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.

Public Present:
Molly McGinnis Knapke

Staff Present:
Dawn Bussey Library Director
Ann Lindsey Materials Processing Manager
Maria Tachna Finance/HR Director

AUDIENCE PARTICIPATION:
Beth Clower, the Community Services and Instruction Library, gave a brief presentation to the Board. Beth’s job has been updated to include some new job responsibilities, some of which include connecting community services that we do here and making them more visible here on the 2nd floor. Beth is working on the English as a New Language (ENL) and citizenship collections while working with marketing to create more visibility. Beth recently started partnering with World Relief to start up language classes, and she oversees and helps with tech one on one where anyone can sign up for a 45 minute one on one session. Beth is also involved with the Community Cupboard on the first floor and works with Theresa Lang, Rachael Flewelling and Melissa Hilt to keep the cupboard stocked. The Community Cupboard is run completely on donated money. Beth presented at the Rotary Club and Chamber of Commerce, and the Rotary Club did decide to support the Community Cupboard with a $2,500 grant.

J-nine Vaughn, Programming Librarian, gave a brief presentation to the board. In May, we hosted a Human Library where readers can borrow human beings serving as open books and have conversations they may not normally have access to. Every human book represented a group in our society that is often subjected to prejudice, stigmatization or discrimination because of their lifestyle, diagnosis, belief, disability, social status or ethnic origins. J-nine is planning future programs to bring in more of this type of programming. J-nine also spoke about expanding collaborations by reinstating John Wolaver for his Guitar for Beginners class as well as encouraging creative interactions and providing resources to the community.

Melissa Hilt, Community Engagement Librarian and Youth Programming Coordinator, gave a brief presentation to the Board. Melissa has worked to partner with the AAUW to lead a K – 5th Grader chromatography event and has partnered with OneInMath which is a free program run by high school volunteers for students in grades K – 3. This summer, GEPL served as a site for summer meals where kids ages 0 – 18 could come for a free meal. This past summer, we provided lunch and snackpacks for 49 days, serving 845 lunches and distributing 691 snackpacks provided by Kiwanis and the Glen Ellyn Food Pantry. Melissa and the Youth
Department have worked to partner with Marvelous Minds, the Forest Preserve District of DuPage County, the Glen Ellyn Park District, Morton Arboretum, and Shining Star Theater to bring a variety of programs to the Library.

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

Trustee Slovick moved to accept the minutes Budget Committee Meeting on August 14, 2023. Motion Seconded and Carried – Voice Vote – Unanimous.

COMMUNICATIONS:
The Board reviewed the monthly communications.

OFFICER’S REPORT:
Treasurer Deaton reported on the financials this month. Of particular note, $1,450 was paid to Illinois Library Association for 3 staff annual memberships and conference attendance for 3 staff, $4,300 was paid to Amber Johnson for consulting services, $2,931 was paid to Utica for auto insurance and the increased umbrella policy, $6,357 was paid to Hanover Insurance Group for Workers’ Compensation Insurance, $8,489.24 was paid to Cintas Corporation to inspect and test the emergency lighting throughout the Library, $4,274 was paid to Beary Landscape Management for turf and middle island repairs, $1,950 was paid to Team One Repair for label paper, $6,850.51 was paid to Dell Computers for a video camera server, 3 staff PC’s and spare staff monitors, $2,647.97 was paid to Provantage for a dell video laptop and video server drivers, and $4,616.64 was paid out of the Grant Fund to Amazon for 35 Fire tablets for the Digital Literacy Class for Seniors.

FINANCIAL REPORTS:
Treasurer Deaton moved to authorize expenditures for goods and services totaling $313,862.46 as listed in the August 2023 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote – Unanimous.

Treasurer Deaton moved to accept the July Revenue and Balance Sheet, and the August Expenditure Report. Motion Seconded and Carried – Roll Call Vote - Unanimous.

LIBRARIANS’ REPORTS:
Director Bussey briefly went over the statistics for the month of June. Visits to the library are up 6% for the month, noting an increased usage of the space, reference inquiries are up 37% for the month, adult database usage increased 17% for the month, website visitor sessions increased 45% of the month, WiFi usage increased 50% for the month, program attendance was up 156% and study room usage increased 21%. The building is being used, but the usage pattern is changing.

Christina Keasler is leaving to be director of Dixon public library effective September 14th and the Library will be going through the hiring process. Director Bussey handed out a pamphlet that detailed more of what RAILS offers. Rails is a library system which covers a huge geographic area.

Three things to know or share are: the makerspace is coming early 2024 – in preparation 3 programs are available this fall, the Haunted Library is happening again this year October 20th, and Warhol exhibit vouchers are still available.
NEW BUSINESS:
Approval of Masonry Waterproofing Project to Ward Construction in the amount of $43,720:
Treasurer Deaton moved to approve the Masonry Waterproofing Project to Ward Construction in the amount of $43,720 plus a 10% contingency of $4,370 if necessary. Motion Seconded and Carried – Roll Call Vote – Unanimous.

Approval of Product Architecture Contract for 2nd Floor Refresh in the Amount of $44,698:
Trustee Slovick moved to approve the Product Architecture Contract for the 2nd Floor Refresh in the Amount of $44,698 plus a 10% contingency of $4,470 if necessary. Motion Seconded and Carried – Roll Call Vote – Unanimous.

Approval of Shales McNutt Construction Management Contract for 2nd Floor Refresh for the Cost of Work Plus a Fee:
Trustee Stott moved to approve the Shales McNutt Construction Management Contract for the 2nd Floor Refresh for the cost of work plus a fee. Motion Seconded and Carried – Roll Call Vote – Unanimous.

Review Chapters 1 – 5 and Corresponding Appendices of Serving Our Public 4.0 Illinois Public Libraries, for the 2024 Per Capita Grant:
The Library Board reviewed Chapters 1 – 5 and the corresponding appendices of Serving Our Public 4.0 Standards for Illinois Public Libraries for the 2024 Per Capita Grant.

OTHER BUSINESS:
Retreat Date – October 28, 2023 1 PM – 4PM:
The Board Retreat Date is scheduled for October 28, 2023 from 1 – 4 PM. The Board suggested topics such as a building walk through, materials and AI, if there's something in particular the board would like to look at, pass on suggestions to Dawn.

A Meeting of the Kleintown Public Library: A Look Inside How to Run an Efficient and Effective Library Board Meeting presented by Carmen Forte Jr. of Klein, Thorpe & Jenkins:
The board continued to watch a portion of the video: A Meeting of the Kleintown Public Library: A Look Inside How to Run an Efficient and Effective Library Board Meeting which featured a mock board meeting. The board will continue to watch the remainder of the video at subsequent meetings.

ADJOURNMENT:
At 8:45 Trustee Stott moved to adjourn the Regular Library Board Meeting. Motion Seconded and Carried - Voice Vote – Unanimous.

Meeting adjourned at 8:46

Maria Tachna
Finance and HR Director