

Glen Ellyn Library Foundation Board
Meeting Minutes
August 22, 2023, at 9:30 a.m.
Glen Ellyn Public Library 3rd Floor Board Room

I. Call to Order and Roll Call

The August 22, 2023, meeting of the Board of Trustees of the Glen Ellyn Library Foundation was called to order at 9:38 a.m. Those present: President Joli Murphy, Treasurer Merrill Rajeck, Vice President Gina Meyers, Peter Cooper, Jim Meyers, Molly Mattaliano, Marlene Slansky. Also present were GEPL Executive Director Dawn Bussey and GELF Development Director Carrie Gowans. Absent were Secretary Kelli Christiansen and Board Members Kelley Kalinich and Tony DeCesare.

II. Approval of Previous Meeting Minutes

Merrill Rajeck motioned to approve; Peter Cooper seconded. Minutes from the Board meeting on May 15, 2023 passed unanimously.

III. Board President Report Foundation updates

- A. Joli Murphy said that 200 thank-you letters from the Silver Ball were mailed.
- B. Joli reported that the annual Foundation newsletter was completed and mailed, with a delay from its usual first quarter publication so that Board Members and the Development Officer could focus on the Silver Ball. The newsletter highlighted 2022 activities and reported on the Silver Ball. Joli noted that thanks go to Carrie for our much-improved mailing list, only one of the 654 newsletters mailed was returned.
- C. Glencoe library trustees and its director reached out to Dawn and Joli to understand what projects the Foundation has funded and how it worked. They were very impressed by our Foundation. The Quincy Public Library also reached out; they are looking to hire a Development Director. Joli said that we need to be cognizant of the fact that people know we are here; we may get more questions and potentially more attention.

IV. Treasurer Report

- A. Review and Approval of Financial Reports. Treasurer Rajeck reported that the endowment market value was \$665,000 at 7/31/23. Our return on investment was 4.8%. The Vanguard blended index return was 5.9%. Noteworthy, we are earning approximately 5% on Money Market funds. The Glen Ellyn Bank & Trust checking account balance is \$15,600. Gina moved to approve the Treasurer's Report; Joli seconded. All approved.
- B. The Finance committee met and discussed our portfolio. Joli reported that we plan to reallocate cash reserves to add more diversification; maybe adding some emerging markets to our mix as we invest for the long term. The Committee discussed having a reserve to invest in future projects.

V. Library Director's Report

- A. The library Second Floor Refresh construction project will begin in December 2023 and is expected to be complete in March 2024. The first phase will include the makerspace,

teen space and reference desk. The second phase will include new furniture, additional study spaces and new lighting above exhibits.

- B. Library Operations: Dawn reported that library usage patterns are changing. Usage is flat, circulation is not growing, but people are using the space to sit, read, use the WiFi. More study spaces are being used, with need for additional spaces. 2,184 people participated in the summer reading program. 792 teens and adults participated. Everyone loved that we supported the GE Food Pantry. Great feedback about this. We collected 278 pounds of merchandise for Birthday Bags. The library hosted 49 days of summer meals: 845 lunches to kids 18 and under. 691 snack packs were given out due to new rules, kids must eat the meals in the room. Kiwanis put together shelf-stable food items kids can take home.
- C. Outreach Van: The van is used 15 to 17 times per week. All the library departments use it: Outreach, library services, youth, maintenance. There were 219 people at story time in the park. The van adds a lot of presence.
- D. Makerspace: Project is moving forward. It will be in the Teen Room rather than the Computer Lab. Dawn said that Dan Anderson is fine with this. The Maker librarian (Allie) first brought up the fact that we would outgrow the computer room. Dawn met with the architect, and he had the same thought. Prices have gone up. \$391,000 is the new price. The actual price is \$1.3 million, which includes other renovations on the second floor. The Library Board of Trustees has approved the renovations. Dawn asked for \$100,000 from the Foundation. There have been changes to the equipment the library wants to purchase; including a new printer that produces banners. Other equipment has changed thanks to Allie's expertise. The teen space will be moved to the computer room. Peter questioned the placement; Dawn said it will be a fun space and the contractor will add soundproofing. Dawn asked the board when the money will be shared with the Library for the makerspace as the projected costs have increased. The foundation said the \$100,000 grant distribution will be addressed in the November board meeting. Motion to approve the report by Gina, seconded by Joli.

VI. Development Director Report

- A. Carrie Reported final Silver Ball expenses and income, as follows:
 - Gross Revenue: \$271,505.70
 - Expenses: \$64,004.32
 - Net Revenue: \$207,501.32
- B. The Newsletter cost around \$1,000. Board retroactively approved the mailing expense. Carrie wants to update the website; include bios of board members and is looking for feedback. She will send everyone a link to the Boulder library.
- C. The Human Experience will be coming to the library in July. An exhibit related to the Smithsonian. We might co-sponsor with the Friends.
- D. Publicity: Stroll magazine will publicize our events. They need a copy a month early.
- E. Donor relations: Carrie is looking forward to meeting with new potential donors.

VII. Old Business

- A. Silver Ball Reserve 22 wrap up party needs to be added to Silver Ball expenses.

- B. Joli suggested the foundation do something nice for Mary Lou Skalkos for her volunteer role as Silver Ball Auction Chair, donation of the Taylor Swift tickets to raffle off and mentoring Carrie on Silver Ball wrap up. This was approved unanimously by the board. The Board discussed options.

VIII. New Business

- A. Joli announced she is moving to Colorado and she will join the November 1st meeting via Zoom or phone. The meeting is at 6:30 p.m. CST
- B. Joli asked for volunteers for the nominating committee. She suggested voting in November. Jim will serve on the committee along with Peter and Marlene. Jim thanked Joli for creating the financial committee and working with Merrill to implement structure.

IX. Miscellaneous Announcements

The next meeting of the Board of the Glen Ellyn Foundation was set for 6:30 p.m. Wednesday, November 1, 2023, in the third floor boardroom at Glen Ellyn Public Library.

- X. Adjournment** Regular Meeting adjourned at 11:23 a.m. Executive Session Called to Order at 11:30 a.m. The board discussed personnel issues. Executive Session Adjourned at 1 p.m.