CALL TO ORDER:
President Volk called the meeting to order at 7:03 PM

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

Staff Present:
Dawn Bussey  Library Director
Sophie Kenney  Youth Department Director
Maria Tachna  Finance and HR Director
Maggie Thomann  Adult Department Director

Others Present:
Chris Crawford

AUDIENCE PARTICIPATION:
Maria Tachna, Finance/HR Director, gave a brief presentation to the Board. Maria explained new employment laws that go into effect as of January 1, 2024. They include the Paid Leave for All Workers Act, minimum wage increase, and the Child Extended Bereavement Leave Act. Maria also provided a brief overview of the FLSA rules and the anticipation of an increase to the minimum salary threshold for employees to be considered exempt. Maria also touched on the Library’s employee turnover rate in 2023. The overall turnover rate decreased about 7% annually when compared to 2022 and 2021. Maria spoke about plans for 2024 and implementing Paylocity’s Performance Review application as well as being selected for HR Source’s Advisory Council.

PUBLIC COMMENTS:
Chris Crawford, former Library Board member, spoke to the board concerning the vacant trustee position and the possibility of filling it.

MINUTES OF PREVIOUS MEETING:
Treasurer Deaton moved to accept the minutes of the regular Library Board Meeting on November 20, 2023. Motion Seconded and Carried – Voice Vote - Unanimous.

COMMUNICATIONS:
The Board reviewed the monthly communications.

OFFICER’S REPORT:
Treasurer Deaton reported on the financials for this month. Of particular note, $859 was paid
to the Homeless Training Institute for one year access to training for all staff, $2,303.77 was paid to Forms Tech for credit card sized magnifiers with logo and black bags with logo, $1,425 was paid to Bott Roofing for the roof inspection and pre-winter service cleanup, $6,100 was paid to Interior Investments for a deposit on the furniture for the second floor refresh, $5,269 was paid to Carlson’s Glass for repairs to the east atrium window, southeast corner window and the southside window by the stairs, and $8,793.39 was paid to Envision3 for printing of The Guide.

**FINANCIAL REPORTS:**
Treasurer Deaton moved to authorize expenditures for goods and services totaling $367,427.76 as listed in the December 2023 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote - Unanimous.

Treasurer Deaton moved to accept the November 2023 Revenue and Balance Sheet, and the December 2023 Expenditure Report. Motion Seconded and Carried – Voice Vote - Unanimous.

**LIBRARIANS’ REPORTS:**
Director Bussey reviewed the statistics for the month. Visits to the Library increased 12% for the month and 18% for the year, loans of materials are flat for the year, but many other libraries are experiencing a downturn, reference inquiries increased 44% for the month and 47% for the year, adult database usage increased 16% for the month and 15% for the year, website visitor sessions increased 68% for the month and 73%, and program attendance increased 64% for the month and 84% for the year.

At the November meeting the Foundation Board approved contributing $100,000 to the creation of the new makerspace at GEPL. There will be a big check presentation on January 10th.

Allie Ellis and Rosalind Watkins held a special maker class for Foundation and Friends of the Library where they were able to make aprons. The class was a huge hit and we got wonderful feedback.

There are leaks in the dry sprinkler system. U.S. Fire Protection is working through the system isolating it into smaller sections to hunt down the location of the leaks. One has been found, but there is still a leak in the system somewhere.

Amy Poehler and staff from the Magic Bear Production Company visited GEPL on Monday, December 4th. They were visiting five libraries in the Chicagoland area for consideration in an upcoming documentary they are planning about public libraries. They took a 3-hour tour and talked with various staff members.

3 things to know or share: 1. Phase 1 begins January 8 on the second floor and should be completed in March. 2. Phase II should start Sept. 1 and be done in November, which includes 3 new study rooms and updating the lighting above collections. 3. Next step will be Youth Department updates and new carpet in the lobby which is slotted for 2025.

**UNFINISHED BUSINESS:**
The there is a board vacancy and thus far there have been 2 applications.
NEW BUSINESS:

Approval of Revised Resolutions 2022-3 and 4:
Secretary Stott moved to approve Revised Resolutions 2022-3 and 4, Updating the 2023 Revenues and Expenditures Budgets. Motion Seconded and Carried – Roll Call Vote – Unanimous.

Approval of 2024 Salary Scale:
Trustee Slovick moved to approve the 2024 Salary Scale. Motion Seconded and Carried – Roll Call Vote – Unanimous.

Salary Adjustment for Executive Director:
Vice President Micklo moved to increase the Library’s Executive Director’s annual salary upward 4% and award a one-time bonus in the amount of $4,000. The salary adjustment is effective as of January 1, 2024, and the bonus is payable immediately. Motion Seconded and Carried – Roll Call Vote – Unanimous.

ADJOURNMENT:
At 8:26, Vice President Micklo moved to adjourn the Regular Library Board Meeting. Motion Seconded and Carried – Voice Vote – Unanimous.

Meeting adjourned at 8:27

Maria Tachna
Finance and HR Director