

# **Glen Ellyn Library Foundation**

## **Regular Meeting Minutes**

### **January 12, 2022**

#### **I. Call to Order and Roll Call**

The January 12, 2022, Regular Meeting of the Glen Ellyn Library Foundation Board was called to order at 9:18 a.m. in the Glen Ellyn Public Library third-floor board room. Present were President Joli Murphy and Secretary Kelli Christiansen and Board Members Peter Cooper (via phone), Kelley Kalinich, Molly Mattaliano, Jim Meyers, and Gary Still. Also present were GEPL Executive Director Dawn Bussey and Development Officer Julie Evans. Member Cooper was excused from 9:38–10:15 a.m. Member Kalinich left the meeting at 10:56 a.m. Absent was Treasurer Merrill Rajeck.

#### **II. Introduction of Guests**

Prospective Board members Gina Meyers and Marlene Slansky joined the meeting.

#### **III. Approval of Previous Meeting Minutes**

Member Still motioned and Member Mattaliano seconded approval of the meeting minutes from the November 3, 2021, regular meeting. Motion passed unanimously.

#### **IV. Board President Report**

##### **A. Thank Gary Still for His Service to GELF for the Past 15 Years**

President Murphy thanked Member Still for his service on the GELF Board. He was presented with a gift certificate to the library café.

##### **B. Ratification of December's Laser Cutter Expenditure**

Member Meyers motioned and Member Cooper seconded ratification of GELF's December 2021 expenditure of \$7,929.89 for a laser cutter. Motion passed unanimously.

##### **C. Foundation Updates: Highlights From 2021 and 2022 Outlook; Review of Mission Statement**

President Murphy highlighted accomplishments from 2021, including the funding of the outreach van. She commended Director Bussey on being the recipient of the 2021 Hometown Hero Award, and she thanked Member Kalinich for her previous service as GELF Board President. It was noted that 2023 marks the twenty-fifth anniversary of the founding of GELF.

#### **V. Treasurer's Report**

##### **A. Review and Approval of Financial Report**

With the absence of Treasurer Rajeck, President Murphy and Member Meyers reviewed the financial reports. Year-end Foundation assets totaled \$552,611.24. Year-end total market value of investments totaled \$536,656.08, a YOY increase of \$63,753.23. Checking Account balance as of December 31, 2021, was \$15,955.16, resulting from receipts of \$33,765.33 and expenditures of \$36,069.47. Schwab Investment Account balance as of December 31, 2021, was \$37,915.98

- B. Recap Contributions and Disbursements Since November 2021 Meeting  
Finance Committee Members Murphy, Rajeck, and Meyers met on November 19, 2021, to review asset allocation percentages. As of December 31, 2021, all allocations are within GELF parameters.

Member Kalinch motioned and Member Mattaliano seconded approval of the Treasurer's Report. Motion passed unanimously.

## **VI. Library Director's Report**

- A. Update Regarding Current Library Services and Operations and Summer Reading Program Partner

Director Bussey noted that the library is open full hours, that staffing has been challenging due to the pandemic and the Great Resignation, and that the library continues to offer both in-person and Zoom-based programming. The library's 2022 Summer Reading Program partner is the DuPage County Forest Preserve District.

- B. Update on Purchase of Laser Cutter

Director Bussey reported that the laser cutter has arrived and should be operational in the first half of the year.

- C. Update Regarding a Wish List for Future Projects

Director Bussey reviewed the current wish list. The Board discussed short-term and long-term projects and asked Director Bussey to present some details regarding a makers space and locker space for the May 2022 meeting.

- D. Outreach Van Procurement Progress

Director Bussey reported that supply chain issues have put the delivery date of the Outreach Van into question. She also noted that the original estimate of approximately \$50,000 has grown to roughly \$60,000. The Friends of the Library have committed an extra \$5,000 to help cover the increased costs. Member Kalinch motioned and Member Meyers seconded approval of up to \$10,000 in additional expenditure for the Outreach Van. Motion passed unanimously.

## **VII. Development Director Report**

- A. Updates on Outreach Van Campaign and Year-End Donations

Director Evans reported that donations in 2021 totaled \$38,628.67, including \$18,241.79 for the Outreach Van. She added that GELF received a total of 96 donations from 84 unique donors, including roughly 50 new donors.

- B. Ongoing Fundraising and GELF Highlights

Director Evans reported that 2021 fundraising efforts garnered roughly \$700 from dining fundraisers and \$725 from Giving Tuesday. In addition, fifteen people made naming or memorial gifts.

- C. GELF Awareness and Publicity highlights for 2021

Director Evans reported on various marketing and publicity efforts that took place during 2021, including regular Foundation digital and analog communications; events

such as the Fall Fun Fest; dining fundraisers; presentations to Glen Ellyn Rotary and Lions clubs; and various initiatives in concert with the Glen Ellyn Chamber of Commerce.

### **VIII. Old Business**

#### **A. Approval to Pay for Engraved Brick Order**

Member Meyers motioned and Member Kalinch seconded approval of up to \$1,000 to pay for engraved bricks, which will be used as naming opportunities for donors. Motion passed unanimously.

#### **B. Discussion on Gala Fundraising Ideas and Potential Dates**

The Board discussed various dates and fundraising initiatives for the next Gala. Member Mattaliano reported on research she conducted regarding various venues. As 2023 will mark the twenty-fifth anniversary of GELF, general consensus settled on looking at suitable dates for an event to be held during that year. No motion taken.

### **IX. New Business**

#### **A. Action to reappoint following Board Members terms:**

1. Joli Murphy for three years
2. Merrill Rajeck for three years
3. Peter Cooper for one year

Secretary Christiansen motioned and Member Mattaliano seconded to approve the reappointment of Members Murphy, Rajeck, and Cooper. Motion passed unanimously.

#### **B. Action to Approve Officers for 2022**

1. Joli Murphy, President
2. Merrill Rajeck, Treasurer
3. Kelli Christiansen, Secretary

Member Still motioned and Member Mattaliano seconded the reappointment of officers Murphy, Rajeck, and Christiansen. Motion passed unanimously.

#### **C. Setting Quarterly Meeting Dates**

The Board established the following meeting times and dates for 2022: 6:30 p.m. May 4; 9:15 a.m. September 14; and 6:30 p.m. November 2.

#### **D. Set Financial Review Committee Subcommittee for 2021 Financials**

Members Cooper and Mattaliano will help Treasurer Rajeck and Director Bussey review the 2021 financials. Date and time TBD.

#### **E. Approval to Reimburse the Library's Expense for 4Q20 (\$3,327.93) and 2021 (\$13,554.93) for the Development Director's Salary**

Secretary Christiansen motioned and Member Meyers seconded approval of a total of \$16,881.97 for the payment of the development director's salary for 4Q2020 and FY2021. Motion passed unanimously.

### **X. Miscellaneous Announcements**

None.

**XI. Adjournment**

The meeting adjourned at 11:22 a.m.