

# Glen Ellyn Library Foundation

Board of Directors Meeting Minutes

Wednesday, May 5, 2021

## Call to Order

The meeting was called to order via Zoom conference call by President Kalinich at 9:16 a.m.

## Roll Call

Members present: President Kelley Kalinich, Library Director Dawn Bussey, Foundation Development Director Julie Evans, Treasurer Merrill Rajeck, Secretary Kelli Christiansen, and Directors Peter Cooper, Jim Meyers, Joli Murphy. Members absent: Tony DeCesare and Gary Still. Others present: Librarian Brenna Murphy (Zoom concierge) and Outreach Librarians Melissa Hilt, Tanya King, and Amy Waters.

## Introduction of Guests

Molly Mattaliano, Prospective Board Member, was invited by Director Murphy.

## Presentations

- A. ***Recognition of Judith Wagner for Years of Service to the Foundation***—President Kalinich thanked Judy for her twelve years of board service and presented the gift of a \$25 Library cafe gift certificate and bookmark created on the 3D printer from the Foundation Board.
- B. ***Recognition of Dawn Bussey “Hometown Hero” Award***—President Kalinich recognized Library Director Dawn Bussey’s recent commendation as “Hometown Hero” at Glen Ellyn Chamber of Commerce Community Awards for her tireless efforts on behalf of Glen Ellyn. The Glen Ellyn Library Foundation (GELF) purchased a \$100 Community Awards sponsorship in honor of Dawn.
- C. ***Glen Ellyn Public Library Outreach Librarians***—Outreach Librarians Melissa Hilt, Tanya King, and Amy Waters explained how an Outreach van would enhance their work. Benefits include increased visibility and professionalism, expanded offerings such as off-site meals for at-risk youth, increased access for hard to reach areas, enhanced ability to reach people where they live, more efficient materials/programs transport, easier restocking of Little Free Library, increased opportunity for community events and programs such as Farmer’s Market, Sidewalk Sale, story times, fairs, fitness programs, and partnering with community businesses and organizations. The anticipated cost of the fully outfitted outreach van is \$80,000.

## Approval of Previous Meeting Minutes: January 13, 2021

Secretary Christiansen moved, seconded by Director Meyers to approve the minutes as presented. Motion passed unanimously.

## Board President Report

As detailed in other items of the agenda.

## Treasurer Report

- A. ***Approval of Financial Report Fourth Quarter 2020***—Treasurer Rajeck reviewed the 4th Quarter 2020 report with the Board. Cash balance as of April 30, 2021, was \$5,088.10.

Market value of current assets as of April 30, 2021, totaled \$500,612.80. This reflected a return of 7.59% for the prior three months, a return of 45.91% for the prior twelve months, and a return of 7.26% since the Foundation was established in June 1999. Director Murphy reviewed the asset allocations. Secretary Christiansen moved, seconded by Director Murphy to accept the Financial Report as presented. Motion passed unanimously.

- B. ***Recommendation and Potential Action to Amend Foundation Bank Accounts***—The Foundation Financial Committee recommended changing the Foundation operating account to Glen Ellyn Bank & Trust while keeping the investment account with Schwab. Director Cooper moved, seconded by Treasurer Rajeck to amend the Foundation bank accounts as recommended. Motion passed unanimously.
- C. ***Amazon Smile Donations***—4th Quarter 2020 totaled \$34.97; 1st quarter 2021 not yet received.
- D. ***Contributions Since January 2021 Meeting***—The Foundation received \$1,132.57 in donations since the January 2021 meeting; total donations year to date = \$2,132.57.
- E. ***Filing of Annual Reports with the State of Illinois***—Treasurer Rajeck reported Foundation annual reports have been filed with the Internal Revenue Service (IRS) and Illinois Charity Bureau keeping the Glen Ellyn Library Foundation in compliance.

