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: Karen Volk

Trustees Absent:
Shannon Burgess
Tim Brinker

The chair declared that a quorum was present.

Library Staff Present:
Library Director: Dawn Bussey
Business Manager: Maria Tachna
Circulation Director: Carrie Jeffries

AUDIENCE PARTICIPATION:
Maria Tachna, Business Manager, gave a brief presentation to the Board. Maria spoke of some initiatives the Business Department has pursued this past year. The Business Office has implemented some new onboarding practices to help retain and lessen employee turnover. Some of the new practices include sending a welcome letter prior to an employee’s start date, putting together a welcome bag to include items such as the employee’s library card, name tag, chocolate bar, $5 café voucher, and a GEPL giveaway like a metal straw or travel mug. The Business Office is also starting to conduct 30, 60, and 90-day new employee checks to find out how new employees are acclimating to their positions and if they have any questions or concerns. The Business Office is in the process of implementing a service from the bank called Positive Pay. This is an added internal control to help protect the Library against fraudulent checks. Each month, a file will be uploaded to Wheaton Bank which will list the date, amount, and payee of all checks cut, and the bank will verify that information as checks are cashed to ensure that the check is not fraudulent. If one of those items does not match, the bank will hold the check until the Library is able to verify that the check is legitimate. And recently, the Business Office has had to create a number of new accounts in the accounting software system in order to track revenues and expenditures in the café.

Joe Halter, Director of the IT Department, gave a brief presentation to the Board on purchasing two new self-check machines for the main lobby. Three self-check machines were purchased in 2013 for $15,000 each, and one additional machine was purchased in 2014. 3M, the company the Library originally purchased the machines from, is no longer in business and Bibliotheca has taken over. The current self-checks are built well, but the internal Windows 7 computers are aging and failing and being replaced under our current support contract. If the Library were to purchase two new self-checks, they would have an
updated style, a smaller footprint, larger screen, and be more ADA friendly. There would also be room for marketing graphics on the screen, and ultimately, the Library might be able to post events from the calendar. The cost of two machines would be approximately $23,000, which is a good price compared to what others have paid.

MINUTES OF PREVIOUS MEETING:
Trustee Volk moved to accept the minutes of the regular Library Board meeting on September 16, 2019. Motion Seconded and Carried – Voice Vote Unanimous.

Secretary Hoerster moved to accept the minutes of the special Library Board meeting on September 30, 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, $1,314 was paid to Illinois Library Association for multiple staff to attend the annual ILA Conference, $1,873 was paid to Utica National Insurance Group for workers compensation insurance after their annual audit was complete in July, $5,000 was paid to 3/7 Pathway Café for the café buyout, $1,170 was paid to NPN Carpet Installation for new carpeting in the multi media room, $4,043 was paid to State Mechanical for the repair of three leaky unions and repair of the VFD cooling fans, $5,483 was paid to RAILS for the annual CREDO Reference Database, and $5,490 was paid to Tumbleweed Press for the annual subscription to Tumbleweed.

FINANCIAL REPORTS:
Treasurer Wright moved to authorize expenditures for goods and services totaling $223,923.88 as listed in the October 2019 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.

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

LIBRARIANS’ REPORTS:
Director Bussey briefly went over the statistics for the month. Visits to the Library increased 9% for the month, usage of the drive-up window increased 6% for the month, loans of material increased 10% for the month and 13% for the year, reference inquiries increased 11% for the month and 3% for the year, adult database usage increased 11% for the month, youth database usage increased 14% for the month, and outreach increased 192% for the month and 7% for the year.

Director Bussey has been asked to present at the October 28th Village meeting that includes the 1st Reading of the Levy, rather than presenting earlier during budget workshops, and has been given five minutes to present. She will talk about the great things the Library has accomplished in 2019, and some things that the Library is planning on doing in 2020.

Three things to talk about in the community are the upcoming October 28th Village meeting at 7 PM for the 1st reading of the levy, the second reading of the levy will be November 12th at 7PM, and let people know that making purchases at the café supports the Library.
Secretary Hoerster moved to accept the Librarian’s Report. Motion Seconded and Carried - Voice Vote - Unanimous.

NEW BUSINESS:
Approval of Purchase of New Self-Check Machines in the Amount of $22,875.44:
Treasurer Wright moved to approve the purchase of 2 new Self-Check Machines not to exceed $22,875.44. Motion Seconded and Carried – Roll Call Vote – Unanimous.

Approval of Appendix L – Loan Periods, Renewals and Fees:
Vice President Foth moved to approve the revisions to Appendix L – Loan Periods, Renewals and Fees. Motion Seconded and Carried – Roll Call Vote – Unanimous.

Distribution of the Library Director Evaluation Form:
A copy of the Director Evaluation Form is included in the packet. President Knapke asked that the rest of the Board fill out and return the form back to her no later than November 5th.

OTHER BUSINESS:
The Board Retreat will be November 16th, 2019 from 9 AM – 12 PM. The Board discussed possible agenda items such as going over the draft of the new strategic plan, having a session on organizational management for the 2020 Per Capita grant requirement, and having a general brainstorming session.

ADJOURNMENT:
Vice President Foth moved to adjourn the meeting. Motion Seconded and Carried – Voice Vote Unanimous.

Meeting adjourned at 9:01

Maria Tachna
Business Manager