CALL TO ORDER:
President Volk called the meeting to order at 7:05 PM

ROLL CALL:
Trustees Present:
President: Karen Volk
Vice President: Erin Micklo
Treasurer: Maryanne Deaton
Trustee: Mary Sue Brown
Trustee: Richard Jones

Secretary: Susan Stott
Trustee: Kathy Slovick

Staff Present:
Dawn Bussey Library Director
Ann Marie Lindsey Materials Processing Manager
Sophie Kenney Youth Department Director
Maria Tachna Finance and HR Director
Maggie Thomann Adult Department Director

AUDIENCE PARTICIPATION:
Alexa Moffat, School Liaison Librarian, gave a brief presentation to the Board on behalf of outreach services in the Youth Department. Alexa works with Katy Schaper, and many of their efforts overlap. Alexa spoke about K-5 programs held at the Library such as BPAC parent events, revitalizing the homeschool programming with special tours for homeschool families. The Bus to Books program now serves 53 children in two groups, and this past year gave 221 books to children for them to keep. In the community, Alexa and Katy work with the preschools and schools for school visits and partner with the Glen Ellyn Children’s Resource Center. School visits have expanded this past year as well. At the two high interest days participated in, 115 children took part in making bristle bots. The short story kiosk is on the road again and spent about a month at Forest Glen, distributing 1,150 short stories. It will be going to Arbor View and Glen Crest. Alexa expanded on some outreach services Katy provides the schools. This past year, there were 71 visits from library staff to preschool classrooms, with 190 preschoolers from Forest Glen’s pre-kindergarten visiting in May. Alexa went into some 2024 plans including a District 41 Bilingual Resource Fair, increased Library or classroom visits, and an educator open house.

Tanya King, Adult Outreach Librarian, gave a brief presentation to the Board. Tanya has increased in person programming, partnering with the Park District for Bingo, monthly classic film showing and Trivia with the Beer Cellar twice a month. She also holds the Next Chapter Book Club and does in person programming at Atria and Brookdale, including Current Events
programming and voting registration drives. This year, Tanya has focused on the results from
the survey and now offers a wider variety of fun programming including weekly senior social
hour, weekly bingo, monthly donuts and bingo, and neurodiversity bingo with WDSRA with 40
individuals. The number of individuals attending has been growing which is in line with the
Library’s strategic plan. Tanya is looking to expand home delivery with a Mobile Library,
utilizing the outreach van to better serve members of the community. Tanya has written
several grants on behalf of the Library and has received $6,500 this year for a Digital Literacy
Grant for seniors.

MINUTES OF PREVIOUS MEETING:
Treasurer Deaton moved to accept the minutes of the regular Library Board Meeting on
September 18, 2023. Motion Seconded and Carried – Voice Vote - Unanimous.

COMMUNICATIONS:
The Board reviewed the monthly communications.

OFFICER’S REPORT:
President Volk reported on a virtual trustee training which took place in August. The training
spoke about Libraries being utilized as transformational spaces, EDI, getting staff out of the
building, having lunch programs, hiring a social worker instead of security guards, and trust
and relationship building.

Treasurer Deaton reported on the financials this month. Of particular note, $1,549 was paid to
HR Source for the Employment Law Conference, Evolving Manager Bootcamp, and
Supervisory Essentials, $1,551.96 was paid to Bountiful Home for holiday decorations,
$2,008.90 was paid to Klein Thorpe and Jenkins for legal services rendered, $43,720 was paid
to Ward Contracting & Building Restoration for the masonry project, $7,995 was paid to Hogan
Plumbing for root excavation from drainage pipes on the north side of the building, $1,213.63
was paid to General Parts, LLC for thermostat repairs on The Café’s oven, $1,750 was paid to
Library Market for annual library calendar software, $1,504.99 was paid to Advangate Bit
Defender for annual antivirus renewal, $2,588.07 was paid to Provantage for the third floor
sonic wall security license, $720 was paid to In/Out Board for the annual license for staff
status, and $10,785.18 was paid to WT Cox Information Services for the annual magazine
subscription.

FINANCIAL REPORTS:
Treasurer Deaton moved to authorize expenditures for goods and services
totaling $297,421.41 as listed in the October 2023 Expenditure Approval List.
Motion Seconded and Carried – Roll Call Vote - Unanimous.

