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

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

Trustees Absent:
Shannon Burgess

The chair declared that a quorum was present.

Library Staff Present:
Business Manager: Maria Tachna

AUDIENCE PARTICIPATION:
Christina Keasler, Youth Assistant Director and Technology Librarian, gave a brief presentation to the Board. Christina briefly went over the staff in the Youth Department, which is comprised of 7 full-time and 4 part-time staff with 3 Substitute Associates shared with the Adult Department. Christina spoke of some new collection initiatives including Stack Packs, which consist of stacks of similarly themed books, American Girl dolls have been added to the circulating collection, and STEAM Kits are in the process of being added, which will include kits like "Building a Laptop" or "How to Make a Video Game.” The Youth Department has also increased their intergenerational programming to include programs like Senior Story Time or Fort Night with Parents. Christina spoke about increasing technology in programming such as a Smart Start program geared to 4-6 year old’s utilizing a program called “Code-A-Pillar to teach segment coding, Quiver Coloring Sheets which uses an app to scan a color page and bring it to life, and the use of the Google Expedition set which comes with equipment for 30 people so a classroom can have a virtual experience together. Christina also spoke of an upcoming program running January 9th – 12th, 2020, the Empathy Expo, in which the Library will partner with both Districts 41 and 89 which will feature building projects that make common things accessible for people with visual or print disabilities.

MINUTES OF PREVIOUS MEETING:
Trustee Brinker moved to accept the minutes of the regular Library Board meeting on August 19, 2019. Motion Seconded and Carried – Voice Vote Unanimous.

COMMUNICATIONS:
The Board reviewed the monthly correspondence.

OFFICER’S REPORT:
Treasurer Wright reported on the financials this month. Of particular note, $1,000 was paid to RJM Strategies for Active Shooter training to all staff, $499 was paid to Information Today
for a 3-day Internet Librarian Conference, $1,497 was paid to Utica National Insurance for additional cyber security and the umbrella premium, $3,815.46 was paid to Grumman/Butkus Associates for work on the fire alarm panel project, $1,287.69 was paid to Phoenix Woodworking Corporation for a countertop in the Circulation Department, $8,400 was paid to Bibliotheca for the annual service agreement for 4 self-checks, $5,731.06 was paid to Creekside Printing for the printing of The Guide, and $13,720.21 was paid to Rivistas Subscription Services for annual magazine subscriptions.

FINANCIAL REPORTS:
Treasurer Wright moved to authorize expenditures for goods and services totaling $212,745.87 as listed in the September 2019 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.

Treasurer Wright moved to accept the August 2019 Revenue and Fund Summary Report, and September 2019 Expenditure Reports. Motion Seconded and Carried - Voice Vote Unanimous.

LIBRARIANS’ REPORTS:
Business Manager Tachna briefly went over the statistics for the month. Usage of the drive up window increased 13% for the month, adult database usage increased 15% for the month, mostly due to high usage in eMediaLibrary checkouts, Lynda.com and Hoopla, program attendance increased 83% for the month, 9% for the year, outreach increased 177% for the month, and home deliveries increased 35% for the month, 25% for the year.

Prep work for the Fire Alarm Upgrade Project is under way. A new counter has been installed in the Circulation office space where the sorter would have gone. Tomorrow, the Game on Summer Challenge donation of $2,000 will take place at the Park District. Friends President, Katie Scherer and Foundation President, Kelley Kalinich will be there to present the big check.

Two things to talk about in the community are the upcoming “hot topic” adult programs planned – Understanding Opioids on September 19th, and Human Trafficking on October 17th, and “Check the Library” as a remote employee.

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

NEW BUSINESS:
Discussion of Café Agreement:
A 30-day notice has been given by the café, and as stated in the notice, the last day of operation as 3/7 Pathway will be October 9, 2019. After reviewing financial information from 3/7 Pathway, there is potential for the café to break even or possibly even make a profit if the Library were to absorb and run it. The Board was presented with the original Tax Levy and FY2020 Revenue and Expenditure budgets as well as an updated 2019 Tax Levy and FY2020 Revenue and Expenditure budgets to demonstrate the increased staff and supply expenditure as well as the increased revenue stream if the Library were to absorb the cafe. Discussion ensued. The Board agreed to table the discussion so more time could be given to think about their decision and for the Library to answer some additional questions. The Board will hold a Special Meeting on Monday, September 30th at 7:30 PM to decide on a course of action.
ADJOURNMENT:
Trustee Volk moved to adjourn the meeting. Motion Seconded and Carried – Voice Vote Unanimous.

Meeting adjourned at 9:02

Maria Tachna
Business Manager