in May. Of particular note this month, $1,300 was paid to the Management Association for annual membership, $720 was paid to Cristobal Cavazos for staff Spanish lessons, $452 was paid to Dragon One for In-Service lunch, $2,378.40 was paid to RAILS to cover the annual fee for Boopsie, and $7,890.83 was paid to SWAN for two months of service fees.

FINANCIAL REPORTS:
Vice President Clouse moved to authorize expenditures for goods and services totaling $405,308.07 as listed in the May 2018 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.

Vice President Clouse moved to accept the April 2018 Revenue and Fund Summary Report, and the May 2018 Expenditure Report. Motion Seconded and Carried – Voice vote Unanimous.

LIBRARIANS’ REPORTS:
Director Bussey reviewed various library statistics for the month. Visits were slightly down in April compared to last year, but that usually happens during a construction period. Reference inquiries increased 2% for the month, adult database usage increased 7%, mostly due to more usage in Freegal, Hoopla, and Morningstar, youth database usage increased 173% for the month, mostly due to more usage in Tumblebooks, website usage increased 9%, and program attendance increased 17%. The 20-year statistical comparison will be available in August.

The migration to SWAN culminated with the Go-Live on May 1st. On the member side, this migration went as smoothly as one could hope. Library staff continue to assist with PIN number changes and with the variety of notices and means by which notifications are made. On the staff side, there have been a few bumps with holds and placing orders for new materials. SWAN staff have been very receptive in responding to help tickets quickly and efficiently. Work is still being done to dissolve LINC, but most Village Boards have passed the IMRF Resolution, Villa Park’s Village Board meeting is tonight.

The Construction project is progressing. New front doors were being installed earlier in the day, and the concrete still needs to be done. Some painting of the meeting room space and back hallway is being done, and café permits are almost complete with the Village and Health Department.

The 12th annual Ice Cream Social will be Monday, June 4th.

Vice President Clouse moved to accept the Librarian’s Report. Motion Seconded and Carried - Voice Vote - Unanimous.
UNFINISHED BUSINESS:
Approval of Marketing Project Proposal $15,000:
Vice President Clouse moved to approve the Marketing Project Proposal in the amount of $15,000. Motion Seconded and Carried – Roll Call Vote - Unanimous.

NEW BUSINESS:
Food Drive 2018:
Vice President Clouse moved to approve the ongoing collection of change for the Food Pantry. Motion Seconded and Carried – Voice Vote - Unanimous.

Approval of Non-Resident Card Formula:
Secretary Rundell moved to approve the Non-Resident Card Formula. Motion Seconded and Carried - Voice Vote - Unanimous.

Review Standards of IL Public Libraries, Chpt. 8 “Public Services: Reference and Reader’s Advisory” for FY2019 Per Capita Grant:
The Library Board of Trustees reviewed the standards and discussed Chapter 8 on Public Services: Reference and Reader’s Advisory of Illinois Public Libraries.

Annual Transfer of Surplus Operating Funds from Previous Year to BEM Fund:
Vice President Clouse moved to approve transferring $200,000 of surplus FY2017 operating funds to the BEM Fund. Motion Seconded and Carried – Roll Call Vote.

At 9:10, Vice President Clouse moved to adjourn the regular board meeting.

Meeting adjourned at 9:11.

Maria Tachna
Business Manager