Glen Ellyn Public Library Board of Trustees
Meeting of March 20, 2023
3rd Floor Boardroom

CALL TO ORDER:
President Knapke called the meeting to order at 7:30 PM

ROLL CALL:
Trustees Present:
President: Molly McGinnis Knapke
Vice President: Tim Brinker
Trustee: Erin Micklo
Trustee: Susan Stott

Trustees Absent:
Treasurer: Karen Volk
Secretary: Molly Hoerster
Trustee: Maryanne Deaton

The chair declared that a quorum was present.

Staff Present:
Dawn Bussey  Library Director
Rachael Flewelling  Marketing Manager
Ann Marie Lindsey  Materials Processing Manager
Maria Tachna  Finance/HR Director
Maggie Thomann  Adult Department Director

AUDIENCE PARTICIPATION:
Rachael Flewelling, Marketing Manager, gave a brief presentation to the Board. Rachael presented a few items that the Marketing Department is currently working on. The largest item right now is the continued work with the Foundation for items needed for the Silver Ball. They are currently working with the Glen Ellyn Chamber, Downtown Alliance, and utilizing social media and the e-newsletter to get the information out. With the new electronic message board, the department has started looking at different types of promotion that could go there, deciding what graphics are most visible, and what people can see when they drive by. The Library has also started a Tik Tok account with the goal of reaching younger audiences by using recognizable, informal slang and trends. Some things that the Marketing Department will be working on soon include promoting the New York Times being available online for Glen Ellyn card holders and promoting 2023 Summer Reading: A Summer of Pop Art to Benefit the Glen Ellyn Food Pantry. Google Analytics will be changing the way they measure website hits from basing measurements on sessions and pageviews to measuring events and parameters beginning July 1, 2023.

MINUTES OF PREVIOUS MEETING:
Trustee Stott moved to accept the minutes of the regular Library Board Meeting on February 20, 2023. Motion Seconded and Carried – Voice Vote - Unanimous.

Trustee Micklo moved to accept the minutes of the Special Strategic Planning Meeting on February 27, 2023. Motion Seconded and Carried – Voice Vote – Unanimous.
COMMUNICATIONS:
The Board reviewed the monthly communications.

OFFICER’S REPORT:
President Knapke reported on In-Service staff strategic summit day on March 10th. The Board President thought the day went very well and it was great to get everyone’s ideas out. She also thought that the structure of the day along with the group was great.

President Knapke reported on the financials this month. Of particular note, IMRF employer contributions, $11,417.05 was paid to Gigtel for the new phone system installation and for the first month of service, $18,957.85 was paid to Schindler Elevator Service for the remaining payment for the elevator modernization project, $6,083 was paid to Atlas Logistics for a replacement refrigerator for the Cafe, $1,694 was paid to Bott Roofing for repair of roof and window leak, and $1,372.96 was paid to Provantage for toner.

FINANCIAL REPORTS:
President Knapke moved to authorize expenditures for goods and services totaling $264,900.58 as listed in the March 2023 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote - Unanimous.

President Knapke moved to accept the February Revenue and Balance Sheet, and the March 2023 Expenditure Report. Motion Seconded and Carried – Voice Vote - Unanimous.

LIBRARIANS’ REPORTS:
Director Bussey reviewed the statistics for the month. Things for the most part are on an upswing compared to the same month last year. Visits to the Library increased 39% for the month, 52% for the year, loans of materials increased 5% for the month, reference inquiries went up 63% for the month, 51% for the year, adult database usage increased 11% for the month, overall program attendance increased 99% for the month, 81% for the year, and study room usage increased 36% for the month, 42% for the year. We are still lagging from 2020 numbers.

The Director reminded board members to complete their economic statement of interest forms from the county. There is a fine if it is not filled out on time. The elevators are back up and running, and the new phones have been installed with only a couple of hiccups. IT is planning on recording something different so the robot voice is not the one answering. The app has been a great new feature added to this system.

There are only 54 tickets left for the Silver Ball. Make sure to get tickets if you want to go. The Friends of the Library had a great 2-day sale this past weekend, they have decided not to gather items for summer book packs and will instead focus on collecting items for the holiday book packs.

Director Bussey reached out to the Village concerning the Duane/Lorraine parking lot and the rental of spots for staff and if those spots could be moved a little closer up. At first, the Village responded no because of phases 2 and 3 of street scape, but the Director sent another note asking them to reconsider for a variety of reasons.

Trustee Stott moved to accept the Librarian’s Report. Motion Seconded and Carried – Voice Vote – Unanimous.
UNFINISHED BUSINESS:
Approval of Executive Director Annual Evaluation Form:
Vice President Brinker moved to Approve the Executive Director Annual Evaluation Form. Motion Seconded and Carried – Voice Vote – Unanimous.

NEW BUSINESS:
Approval of Master Planning Budget Estimate Services with Product Architecture + Design in the Amount of $8,500:
Trustee Micklo moved to Approve the Master Planning Budget Estimate Services with Product Architecture + Design in the Amount of $8,500 plus a 10% contingency. Motion Seconded and Carried – Roll Call Vote – Unanimous.

ADJOURNMENT:
At 8:18, President Knapke moved to adjourn the Regular Library Board Meeting. Motion Seconded and Carried - Voice Vote – Unanimous.

Meeting adjourned at 8:19

Maria Tachna
Finance and HR Director