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
Trustee: Shannon Burgess  Trustee: Diana Foth
Trustee: Andre Wright

Trustees Absent:
Treasurer: Molly McGinnis Knapke
Secretary: Barbara Rundell

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

AUDIENCE PARTICIPATION:
Susan DeRonne, Director of the Adult Department, gave a brief presentation to the Board. Susan handed out pictures of all Adult Department staff members, and discussed the various personnel changes this past year. There is a new Readers’ Advisory Librarian, a new Business Liaison and Instructional Librarian, a new weekend and evening Librarian, and a new Substitute Librarian which the Adult and Youth Departments share. Susan has been spending time training new staff as well as working with the new Youth Department Director, helping her get acclimated to the Library and community. Most recent time has been spent on the SWAN migration effort, preparing for it, and then once migrated, working on fixing the little bumps along the road. Susan has started attending SWAN DUX (Discover and User Experience) meetings trying to make sure the public catalog is as user friendly as possible as well as trying to ensure the migration itself is as easy as possible for members. Susan will continue to stay on the committee to do some usability testing on the public catalog in the fall. There have been a couple of database changes. More money is being spent at Hoopla so that members to not get turned away, and Kanopy, a new digital collection with the Criterion Collection, 15,000 documentaries, and a lot of the classics will soon be added. This new database will compliment Hoopla and Netflix very nicely.

MINUTES OF PREVIOUS MEETING:
Vice President Clouse moved to accept the minutes of the regular Library Board meeting on June 18, 2018. Motion Seconded and Carried – Voice Vote Unanimous.

COMMUNICATIONS:
The Board reviewed the monthly correspondence.

OFFICER’S REPORT:
Vice President Clouse reported on the financials in June. Of particular note this month, $955 was paid to the Illinois Library Association for staff memberships, $534.11 was paid to Hilton for employee conference expenses, $8,692.12 was paid to Bibliotheca, LLC for annual support on the self-check machines, $3,844.21 was paid to Today’s Business Solutions for annual support
on the Papercut system, $150,691.75 was paid to Shales McNutt for construction up to this point, $1,374.99 was paid to Provantage for toner supplies, and $11,836.25 was paid to SWAN for quarterly invoice.

**FINANCIAL REPORTS:**
Vice President Clouse moved to authorize expenditures for goods and services totaling $356,660.70 as listed in the July 2018 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.

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

**LIBRARIANS’ REPORTS:**
Director Bussey reported on statistics for the month. The door count is significantly lower, however, that is mostly due to the new counter being installed, and previously double counting some members. The new door counter should get everyone just once instead of multiple times and give the Library a more accurate count. Loans of materials is up 5% for the month, reference inquiries for the Adult Department increased 7% for the month, adult database usage increased 16% for the month, and overall program attendance increased 32% for the month. Other libraries are also noting the same trends.

A final punch list for the renovation was scheduled in the morning, but because construction is somewhat behind, this could not be the final list, but instead consisted of a 2-page bullet pointed list of everything that still needs to be finished. The mill work is still being completed, but café work has commenced. The first health department inspection was completed with no comments from the health department, and all equipment for the café has been ordered with the display case being on back order. The café vendors will need about 4-6 weeks to open once the library turns the space over to them.

The Fall Guide is currently being assembled, and the themes will be, “The Stories We Tell” and the Illinois Bicentennial. A variety of programming will be included.

The LINC draft audit has been reviewed. The LINC Board will meet in September for the final audit presentation, and then again after to cover the stub audit for May – August.

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

**NEW BUSINESS:**
**Release of Executive Session Minutes:**
Vice President Clouse moved to release executive session minutes of December 18, 2018 while keeping the rest closed. Motion Seconded and Carried – Voice Vote – Unanimous.

**Annual BEM Transfer in the amount of $500,000:**
Vice President Clouse moved to transfer $500,000 from the Operating Fund into the BEM Fund in accordance with the FY2018 budget. Motion Seconded and Carried – Roll Call Vote – Unanimous.

**OTHER BUSINESS:**
The Board discussed the upcoming fall retreat date. October 20th, 2018 at 9:00 AM was discussed and is subject to confirmation from the remaining board members.
ADJOURNMENT:
At 8:48 Vice President Clouse moved to adjourn the Library Board meeting. Motion Seconded and Carried – Voice Vote Unanimous

Meeting adjourned at 8:49

Maria Tachna
Business Manager