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: Shannon Burgess  Trustee: Karen Volk

Trustees absent:
Trustee: Tim Brinker

The chair declared that a quorum was present.

Library Staff Present:
Library Director: Dawn Bussey
Business Manager: Maria Tachna

AUDIENCE PARTICIPATION:
Joe Halter, Director of the IT Department, gave a presentation to the Board on cyber security. Joe went over some past cities which have had to pay large ransom amounts to hackers. In August, 22 towns in Texas got hit with ransomware. All towns used the same IT provider, showing that if the IT provider got infected, it would hit all the towns utilizing their service. Since 2017, 24 Libraries have been hit with ransomware, but this number is expected to grow and continue. Joe showed different examples of ways hackers are trying to infect computers and software, including erasing backups and taking down email and phones systems. The hope is that the establishment is unable to recover and willing to pay a significant ransom. Bartlett Public Library was the first library hit in the metro area. Joe has worked to create a solution to ransomware attacks utilizing back up media and a subscription to VEEAM. With this system, the estimated recovery time is approximately 1-2 hours for the Circulation Department front desks and the public reference desks. After that, it will take 1 long day to recover all the computers and servers. Joe recommends the Library stay here and hold for now.

MINUTES OF PREVIOUS MEETING:
Vice President Foth moved to accept the minutes of the special Library meeting on November 16, 2019. Motion Seconded and Carried – Voice Vote Unanimous.

Trustee Volk moved to accept the minutes of the regular Library Board meeting on November 18, 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, $744 was paid to the Illinois Department of Revenue for Sales and Use Tax, $4,940 was paid to Image One Facility for monthly cleaning and cleaning and waxing of all tile areas, $41,533.50 was paid to Airport Electric for the work on the fire alarm panel and project, $5,696 was paid to Creekside printing for the printing of The Guide, and $482,091.25 was paid to Bond Trust Services for the principal and interest payment on the BAB Bonds.

FINANCIAL REPORTS:
Treasurer Wright moved to authorize expenditures for goods and services totaling $709,828.49 as listed in the December 2019 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.

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

LIBRARIANS’ REPORTS:
There has been a slight delay in the fire alarm project, mostly due to timing with the village inspector going on vacation. Things should wrap up by next Monday. The remaining signage should be installed next Monday or Tuesday.

The work for the RAILS Census grant continues. The Library has been awarded the grant and should be receiving about $5,500. The Library is working with the Village and League of Women Voters to have a unified message as well as different levels of messaging.

Next summer the summer reading theme will be Paint Your Story: Summer Reading Challenge. This encompasses the Frida Kahlo exhibit and the community’s feedback from last year’s summer reading theme. The Children’s Resource Center will be the nonprofit the Library partners with.

Some marketing has been added to the new self-check machines. This is a long process, but more will be coming.

Three things to talk about in the community are: The next Library Gala will be October 17, 2020, mark your calendar to see the Library turned into a speak easy, fine free launches January 1, 2020, current late fee revenue is less than 1% of the Library’s revenue budget, and visit the electronic resource Creative Bug to find a project or learn a new craft and tell people about it.

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

NEW BUSINESS:
FY 2020 Per Capita Grant:
Vice President Foth moved to approve the FY 2020 Per Capita Grant. Motion Seconded and Carried – Voice Vote – Unanimous.

Resolution 2018-5 and 6 Revised:
Treasurer Wright moved to approve Resolution 2018-5 and 6, A Revised Resolution amending the expenditure and revenue budget of the Glen Ellyn Public Library for the Fiscal Year beginning January 1, 2019 and ending December 31, 2019. Motion
Seconded and Carried – Roll Call Vote – Unanimous.

**Review and Approve FY2020 – 2023 Strategic Plan:**
Trustee Burgess moved to approve the FY2020 – 2023 Strategic Plan. Motion Seconded and Carried – Voice Vote – Unanimous.

**Approval of Revised Salary Scale for FY2020**
Vice President Foth moved to approve the Revised Salary Scale for FY2020. Motion Seconded and Carried – Roll Call Vote – Unanimous.

**Resolution 2019-6, Closing Dates for Calendar Year 2020:**
Trustee Volk moved to approve Resolution 2019-6, Closing Dates for the Calendar Year 2020. Motion Seconded and Carried – Voice Vote – Unanimous.

**Salary Adjustment for Director:**
Trustee Burgess moved to increase the Library's Executive Director's Annual Salary upward 4.5% and award a one-time bonus in the amount of $3,000. Salary adjustment is effective as of January 1, 2020, the bonus is payable immediately. Motion Seconded and Carried – Roll Call Vote – Unanimous.

Meeting adjourned at 9:14

Maria Tachna

Business Manager