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:
Trustee: Shannon Burgess

The chair declared that a quorum was present.

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

AUDIENCE PARTICIPATION:
Beth Clower, Instructional Librarian and Business Liaison, gave a brief presentation to the Board on some of her accomplishments from the past year. Beth has created staff orientation training to include different modules with videos and helpful information included for new employees, and she has updated the core technology competencies for not only each pay grade, but also made it particular to each job title. Beth is working with Amy Franco on scheduling Lunch n Learns for internal training purposes with the first one scheduled in March on OneDrive. As a Business Liaison, Beth has created a L2B (Library 2 Business) newsletter which currently goes to 215 people with about a 50% open rate and 18% click rate. Beth just finished a collaborative program with the People’s Resource Center titled “Resume VS. The Robot” where 25 people came to learn how to write a resume that will make it past the robots and into the next round. Beth is currently partnering with Innovation DuPage and pushing services to business library card holders, like reserving a study room as opposed to checking out popular fiction or DVD’s. Beth is also currently working on increasing the usage of the media lab and utilizing a small survey after to make sure the community’s needs are being met.

MINUTES OF PREVIOUS MEETING:
Vice President Foth moved to accept the minutes of the special Library meeting on December 16, 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, $835.20 was paid
to Amy Franco for PLA Conference reimbursement, $1,450 was paid to Cordelia Anderson Consulting LLC for a presentation at the next staff In-Service Day, $4,704.71 was paid to Sound Inc. for the remaining payment on the phone system upgrade, $1,613 was paid to Young’s Appliances for a new oven in the lounge, $33,568.86 was paid to the Village for employee health insurance, $2,300 was paid to the Village for staff parking spots in the commuter lot, $4,475 was paid to American Bankers Insurance for annual flood insurance, and $16,376 was paid to Provantage for 16 new Dell computers.

FINANCIAL REPORTS:
Treasurer Wright moved to authorize expenditures for goods and services totaling $341,798.75 as listed in the January 2020 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.

Treasurer Wright moved to accept the December 2019 Revenue and Fund Summary Report, and January 2020 Expenditure Reports. Motion Seconded and Carried - Voice Vote Unanimous.

LIBRARIANS’ REPORTS:
The fire alarm project is almost done, the Library is just waiting on scheduling final connections with the elevators.

Our original request for $5,400 from RAILS for the census grant was first lowered to $3,100 has now been raised to $10,000. This increase will allow us to order Census t-shirts to increase awareness, add another iPad for outreach sessions and have more interpreters.

SWAN had a recent upgrade and receipts now say how much you save when you use the Library! The Marketing Department is working on getting it on self-checks next and e-mail.

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, the Friend of the Library will have a book sale this Saturday, January 25th, and receipts now have a total saved at the bottom, let people know to check their receipts.

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

NEW BUSINESS:
Review Economic Disclosure Statements from County Clerk:
The Board reviewed the Statement of Economic Interest which will have to be filed with the County Clerk by May 15, 2020.

Resolution 2020-1, A Resolution Regarding the Issuance of Non-Resident Library Cards:
Trustee Volk moved to approve Resolution 2020-1, A Resolution Regarding the Issuance of Non-Resident Library Cards. Motion Seconded and Carried – Roll Call Vote – Unanimous.

Approval of LWV 100th Anniversary Display:
Trustee Brinker moved to approve the LWV 100th Anniversary Display for as much as can be accommodated. Motion Seconded and Carried – Voice Vote – Unanimous.
OTHER BUSINESS:
Director Bussey explained that the Library’s BAB Bonds will be totally paid off this year. The plan is that next year’s levy, presented this year to the Board, would have a maintenance levy that it has never had. It would be a special fund just for the purpose of maintenance. By law, it is limited as to how much can be levied, but it would allow us to levy for about $240,000. Right now, we levy approximately $475,000 for bond payments, so taxpayers would still see a reduction in their tax bill.

EXECUTIVE SESSION AND ADJOURNMENT:
At 8:28 Trustee Volk moved to adjourn 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.

Meeting adjourned at 8:34

Maria Tachna
HR/Finance Director