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:
Dennis McCarthy, Building Engineer, gave a brief presentation to the Board. Dennis has been with the Library since December 2015. He is on call at the Library 24/7. Dennis manages a team of 4, all part-time, 2 over 20 hours per week, and 2 employees who work less than 20 hours per week. Dennis tries to ensure that there is one person from the Maintenance Department here all hours the Library is open. Dennis oversees over 50 vendors, some here daily, some monthly or quarterly and others on an as needed basis. Dennis's busiest time of the day is in the morning from 7 - 9:30. During this time, Maintenance tries to get to things in the public spaces, so they aren't in the way or interruptive once the Library opens. Dennis keeps a daily schedule with over 40 regular tasks on that schedule which gets rotated. The most challenging part of his job is the physical part as the building is 52,000 square feet not including the parking lot or outdoor areas. Along with the work the Maintenance Department does for all departments and members, they also help with special events, Friends of the Library events, and Foundation events.

MINUTES OF PREVIOUS MEETING:
Vice President Foth moved to accept the minutes of the regular Library Board meeting on June 17, 2019. Motion Seconded and Carried – Roll Call Vote Unanimous.

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

COMMUNICATIONS:
The Board reviewed the monthly correspondence.

OFFICER'S REPORT:
Treasurer Wright reported on the financials in June. Of particular note this month, $208.64 was paid to Air BNB for the hotel stay for the ISTE Conference, $623.50 was paid to ALA for staff membership dues, $1,800 was paid to HR Source for the final payment for the Staff Engagement and Satisfaction Survey, $871 was paid to ILA for multiple staff attending the conference in October, and staff memberships, $5,550 was paid to Lauterbach & Amen, LLP for work on the audit, $1,397.50 was paid to Klein, Thorpe and Jenkins for reviewing the fire panel.
construction documents, $2,604 was paid to Jacobs & Sons for the final installment on the parking lot resealing and coating, $2,079 was paid to Young’s Appliances for a replacement refrigerator for the meeting rooms and Summer Meals, $3,911.96 was paid to Today’s Business Solutions for annual maintenance and support on MyPC, Simple Scan stations and the coin towers, $2,340 was paid to Database LLC for annual subscription to A-Z Databases, $3,513.83 was paid to Provantage for toner supplies, and $1,193.85 was paid to VV2 Promotions for bags for members checking out multiple materials.

**FINANCIAL REPORTS:**
Treasurer Wright moved to authorize expenditures for goods and services totaling $210,622.35 as listed in the July 2019 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.

Treasurer Wright moved to accept the June 2019 Revenue and Fund Summary Report, and the July 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 8% for the month, loans of material stayed flat overall, but e-materials saw a 21% increase for the month, youth database usage increased 75% for the month, adult program attendance increased 105% for the month, 41% for the year thus far, and outreach increased 238% 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 advertisement has been reviewed by the attorney and is out for bid. There will be a mandatory pre-bid meeting on July 26th. The bids are due August 9th, and the consultant’s recommendation will be in the August packet.

The radiator project started today. This project had to wait until the warmer weather and heat was no longer needed for the building since the radiators had to be drained prior to the repair work. The project should take a few weeks.

Snack packs which were added to Summer Meals this year and made available through a partnership with the Glen Ellyn Rotary, both Glen Ellyn Kiwanis Clubs, Lion’s Club and Jr Women’s Club, have been very well received by the kids. Summer Reading participation is going extremely well, the Library is on track to surpass its overall summer goal.

A copy of the Employee Engagement and Satisfaction survey is included in the packet. Overall, the Library scored very well. There was 94% staff participation. 50% of staff are highly engaged (compared to the national average of 35%), 47% of staff are partially engaged, and only 3% are disengaged. Overall satisfaction at the Library is 86%, also above the national average. Pay was the one thing that scored low throughout the survey, and Director Bussey will be working on trying to budget a 4% merit-based raise with a 1% bonus pool for next fiscal year.

Three things to share with others in the community are: talk up the Check the Library campaign, and more specifically what the Library can offer middle school students, load the Libby App and download a book or audio book! It is easy to use and much less clunky than the previous way of downloading e-materials, and encourage people to sign up for the Library’s Summer Reading Program, Game On! Summer Challenge and log their materials and activities.

Trustee Volk moved to accept the Librarian’s Report. Motion Seconded and Carried - Voice Vote - Unanimous.
NEW BUSINESS:

Annual BEM Fund Transfer:
Trustee Volk moved to approve the annual transfer of $555,000 from the Operating Fund to the BEM Fund in accordance with the FY2019 budget. Motion Seconded and Carried – Roll Call Vote - Unanimous.

Approval of the Updated Harassment and Discrimination Policy:
Treasurer Wright moved to approve the Updated Harassment and Discrimination Policy. Motion Seconded and Carried – Voice Vote – Unanimous.

Approval of the Updated Media Production Policy:
Trustee Burgess moved to approve the Updated Media Production Policy. Motion Seconded and Carried – Voice Vote – Unanimous.

Approval of the DAR Constitution Week Display:
Trustee Volk moved to approve the DAR Constitution Week Display from September 17th – 23rd, 2019 on the 2nd floor of the Glen Ellyn Public Library. Motion Seconded and Carried – Voice Vote – Unanimous.

Approval of Partnership Agreement with Innovation DuPage:
Vice President Foth moved to approve the partnership agreement with Innovation DuPage. Motion Seconded and Carried – Voice Vote – Unanimous.

OTHER BUSINESS:

Establish Retreat Date:
The Board retreat date is scheduled for Saturday, November 16th from 9 AM – 12 PM to review the new Strategic Plan and education opportunity focusing on organizational management.

Review Services provided by the Digital Public Library of American (DPLA):
The Board reviewed the different services offered by the Digital Public Library of America and the Illinois Digital Archives.

EXECUTIVE SESSION:

At 8:48 Trustee Volk moved to recess the Library Board meeting and move into executive session for the purpose of Semi-Annual review of previous minutes and recordings being held in executive session. Motion Seconded and Carried – Voice Vote Unanimous

At 8:57 Vice President Foth moved to adjourn the Executive Session and recommence the regular Library Board Meeting.

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