

Glen Ellyn Library Foundation Board Meeting Minutes
Wednesday, April 5, 2023 at 6:30PM
Glen Ellyn Public Library 3rd Floor Board Room

- I. Call to Order and Roll Call: The April 5th, 2023 meeting was called to order at 6:45PM. Present were President Joli Murphy, Board Members Peter Cooper, Kelley Kalinich, Molly Mattaliano, Gina Meyers, Merrill Rajeck and Marlene Slansky. Jim Meyers joined via Zoom. Also present were GEPL Executive Director Dawn Bussey and GELF Development Officer Carrie Gowans. Absent were Board Members Kelli Christiansen and Tony DeCesare.
- II. Approval of January 2023 minutes. Motion to approve by Molly (with the removal of the word “agenda” from the document); seconded by Merrill. Motion passed unanimously.
- III. Board President Report
 - A. Thank you to the Board for all the work on the Silver Ball to date.
 - B. Thank you to the Library marketing group for increasing awareness regarding the Foundation during Library Week.
- IV. Treasurer Report – Review First Quarter 2023
 - A. Review and Approval of Financial Reports:
 - The Glen Ellyn Bank & Trust checking account held \$87,498.32 as of 3/31/23. The Schwab cash funds are \$1,870.61 after purchasing money market funds of \$42,417.32. Schwab investment assets were \$465,513.63 as of 3/31/23, up 5.53% from the last quarter (as compared to Vanguard’s balanced fund at 3.4%). Expenses for the Silver Ball will be paid out of the GE Bank & Trust. Kelley Kalinich motioned for approval, and Peter seconded. Motion passed unanimously.
 - Recap Contributions and Disbursements since last meeting: Deposits were \$93,508.96 and withdrawals were \$28,844.20. Our diversified portfolio stood up well in the 1st quarter. We have a very low-cost portfolio. A move into the Treasury money market fund gives us more interest income (in keeping up with inflation). The committee will schedule a meeting in May to reassess the portfolio asset allocation.
 - B. Filing with the State of IL in progress: June 30 deadline to file with the Secretary of State Charity Bureau. Financial Review Board Results (Refer to GELF Financial Review report 1/1/22-12/31/22)
 - A financial review of the GELF finances for calendar/fiscal year 2022 was conducted at the GEPL on Friday, 2/24,23. Participants: Dawn Bussey (GEPL Director), Kelley Kalinich and Marlene Slansky -GELF Board Members
 - This was NOT an audit, but a review of the financial transactions 1/1/22 – 12/31/22. GELF continues to use Charles Schwab (investments) and GE Bank & Trust (operations) bank accounts.
 - All areas of the review are appropriate and verified. Refer to the report for details.
 - Kelly suggested one person from the current review committee be on the committee next year for continuity (either Kelly or Marlene). Board agreed.
 - Financial Review report motion to approve by Peter; seconded by Joli. Roll call approval passed unanimously.
 - C. Insurance Coverage Payment
 - DNO done last July. Renew by July. Motion to approve July payment not to exceed \$1,000.
 - Motion to approve by Kelly; Merrill seconded. Roll call approval passed unanimously.
 - Merrill handled/rectified Silver Ball insurance check issue with Nolan Insurance.
- V. Library Director’s Report
 - A. Update on current library services and operations. Ice cream social 6/12. New makerspace librarian will help architects with maker space on the 2nd floor. Huge demand for study rooms to consider in the new plans. Filling several retired positions.
 - B. Staff appreciation award donation request: Asked for an award contribution of \$137.50. Peter moved to approve; Kelly seconded. Motion passed unanimously.

- C. Summer Reading: Warhol exhibit theme. Partnering with food pantry for donations, art classes, pop-up display. If hit reading goal, Dawn requested GELF for \$1,000 for the food pantry donation Motion to approve by Merrill; seconded by Kelly. Roll call approval passed unanimously.
 - D. Outreach van: Potential delivery by 4/30. Wrapper in the design process. Requesting approved \$10k for the additional cost of the van.
 - E. Peter asked if there were any formal complaints about book banning, etc. Dawn explained staff training to address. She has had some personal conversations with complainants.
- VI. Development Director Report
- A. Donor Relations: Current focus has been on soliciting / managing donors & donations for silver ball with input into Give Smart
 - B. Thank You Letters 2022: Annual letter about half done.
 - C. GELF Awareness and Publicity
 - Feature Billy Dalman, Robert Barry, Melissa Cliff
 - Consider featuring Molly M: What brought her to the Board and interest in SB chairperson
 - Next project: Website. Consider creating Bios on the board members.
 - Carrie suggested considering including a student on the Foundation.
- VII. Old Business
- A. Update on Silver Ball: Approx 50 auction items, 5 live items. Using Library resources to market raffle; permit now provided by Glen Ellyn for \$50 with a proof of insurance. Marlene will handle the permit purchase.
 - B. Board participation: Molly will send invitations for Anderson reception at 5:45 in Sycamore Room; includes Board members, Dan family and selected guests.
 - C. Tickets left: Will probably not sell out (Approx 50 tickets left). Ask friends to get the word out.
 - D. Marketing & video: Consider banners at the Civic Center. 2 videos in production.
 - E. Amount raised: Approx \$131,000 income to date. Our Board gave approximately \$20K in donations
 - F. Kelly motioned to approve up to an additional \$5,000 for expenses; Joli seconded. Roll call approved unanimously (minus Jim Meyers)
 - G. Sales Tax exemption form available to use for Silver Ball purchases to avoid sales tax.
 - H. Goals for Development Officer rescheduled for May/June
- VIII. New Business
- A. No New Business due to Silver Ball.
- IX. Miscellaneous Announcements – none.
- Celebration of Life for Midge Anderson April 8 from 3:00 to 5:00 at the Historical Society.
 - Kelly Christensen was reelected for a 4-year term as Village Trustee.
- X. Meeting Adjournment at 8:10 AM.