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: Shannon Burgess
Trustee: Karen Volk

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:
Melissa Hilt, Community Engagement Librarian, gave a brief presentation to the Board. Melissa’s role is newly created this year, and she has been working to create some new partnerships as well as evolve and grow current partnerships. One of the main partnerships this past year was with the Park District and the Library’s Summer Reading Program, which enabled the Library to hold programming such as a community game night, or storytimes in the local parks. Storytimes were also provided for community events such as the Candy Cane Hunt and Boo Fest. Previously, it had been difficult to partner with Bridge Communities, but this past year, Melissa has been able to go to their quarterly meetings and bring in some new technologies the Library has acquired, and we have been able to offer programs for their educational nights. A new partnership with Metropolitan Family Services has started, and the Youth and Circulation Department are working together to get them a library card so that they can begin to utilize the services offered. Melissa is also in charge of booking all the in-house programming, like the Frozen Party with Anna and Elsa, which had over 300 people in attendance.

Katy Almendinger, Early Literacy Librarian, gave a brief presentation to the Board. Some of Katy’s duties include providing collections, services, and programming for children birth to 5. There are 14 preschools in Glen Ellyn, and a team of staff members provide storytime visits. In 2019, youth staff have provided outreach to 1,925 preschoolers, an increase of 634 from 2018. Every fall, the Youth Department hosts a Preschool Fair, this year it was expanded to include other service providers like the YMCA. In the winter, Katy attended Westminster’s Preschool’s Kindergarten Readiness panel to speak about the importance of certain kindergarten readiness skills and what an average day in kindergarten looks like. Katy was able to showcase the ways our Library supports kindergarten readiness like the 1K Club (1,000 books before kindergarten). So far in 2019, 12 kids have finished the 1K Club as opposed to previous years with only 1 or 2 children completing it. This year, Katy has started a new initiative and is offering CPDU eligible programs. These are programs that teachers can use to earn hours to renew their licensing. The topics chosen often overlap and appeal to parents of young children. In 2020, Katy is looking forward to hosting a
favorite children’s books program and developing GEPL University which will be a course guide of CPU credits for teachers.

MINUTES OF PREVIOUS MEETING:
Vice President Foth moved to accept the minutes of the regular Library Board meeting on October 21, 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, $1,147 was paid to the Marriott Hotel in Monterey for an employee to attend a 3 day conference, $2,674 was paid to OpenGov for the Library to create a statistical dashboard, $5,828 was paid to Image One Facility Solutions for monthly cleaning and carpet cleaning, $22,383 was paid to Bibliotheca, LLC for two new self-check machines, $5,880.89 was paid to Sound Inc. for a 50% down payment to upgrade the phone system, and $1,800 was paid to Marcel’s Culinary for the We <3 Our Book Clubs program.

FINANCIAL REPORTS:
Treasurer Wright moved to authorize expenditures for goods and services totaling $229,491.13 as listed in the November 2019 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.

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

LIBRARIANS’ REPORTS:
Director Bussey briefly went over the statistics for the month. Usage of the drive-up window increased 7% for the month, adult database usage increased 21% for the month, overall program attendance increased 1% for the month, 7% for the year thus far, meeting room usage increased 207% for the month, study room usage increased 9% and home deliveries increased 19% for the month.

The second reading of the Levy took place on November 12th and was approved with a 5 – 1 vote. Director Bussey gave an excellent presentation to the Village, and the Village board was thankful for everything the Library offers and for doing so in a fiscally responsible way. The fire alarm upgrade project is going smoothly, the Library is still waiting for the Village to return the drawings for the panel in the vestibule.

The Foundation Gala date is up in the air. The original plan was for November 7th, 2020, however the Park District is also thinking about having an event on the 7th. An alternative date is October 17, 2020.

Three things to talk about in the community are the Holiday Walk will be November 29th from 1:30 – 4:30 on the second floor of the Library, the Foundation will be selling ornaments and the Friends will be holding a booksale at the same time, and there is a new event calendar on the Library’s website.

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

**NEW BUSINESS:**

**Resolution 2019-5, Meeting Dates of the Board of Trustees:**
Trustee Burgess moved to approve Resolution 2019-5, Meeting Dates of the Board of Trustees. Motion Seconded and Carried – Voice Vote – Unanimous.

**Resolution 2019-6, Closing Dates for the Calendar Year 2020:**
The Board tabled Resolution 2019-6 until December.

**Approval of the Revised Internet Usage Policy:**
Trustee Brinker moved to approve the revisions to the Internet Usage Policy. Motion Seconded and Carried – Voice Vote – Unanimous.

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

**Approval of Property Appraisal Service for Insurance Purposes in the Amount of $7,500:**
Trustee Volk moved to approve the Property Appraisal Service for Insurance Purposes in the Amount of $7,500. Motion Seconded and Carried – Roll Call Vote – Unanimous.

**EXECUTIVE SESSION AND ADJOURNMENT:**
Trustee Volk moved to adjourn the regular Library Board Meeting and move into executive session for the purpose of the Director’s annual review. Motion Seconded and Carried – Voice Vote – Unanimous.

Meeting adjourned at 8:58

Maria Tachna
Business Manager