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

ROLL CALL:
Trustees Present:
President: Chris Crawford
Treasurer: Molly McGinnis Knapke
Trustee: Shannon Burgess
Trustee: Andre Wright
Vice President: Jill Clouse
Secretary: Barbara Rundell
Trustee: Diane Foth (arrived at 7:48)

Library Staff Present:
Library Director: Dawn Bussey
Business Manager: Maria Tachna
Circulation Department Director: Carrie Jeffries

AUDIENCE PARTICIPATION:
Amy Waters, Youth Department School Liaison, Katy Almendinger, Early Literacy Librarian, and Sarah Kleiva, Adult Department Outreach Librarian, gave brief presentations to the Board. Amy Waters highlighted School Card Services which enable schools in Glen Ellyn the use of a Library card. The Library has been able to fill various classroom collection requests thus far. Amy also spearheads the Family Literacy Group, which is a continuation of a joint district 41/GEPL partnership. This year, the group met twice a month for an hour and a half. The first Wednesday is GEPL led and focuses on parent/child use of the Library, and the third Wednesday is District 41 led and has a group component and a parent literacy component on navigating school and early childhood services. In the summer, Amy spearheads the Bus to Books program and coordinates summer meals. Amy is working on a presentation for ILA with the parent educator’s program and is gearing up for the book giveaway in December.

Katy Almendinger provides services to members age birth through preschoolers as well as providing outreach to 14 area preschools. Katy visited 77 classrooms this past year and reached out to over 1,200 kids. Katy has been focusing on kids with special needs or autism and has helped create a “Sensory Box” which is in the youth department and available for use at any time. The Library is partnering with Glenbard Early Childhood Collaborative and Dr. Dana Suskind, author and founder of Thirty Million Words Initiative, will be presenting in November at the Library. This year, Katy tried a baby and toddler clothing swap, where 54 people came to browse and wanted to know when it would be hosted again. The annual Preschool Fair will be held in November, and 14 preschools will be participating, the largest number yet.

Sarah Kleiva presented on outreach efforts in the Adult Department. Sarah focuses on serving the underserved including: seniors, people experiencing homelessness, home bound, adults with disabilities and refugees. Sarah discussed a few of her various programs including: “Tales and Travels” with Atria Senior Living which targets people with Alzheimer’s and dementia, Healthy Aging Week in September, and “The Next Chapter Book Club”. Sarah has partnered with the Youth Department to hold intergenerational story times at Atria Senior Living, has implemented a PADS bookshelf at First Presbyterian, and presented at ILA with Amy Franco on Library Libations and How to Plan a Successful Event.
MINUTES OF PREVIOUS MEETING:
Treasurer Knapke moved to accept the minutes of the regular Library Board meeting on September 17, 2018 as amended. Motion Seconded and Carried – Voice Vote Unanimous.

COMMUNICATIONS:
The Board reviewed the monthly correspondence.

OFFICER’S REPORT:
Treasurer McGinnis reported on the financials in September. Of particular note this month, $519 was paid to American Library Association for memberships, $996 was paid to the Bureau of Education for four youth employees to attend a conference, $7,500 was paid to Grotto Marketing for work on the marketing plan, $208 was paid to Utica National Insurance for Directors & Officer’s insurance, $1,199 was paid to Illinois Power Products for annual generator maintenance, $39,785.19 was paid to Shales McNutt for progress made on the renovation, $5,598.14 was paid to Children’s Plus for summer reading prize books, and $19,646.94 was paid to AV Techsource for the new AV system in the meeting rooms.

FINANCIAL REPORTS:
Treasurer Knapke moved to authorize expenditures for goods and services totaling $256,102.97 as listed in the October 2018 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.


LIBRARIANS’ REPORTS:
Director Bussey reported on statistics for the month. Loans of material increased 19% for the month, 6% for the year, holds placed decreased slightly for the month, however holds filled increased 55% for the month, SWAN items sent increased 37% and SWAN items received increased 58% for the month, adult database usage increased 10% for the month, 9% for the year, youth database usage has increased 48% for the year, program attendance increased 13% for the month, 1% for the year, and study room usage increased 6% for the month and 9% for the year.

Brian and Danny are working on opening the café as soon as they can, there will be a meeting tomorrow, and an updated timeline will be given.

Interviews are currently being held for the Marketing Specialist position at the library, and Kim from Grotto Marketing is sitting in on them. The Friends of the Library will be starting their annual letter campaign in October. SWAN has hired an outside person to spearhead their new strategic plan with one more session being held this upcoming Friday. There are still improvements that can be made on the staff side and on the member search side.

Secretary Rundell moved to accept the Librarian’s Report. Motion Seconded and Carried - Voice Vote - Unanimous.
NEW BUSINESS:
Review and Comparison of Library Usage Statistical Data:
Twenty years of statistical data for GEPL as well as other libraries we benchmark ourselves against was turned into graph format and provided. Key findings were summarized and discussed.

Review of FY2017-2019 Strategic Plan Progression
The current Strategic Plan along with accomplishments thus far listed under the part of the plan to which they correspond was included in the packet. The Board reviewed the plan and accomplishments.

Distribution of Library Director Evaluation Form:
President Crawford gave a brief description and synopsis of the evaluation process to the board. A copy of goals and accomplishments are attached to the evaluation form. The Board will email finished evaluations to President Crawford by November 5th.

ADJOURNMENT:
At 8:52 Vice President Clouse moved to adjourn the Library Board meeting. Motion Seconded and Carried – Voice Vote Unanimous

Meeting adjourned at 8:53

Maria Tachna
Business Manager