Treasurer Deaton moved to accept the September 2023 Revenue and Balance
Sheet, and the October 2023 Expenditure Report. Motion Seconded and Carried
– Voice Vote - Unanimous.
program attendance increased 71%, meeting room usage increased 13%, and study room usage increased 8%.

There was an afterhours employee appreciation event at The Beer Cellar.

The first batch of roots have been removed from the drainage pipe, but there are at least two more sections we know of, but can’t get in any further with the camera. Once the drainage pipe is clear, we will add to the regular maintenance that once a year a camera will go down and make sure the roots aren’t infiltrating any pipes. Now that it’s PVC, the roots won’t penetrate it, but they can squeeze the PVC smaller.

2nd floor refresh is ready to go. So far, it is a little underbudget and on schedule.

The Board Retreat is scheduled on October 28th from 1 – 4.

The Haunted Library event is coming up on Friday, October 20, 2023. Board members are encouraged to attend and help if available.

Four things – 1. Haunted Library this Friday from 6 - 8, 2. Friday, November 10th is middle school or high school mini golf from 6:30 – 8:30, 3. Sunday, November 19th is the American Buffalo discussion from 3:30 – 6:30, 4. Reminder, first and second readings of the levy are November 20th and 27th.

**NEW BUSINESS:**

**Approval of Phase I Second Floor Remodel Project to Shales McNutt Construction in the Amount of $260,930:**

Trustee Brown moved to approve Phase I Second Floor Remodel Project to Shales McNutt Construction in the Amount of $260,930 plus a 10% ($26,093) contingency. Motion Seconded and Carried – Roll Call Vote – Unanimous.

**Approval of Phase I Second Floor Furniture Group 1 to Library Furniture International in the Amount of $121,927.50:**

Vice President Micklo moved to approve the Phase I Second Floor Furniture Group 1 to Library Furniture International in the Amount of $121,927.50. Motion Seconded and Carried – Roll Call Vote – Unanimous.

**Approval of Phase I Second Floor Furniture Group 2 to Agati in the Amount of $18,848.59:**

Trustee Jones moved to approve the Phase I Second Floor Furniture Group 2 to Agati in the Amount of $18,848.59. Motion Seconded and Carried – Roll Call Vote – Unanimous.

**Approval of Phase I Second Floor Furniture Group 3 to Interior Investments in the Amount of $15,909.55:**

Trustee Jones moved to approve the Phase I Second Floor Furniture Group 3 to Interior Investments in the Amount of $15,909.55. Motion Seconded and Carried – Roll Call Vote – Unanimous.
Approval of Phase I Second Floor Furniture Group 4 to KI in the Amount of $921.44:
Vice President Micklo moved to approve the Phase I Second Floor Furniture Group 4 to KI in the Amount of $921.44. Motion Seconded and Carried – Roll Call Vote – Unanimous.

Approval of Revised Facilities Use Policy:
Trustee Jones moved to approve the Revised Facilities Use Policy. Motion Seconded and Carried – Voice Vote – Unanimous.

Approval of Parental Leave Policy:
Treasurer Deaton moved to approve the Parental Leave Policy. Motion Seconded and Carried – Voice Vote – Unanimous.

Approval of Revised and Updated Other Leave Policy:
Trustee Jones moved to approve the Revised and Updated Other Leave Policy. Motion Seconded and Carried – Voice Vote – Unanimous.

Review Chapters 10-13 of Serving Our Public 4.0 Standards for Illinois Public Libraries for the 2024 Per Capita Grant:
The Library Board reviewed the checklists and chapters 10-13 of Serving Our Public 4.0 Standards for Illinois Public Libraries for the 2024 Per Capita Grant.

Distribution of Library Director Evaluation Form:
Distribution of the Director Evaluation Form is included in the packet. President Volk asked that the rest of the Board complete and return the form to her no later than October 28, 2023.

OTHER BUSINESS:
Board Retreat October 28, 1PM – 4 PM, Suggested Topics – Ice Breakers followed by AI, Board Building Walk Through, Finish Kleintown PL Video and Report Out on ILA:
The Board Retreat is scheduled for October 28th, from 1PM – 4 PM. Topics will include AI, a building walk through, finishing the Kleintown Public Library Video and a report out on ILA.

ADJOURNMENT:
At 8:52, Treasurer Deaton moved to adjourn the Regular Library Board Meeting. Motion Seconded and Carried – Voice Vote – Unanimous.

Meeting adjourned at 8:53.

Maria Tachna
Finance and HR Director