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: Karen Volk
- Trustee: Shannon Burgess

The chair declared that a quorum was present.

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

AUDIENCE PARTICIPATION:
Jordan Martin, Project Manager from Grumman/Butkus Associates, gave a brief presentation to the Board on the Fire Alarm Upgrade Project bid results. Three bids were received the first week of August. Grumman/Butkus conducted interviews with the low bidder, Airport Electric and the high bidder, Sievert Electric. During the interview, they made efforts to uncover any apparent discrepancies on pricing and ultimately concluded that the difference in pricing on the project appeared to be anticipated labor hours. From the scope of these interviews, Grumman/Butkus found no reason for disqualifying the lowest bidder and deems the lowest apparent bidder as the lowest qualified bidder and is recommending awarding Airport Electric the project.

Amy Franco, Assistant Director of the Adult Department, gave a brief presentation to the Board. 14 total employees work in the Adult Department, 7 of which are full-time with 11 degreed Librarians. All employees work the information desk, most do collection development, and full-time staff have additional responsibilities and specialties. The Adult Department encourages staff to pursue interests, which enabled the Library to have 174 people at the Cat Café program and 76 people at Goat Yoga, with nearly 100 people on the waiting list. Some upcoming major programs includes: We <3 Our Book Clubs, which is an after-hours special event in February, and a panel discussion about the opioid epidemic moderated by Illinois State Rep. Terra Costa Howard with a panel of experts, including Mila Tsagalis, Director of the DuPage Narcan Program, Julie Trytek, Professor of Human Services at College of DuPage, Bob Listocki, Glen Ellyn Pharmacy Pharmacist, and Joe Scarpelli, Recovery Aficionado. Other initiatives the Adult Department is working on include social work in Libraries, NARCAN training, recertifying agents for passport processing, and rolling out Library Market, new event and meeting spaces reservation system. Over the next year, the Adult Department plans to find more ways to capitalize on the trust the Library has in the community and to continue to find unique ways to reach diverse populations.

Heather McCammond-Watts, Director of the Youth Department, Amy Waters, School Liaison, and Carrie Jeffries, Director of the Circulation Department, gave a brief presentation to the Board on the Library going Fine Free in 2020. Heather and Amy spoke of the families and individuals, usually the Library’s most underserved and at-risk populations, and the barrier that a library fine can create, and sometimes even the shame it can cause to the individual member.
Amy and Heather went on to explain that fines aren’t just a barrier to checking more materials out, they are a barrier to our members coming in to the Library at all. Removing fines would remove the barrier and would help staff work on all the other barriers that come into play, but the Library itself wouldn’t be one of them. Carrie Jeffries explained what happens with fines and fees currently and explained that members would still have to pay for a lost or damaged book, that this just means fines won’t accrue daily. Carrie explained that staff would have more time to talk about Library Services, instead of the $.20 fine and how it occurred. If the Library does go fine free in 2020, Glen Ellyn Public Library will be the 7th Library in SWAN to do so.

MINUTES OF PREVIOUS MEETING:
Vice President Foth moved to accept the minutes of the regular Library Board meeting on July 15, 2019. Motion Seconded and Carried – Roll Call Vote Unanimous.

Trustee Volk moved to accept the minutes of the Budget Committee Meeting as amended on July 8, 2019. Motion Seconded and Carried – Roll Call Vote Unanimous with Trustees Brinker and Hoerster abstaining.

COMMUNICATIONS:
The Board reviewed the monthly correspondence.

OFFICER’S REPORT:
Treasurer Wright reported on the financials in July. Of particular note this month, $695 was paid to HR Source for annual HR Roundtables and the annual Law Conference, $575 was paid to Parents as Teachers for staff to attend a conference, $23,496 was paid to Utica National Insurance Group for general insurance, and $4,901 was paid to Utica for Worker’s Compensation insurance. $6,421.14 was paid to Grumman/Butkus Associates for the fire alarm panel project, $15,762.66 was paid to DK Holdings for the radiator repair project, $24,325 was paid to State Mechanical, also for the fire panel project, and $7,000 was paid to LinkedIn for the annual subscription to Lynda.com.

FINANCIAL REPORTS:
Treasurer Wright moved to authorize expenditures for goods and services totaling $378,304.28 as listed in the August 2019 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.

Treasurer Wright moved to accept the July 2019 Revenue and Fund Summary Report, and the August 2019 Expenditure Report. Motion Seconded and Carried – Voice vote Unanimous.

LIBRARIANS’ REPORTS:
Director Bussey reviewed the statistics for the month. Visits to the Library increased 5% for the month, loans of material increased 5% for the month, 17% for the year with e-materials increasing 28% for the year thus far, reference inquiries increased 6% for the month, 4% for the year, adult database usage increased 22% for the month, total program attendance increased 25% for the month, 6% for the year, study room usage increased 22% for the month, and professional development increased 67% for the month, and 24% for the year. Game On: Summer Challenge and programming have been successful with the Library exceeding its goal. The number of participants slightly decreased from 2018, however the follow through and participation increased. The Fall Guide is out to mailboxes.

Three things to share with others in the community are: read the entire Guide from cover to cover, there is a number of new programs and great articles, attend either or both of the following programs: The Opioid Panel Discussion on September 19th or Human Trafficking and Our Community on October 17th, and, if available, come volunteer and help the Friends of the Library at their October 16th and 17th annual mailing.
Trustee Brinker moved to accept the Librarian’s Report. Motion Seconded and Carried - Voice Vote - Unanimous.

NEW BUSINESS:
Approval of Fire Alarm Upgrade Project in the Amount of $83,067:
Trustee Volk moved to approve the Fire Alarm Upgrade Project not to exceed $91,000 in total cost. Motion Seconded and Carried – Roll Call Vote - Unanimous.

Release of Executive Session Minutes:
President Knapke moved to release the executive session minutes dated December 17, 2018 while leaving all others closed. Motion Seconded and Carried – Voice Vote – Unanimous.

ANNOUNCEMENT:
The Board Retreat will be held on November 16, 2019 from 9 AM – 12 PM in the Board Room.

ADJOURNMENT:
At 8:58 Trustee Brinker moved to adjourn the Library Board Meeting. Motion Seconded and Carried – Voice Vote Unanimous.

Meeting adjourned at 8:59

Maria Tachna
Business Manager