Glen Ellyn Public Library Board of Trustees  
Meeting of May 15, 2023  
3rd Floor Boardroom

CALL TO ORDER:  
called the meeting to order at 7:00 PM

ROLL CALL:  
Trustees Present:
President: Karen Volk  
Vice President: Erin Micklo  
Treasurer: Maryanne Deaton  
Secretary: Susan Stott  
Trustee: Mary Sue Brown  
Trustee: Kathy Slovick

The chair declared that a quorum was present.

Staff Present:
Dawn Bussey – Library Director
Christina Keasler – Youth Department Director
Ann Marie Lindsey – Materials Processing Manager
Maria Tachna – Finance/HR Director
Maggie Thomann – Adult Department Director

ELECTION OF OFFICERS:
Karen Volk Moved to nominate Karen Volk as President, Erin Micklo as Vice President, Maryanne Deaton as Treasurer and Susan Stott as Secretary. Motion Seconded and Carried – Voice Vote – Unanimous.

APPOINTMENT OF COMMITTEES:
Brief descriptions of the committees were presented. After discussion, the appointments were as follows:

Budget: Maryanne Deaton, Karen Volk, Susan Stott  
Facility: Karen Volk, Mary Sue Brown, Maryanne Deaton  
Personnel: Richard Jones, Erin Micklo, Kathy Slovick  
Policy: Richard Jones, Susan Stott, Erin Micklo  
Back up FOIA Representative: Mary Sue Brown

AUDIENCE PARTICIPATION:
Katie Scherer, President of the Friends of the Library, presented the Library Board with their annual contribution. This year, thanks to the hard work from the group, the total contribution given to the Library is $58,000. Ms. Scherer spoke briefly about how the Friends of the Library have been successful with the book nook in the library and the new way of inviting people in for book sales. The mission of the Friends of the Library (FoL) is to raise funds to supplement the Library's annual budget for materials, programs, and literacy initiatives in the local community. Not only does the FoL make an annual contribution, but they also contribute dollars for staff length of service awards, expenses accrued from the annual Ice Cream Social, and community outreach partnerships such as those made in conjunction with the Summer Reading program. The Friend’s annual campaign continues to be extremely successful, bringing in approximately $20,000. However, most sales come from book sales in the basement and in the Book Nook.
Theresa Lang, Library Services Director, gave a brief presentation to the Board. Theresa introduced the Library Services team, comprised of 6 full-time employees and 12 part-time employees. Library Services staff help check out materials, check in materials, shelve, and work as a concierge service, saying hello to everyone as they come in. Library Services staff also work with interlibrary loans and are in charge of meeting room reservations with outside groups. Theresa showed a short video of taking materials to the new lockers at the police station south of Roosevelt Road and explained the processes involved in completing a locker run. Theresa spoke about what is coming next within the context of the new strategic plan, including: looking for ways to encourage the use of the Library, being available to help other departments, helping those who use the library, and continuing to encourage and build up the Library Services team.

**MINUTES OF PREVIOUS MEETING:**
President Volk moved to accept the minutes of the regular Library Board Meeting on April 17, 2023. Motion Seconded and Carried – Voice Vote - Unanimous.

**COMMUNICATIONS:**
The Board reviewed the monthly communications.

**OFFICER’S REPORT:**
President Volk reported on the financials this month. Of particular note, $1,480 was paid to HR Source for an annual membership, $5,250 was paid to Amber Johnson for work on the strategic plan, $4,500 was paid to Beary Landscape Management for landscaping around the electronic message board, $4,000 was paid to Product LLC for the 2nd floor Maker Space planning project, $2,840 was paid to United States Fire Protection for testing to locate leaks in they dry sprinkler system, $2,380 was paid to Chocolaterie Stam for summer reading prizes, and $3,670 was paid to Sign Identity for the wrap on the Outreach Van.

**FINANCIAL REPORTS:**
President Volk moved to authorize expenditures for goods and services totaling $244,989.62 as listed in the May 2023 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote - Unanimous.

President Volk moved to accept the April Revenue and Balance Sheet, and the May 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 25% for the month, reference inquiries increased 54% for the month, adult database usage increased 13%, and program attendance increased 22%. Circulation seems to be just holding steady, but we are at about 80% of what we were pre covid. Some other directors are seeing a downtown in circulation, but there is an increase in the use of the space, which is also seen in the total amount of reference questions and wifi usage.

Director Bussey was recently elected to the ILA Board.

Three things to know are: be sure to complete FOIA and OMA training by July 15, Dawn will send a link, the annual ice cream social is Monday, June 12 at 7 PM, we need volunteers, and staff met with the architects today about the 2nd floor maker space and refresh and will be getting some numbers soon.
Mary Sue Brown moved to accept the Librarian’s Report. Motion Seconded and Carried – Voice Vote – Unanimous.

NEW BUSINESS:
Approval of Miscellaneous Services and Assistance upon Request – 2023 Engineering Proposal and Agreement $150 per hour with Engineering Solutions Team for an Amount not to Exceed $6,000:
Trustee Slovick moved to Approve the Miscellaneous Services and Assistance upon Request – 2023 Engineering Proposal and Agreement $150 per hour with Engineering Solutions Team for an Amount not to Exceed $6,000 plus a 10% contingency. Motion Seconded and Carried – Roll Call Vote – Unanimous.

ADJOURNMENT:
At 8:05, Treasurer Deaton, moved to adjourn the Regular Library Board Meeting. Motion Seconded and Carried - Voice Vote – Unanimous.

Meeting adjourned at 8:06

Maria Tachna
Finance and HR Director