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

Trustees Absent:
Secretary: Barbara Rundell

The chair declared that a quorum was present.

Library Staff Present:
Library Director: Dawn Bussey
Business Manager: Maria Tachna
Youth Dept. Director: Heather McCammond-Watts

Others Present
Molly Hoerster

AUDIENCE PARTICIPATION:
Beth Clower, Instructional Librarian and Business Liaison, gave a brief presentation to the Board. Beth has recently added an e-newsletter for businesses in the community, and she passed out the most recent one. As of now, 38 people are subscribed to it, and Beth is working on increasing that number by facilitating communications between her and the business community and increasing one on one training with businesses in town. Beth is also working on updating the staff core competencies and creating LibGuides, an easy to use content management system which aids in sharing information and subject specific resources. Additionally, Beth is working on VR programming and plans to permanently house the Oculus Rift in the Lounge on the 2nd floor, allowing members to come to the information desk and see if it’s available, much like the Media Lab and Conversion Room utilization.

MINUTES OF PREVIOUS MEETING:
Vice President Clouse moved to accept the minutes of the regular Library Board meeting on December 17, 2018 as amended. 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, for FY 2018 payments, $2,900 was paid to HR Source for staff and management harassment training, $7,500 was paid to Grotto Marketing for the final installment of the marketing plan, $4,490 was paid to Product, LLC for architectural fees for the first floor renovation, $23,925 was paid to Kleen Air Service for air duct cleaning, and $7,972.28 was paid to Sweetwater for the upgraded AV sound system on the 2nd floor. In FY 2019, $2,250 was paid to Grotto Marketing for work on the microsite, $4,271 was paid to American Bankers Insurance for annual flood insurance, $6,500 was paid to Image One for January and February cleaning, $8,556 was paid to State Mechanical to replace the traps on refrigeration piping, and $10,787.76 was paid to Proquest for digital copies of the Chicago Tribune and Global News Stream.

FINANCIAL REPORTS:
Treasurer Knapke moved to authorize expenditures for goods and services totaling $370,186.64 as listed in the January 2019 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.

Treasurer Knapke moved to accept the December 2018 Revenue and Fund Summary Report, and January 2019 Expenditure Reports. Motion Seconded and Carried – Voice Vote Unanimous.

LIBRARIANS’ REPORTS:
Director Bussey discussed the various statistics for the month. Loans of material increased 27% for the month, 9% for the year, reference questions increased 7% for the month, adult database usage increased 5% for the month, 9% for the year, youth database decreased slightly for the month but has increased 30% for the year, program attendance increased 25% for the month, 1% for the year, study room usage increased 13% for the month, 11% for the year, and professional development increased 322% for the month, 24% for the year.

Director Bussey attended and presented at the Village Manager Supervisor’s meeting held at the Library on the history of what has been done with the building and goals and challenges of 2019. Information is being gathered for the fire panel replacement project. Along with replacing both fire panels, some improperly secured wiring will have to be replaced, and strobing will have to be synchronized to comply with current laws. Because this project will be more involved than previously thought, the Library will hire a consultant.

The Foundation has agreed to purchase a ShortEdition or Short Story Kiosk for the Library. The kiosk will have 3 buttons labeled, Children, General Public, and Spanish. Members will press the button and a short story is printed on thermal paper and dispensed. Initially, the unit will be in the newly designed lobby, but then it will go to other locations like Reserve 22, the Police Station, the Train Station, and schools.

Three things to talk about in the community are: Creative Bug, a new youth database, has been added, RB Digital magazines are available and include 123 different titles that are page for page, and the next Sensory Saturday is February 9th and the Library now has certified therapists come in during this time to chat with parents and caregivers.

Treasurer Knapke moved to accept the Librarian’s Report. Motion Seconded and Carried - Voice Vote - Unanimous.
NEW BUSINESS:
Review Economic Disclosure Statements from County Clerk:
The Board reviewed the Statement of Economic Interest which will have to be filed with the County Clerk by May 15, 2019.

Resolution 2019-1, A Resolution Regarding the Issuance of Non-Resident Library Cards:
Vice President Clouse moved to approve Resolution 2019-1, A Resolution Regarding the Issuance of Non-Resident Library Cards. Motion Seconded and Carried – Roll Call Vote – Unanimous.

Release of Executive Session Minutes:
Treasurer Knapke moved to release the executive session minutes dated July 16, 2018 while leaving all others closed. Motion Seconded and Carried – Roll Call Vote – Unanimous.

ADJOURNMENT:
At 8:27 Vice President Clouse moved to adjourn the Library Board Meeting. Motion Seconded and Carried – Voice Vote Unanimous.

Meeting adjourned at 8:28 pm.

Maria Tachna
Business Manager