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: Shannon Burgess         Trustee: Diana Foth
Trustee: Andre Wright

The chair declared that a quorum was present.

Library Staff Present:
Library Director: Dawn Bussey
Circulation Services Dept. Head: Carrie Jeffries

AUDIENCE PARTICIPATION:
Joe Halter, IT Manager, gave a brief presentation to the Board. Joe reviewed some changes in staffing which took place this past year. James Holy recently started in the IT Department as a full-time Networking Associate, Justin Agee is a part-time Networking Assistant and aids in VR programming and videography, and Joey McKenna is a part-time Networking Assistant aiding in Apple software and hardware. The IT Department handles most things internally and rarely needs to call for outside support. The IT Department has been acting as a cyber security guard for staff and will be scheduling staff awareness training for next fiscal year.

MINUTES OF PREVIOUS MEETING:
Vice President Clouse moved to accept the minutes of the regular Library Board meeting on October 15, 2018. Motion Seconded and Carried – Voice Vote Unanimous.

Vice President Clouse moved to accept the minutes of the special Library Board meeting on October 20, 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, many staff were reimbursed for conference expenses, $2,356.80 was paid to Cintas for CPR & AED training, $6,500 was paid to Image One Facility Solutions for two months of cleaning, $1,239.02 was paid to Bott Roofing to repair some seams, $5,945.75 was paid to Marcomm Electric for the new electrical panel and café electrical systems, $1,556 was paid to Sound Inc. to fix some inside wiring problems and hook up a new phone for the café, $14,052.63 was paid to Rivistas
Subscription Services for magazine renewals and $4,130.54 was paid to Provantage for new laptops.

**FINANCIAL REPORTS:**
Treasurer Knapke moved to authorize expenditures for goods and services totaling $223,510.20 as listed in the November 2018 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.

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

**LIBRARIANS’ REPORTS:**
Director Bussey discussed the various statistics for the month. Loans of material increased 18% for the year, 7% for the month, reference inquiries increased 8% for the month, adult database usage increased 8% for the month, 9% for the year, youth database usage increased 7% for the month, 39% for the year, programming attendance increased 13% for the month, 2% for the year, and study room usage increased 19% for the month, 10% for the year.

Rachel Reiter, the new Marketing Specialist started on Monday, November 12th. Now that the Marketing Department is fully staffed, we are back on social media. Kim Grotto from Grotto Marketing will help mentor Rachel some and present to the board in December on the Library’s new marketing plan.

The Concessionaire for 3-7 Pathway Café distributed free samples on Election Day to advertise they will be open soon. If the health inspections pass, they will be able to begin to stock and prepare the space. They are planning on giving free samples at this year’s Holiday Walk and are hopeful to open for business on Monday, December 3rd. There will be a ribbon cutting scheduled in January.

LINC met on November 15th and was presented with the findings from the stub audit. Final checks were distributed, Glen Ellyn received just over $130,000, and the group was dissolved.

Director Bussey has been invited to a Director’s Summit in San Diego and will be attending December 5th - 7th. The Foundation is selling 20th anniversary ornaments at the Circulation Department while supplies last.

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

**NEW BUSINESS:**

**Resolution 2018-7, Meeting Dates of the Board of Trustees:**
Treasurer Knapke moved to approve Resolution 2018-7, Meeting Dates of the Board of Trustees. Motion Seconded and Carried – Voice Vote – Unanimous.

**Resolution 2018-8, Closing Dates for Calendar Year 2019:**
Vice President Clouse moved to approve Alternate Resolution 2017-7, Closing Dates for Calendar Year 2018. Motion Seconded and Carried – Voice Vote – Unanimous.
Approval of Revised Standards of Service Excellence:
Secretary Rundell moved to approve the Revised Standards of Service Excellence. Motion Seconded and Carried – Roll Call Vote – Unanimous.

EXECUTIVE SESSION AND ADJOURNMENT:
At 8:35, Vice President Clouse moved to adjourn the regular Library Board Meeting and move into executive session for the purpose of the Director's annual review. Motion Seconded and Carried – Voice Vote Unanimous.

Meeting adjourned at 8:36.

Maria Tachna

Business Manager