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

ROLL CALL:
Trustees Present:
President: Molly McGinnis Knapke
Vice President: Diane Foth
Treasurer: Andre Wright
Secretary: Molly Hoerster
Trustee: Tim Brinker
Trustee: Shannon Burgess
Trustee: Karen Volk

The chair declared that a quorum was present.

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

AUDIENCE PARTICIPATION:
Michael Del Valle and Ann Van Vooren, CPAs from Lauterbach & Amen, LLP briefly reviewed the audit report for the fiscal year ended December 31, 2018. The Library once again received an unmodified opinion, which is the highest rank an organization can receive. The Management’s Discussion & Analysis, prepared by Library staff, was briefly overviewed. The MD&A provides the Library an opportunity to review and assess the overall financial condition and operation of the Library. Mr. Del Valle reviewed the Balance Sheet, Statement of Revenues and Expenditures, and the Statement of Net Position which consists of a combined fund report for the Library. The General Fund had a net increase of approximately $180,000 due to revenues coming in more than budgeted, and expenses coming in less than budgeted. Michael went on to discuss the implementation of GASB Statement No. 74, Financial Reporting for Post-Employment Benefit Plans Other Than Pension Plans, and GASB Statement No. 75, Accounting and Financial Reporting for Post-Employment Benefits Other Than Pensions. At this time the Library’s liability is immaterial and does not need to be recorded. Mr. Del Valle thanked the Finance Department for the preparation work and commented that it was very smooth.

MINUTES OF PREVIOUS MEETING:
Trustee Volk moved to accept the minutes of the regular Library Board meeting on May 20, 2019. Motion Seconded and Carried – Roll Call Vote Unanimous.

COMMUNICATIONS:
The Board reviewed the monthly correspondence.

OFFICER’S REPORT:
Treasurer Wright reported on the financials in June. Of particular note this month, $489 was paid to Air BNB for the hotel stay for the ISTE Conference, $625.39 was paid to ALA for staff membership dues, $723.60 was paid to Sign Identity for “Check the Library” banners, $1,524 was paid to Esscoe, LLC for the annual fire alarm inspection, $7,913.20 was paid to Image One Facility Solutions for carpet cleaning and monthly billing, $3,445 was paid to Ameriscan Designs, Inc. to replace the bulletin board in the Youth Department, $5,696 was paid to Creekside Printing for the quarterly printing of The Guide, and $22,091.25 was paid to Bond Trust Services Corporation for the biannual interest payment.
FINANCIAL REPORTS:
Treasurer Wright moved to authorize expenditures for goods and services totaling $214,757.75 as listed in the June 2019 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.


LIBRARIANS’ REPORTS:
Director Bussey reviewed the statistics for the month. Visits to the Library increased 1% for the month, loans of material increased 10% overall and e-materials saw a 34% increase for the month, and reciprocal borrowing increased 40% for the month. The Frozen Custard Social held Monday, June 10th was a huge success this year with well over 1,000 people participating.

The Fire Alarm Project Rep from Grumman and Butkus is continuing work on the fire panel replacement project document preparation. The Library attorney will need to review documents again before it goes out for bid. Grumman and Butkus is supposed to have the revised version to the Library by mid-June. The project bids should come to the Board in August for voting.

The Library has been selected to participate in a free day of branding and marketing consulting made possible by Prophet: Brand and Marketing Consultants on June 21st. The Marketing Department is looking for guidance with target marketing specific to these categories: middle school, high school, 20s and 30s somethings, unincorporated, and non-user stakeholders.

Two things to share with others in the community are: encourage people to sign up for the Library’s Summer Reading Program, Game On! Summer Challenge. The Library needs to accumulate 50,000 points in order to reach the goal so that $2,000, provided by the Foundation and Friends of the Library, can be donated to the Park District Scholarship Fund, which pays the fees so children who could not otherwise participate in park district programs are able to do so, and talk up the Check the Library campaign, and more specifically what the Library can offer to retirees.

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

NEW BUSINESS:
Review Chapter 3, “Personnel,” of Serving Our Public 3.0, Standards for Illinois Public Libraries for FY2020 Per Capita Grant Requirement:
The Board reviewed Chapter 3 and discussed that the Library does meet all the standards proposed.

Review Chapters 11-Appendices of “Trustee Facts File” for FY2020 Per Capita Grant:
The Board reviewed Chapters that discussed topics such as: fundraising, advocacy, public relations, trustee continuing education, and several appendices.

OTHER BUSINESS:
Review of FY2017-2019 Strategic Plan Progression:
The Board reviewed all the accomplishments the Library has achieved thus far on the strategic plan. As this plan comes to an end, Director Bussey will work with staff on creating a draft for a new strategic plan.
ANNOUNCEMENTS:
Executive Session for the purpose of Semi-Annual Review of Minutes both Written and Recorded was tabled until July.

ADJOURNMENT:
At 8:55 Trustee Volk moved to adjourn the Library Board Meeting. Motion Seconded and Carried – Voice Vote Unanimous.

Meeting adjourned at 8:56

Maria Tachna
Business Manager