## **Library Director Report**

- A. ***Update Regarding Current Library Services and Operations***—Library Director Bussey reported the Library is open 65 hours per week including weekend hours on Saturday and Sunday. GEPL will move to normal pre-pandemic 68 hours per week later this year. Summer reading program with the “Read to Color Your World” theme will be online with World Relief as the community partner. Drive-up window experiences about 100 visits per day with positive feedback regarding this option. The Café is popular with increased walk-in traffic. The Foundation-funded technology kits have been popular; two new kits were created.
- B. ***Update Regarding the Short Story Kiosk***—The upgraded Short Story Kiosk with touchless controls is displayed in the Youth Department dispensing 130–150 stories per month. The kiosk will go on the road to schools and short story writing contests will resume when it is safe to do so.
- C. ***Review of Diversity, Equity, and Inclusion (DEI) Work***—Following the January 2021 DEI community conversations, Village Trustee Kelli Christiansen wrote an Executive Summary, and GEPL Marketing created a seven-minute summary video. Both have been widely shared and are posted on the Library website along with the DEI consultant’s Discovery Report. GEPL is hosting a program in June on affordable housing.
- D. ***Introduction of New Logos for the Library and Related Organizations***—GEPL is rolling out new logos for the Library, Friends, and Foundation.

## **Development Director Report**

- A. ***Update of PayPal Website Interface and Fees*** —Development Director Evans edited the PayPal donate button on the Foundation webpage, adding the option to pay processing fees and

make a recurring donation. With input from the Finance Committee, the “Donate to the Foundation” webpage section was updated.

- B. ***Update of Foundation Database Eleo Software***—Evans trialed the *Eleo* donor management software in 1st Quarter 2021 with good results and bought Eleo at a cost \$39 per month. There is no contract; Eleo can be cancelled anytime. Evans is populating the database with Foundation donor records in advance of the Outreach Campaign.
- C. ***Review of March and May 19, 2021, Meal Fundraisers***—The March 2021 Panera dinner fundraiser netted \$105.60. The next fundraiser is scheduled on May 19, 2021, at Barone’s of Glen Ellyn and includes a longer window of dining options.
- D. ***Update Regarding Cancellation of Silent Partners Contract***—With legal advice from Director Cooper, the Foundation cancelled the Silent Partners contract for auction services related to the cancelled 2020 Great Gatsby Gala. The Foundation did not receive any refund of the initial \$4,000 installment and is not liable for any future payments.

## **Old Business**

- A. ***Review of Library Outreach Needs and Fundraising Plans 2021 With Potential Action to Authorize Foundation Financial Commitment***—Library Director Bussey reported Friends of Library donated \$20,000 toward the 2021 Outreach Campaign and asked the Foundation to donate \$10,000 to accompany a \$10,000 anonymous donation from a Foundation supporter for an initial match of \$40,000 to start the Campaign. Campaign starts October 1, 2021, with a goal of raising an additional \$40,000 from the community. Evans and Bussey are working with GEPL Marketing on a Marketing/Media plan. Evans developed a list of local family foundations to approach. Director Meyers moved, seconded by Treasurer Rajeck to allocate \$10,000 from the Foundation for the 2021 Outreach Campaign. Motion passed unanimously.
- B. ***Discussion and Potential Action to Elect Joli Murphy As Foundation President***—Director Murphy was nominated for Foundation President with one caveat: her employer does not allow her to act as a signatory for the Foundation. Rajeck and Kalinich are signatories and can continue in this role. Directors suggested a review of bylaws. Secretary Christiansen moved, seconded by Director Meyers to elect Joli Murphy as Foundation President with the caveat that other board members serve as signatories and not her. Motion passed unanimously.

## **New Business**

- A. ***Presentation, Review, and Potential Approval of Annual Internal Financial Review***—The Finance Committee shared the 2020 Annual Internal Financial Review. Director Murphy moved, seconded by Secretary Christiansen to approve the 2020 Annual Financial Review. Motion passed unanimously.
- B. ***Review and Update of Foundation Naming Opportunities***—Development Director Evans presented the revised Foundation Naming Opportunities including two new items: Drive-Up Window and Engraved Paver Bricks. Current Naming Opportunities were adopted in November 2007. Directors suggested adding a \$5,000 item (third floor board room reduced from \$10,000) and increasing Drive-Up Window to \$7,500. Directors like the paver brick addition at a lower entry point such as \$250 (amount to be determined after further research). Director Meyers moved, seconded by Director Cooper to approve the Naming Opportunities with the edits. Motion passed unanimously.

## **Miscellaneous Announcements**

None.

## **Next Meeting**

The next meeting is scheduled for 9:15 a.m. Wednesday, September 1, 2021, in person at the third floor Library Board Room.

## **Adjournment**

There being no further business, Secretary Christiansen moved, seconded by Director Meyers, to adjourn the meeting at 11:38 a.m. Motion passed unanimously.