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 via Zoom
Trustee: Kathy Slovick

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

AUDIENCE PARTICIPATION:
Joe Halter, IT Director, gave a brief presentation to the Board. Joe spoke of moving various platforms to the cloud, and doing so since 2016, and is continuing to do so. Most staff work on the cloud, and the phone system was recently upgraded and moved to the cloud. All major systems are stable, computers are replaced every four years, this year Library Services and the Business Department computers have been replaced. The staff and public servers have been here for 25 years, the servers themselves are 5 years old and will not be replaced, they will also move to cloud services when they reach the end of life. The IT Department completed two major projects this past year, including multifactor authentication for staff, and the new phone system, which is working well with very little issues. The IT Department works with the Library’s Library of Things, providing 37 hotspots (11 additional spots will be added next year), VHS, VHS-C, 8mm camcorder conversion which are restricted to GEPL card holders, slide, negative, and photo scanner conversion kits, karaoke kits, Babbel iPods and slide projectors.

MINUTES OF PREVIOUS MEETING:
Treasurer Deaton moved to accept the minutes of the regular Library Board Meeting on October 16 as amended. Motion Seconded and Carried – Voice Vote - Unanimous.

Trustee Jones moved to accept the minutes of the Special Board Retreat on October 28, 2023. Motion Seconded and Carried – Voice Vote – Unanimous.

COMMUNICATIONS:
The Board reviewed the monthly communications.

OFFICER’S REPORT:
President Volk attended a virtual workshop and handed out information on advocating more
with elected officials, even elected officials from the Village. President Volk suggested an Advocacy Committee, Vice President Micklo and Trustee Slovick expressed interest in being part of the committee. This committee would meet more often for the purpose of getting the message out about what the Library offers. Director Bussey suggested starting with an ad hoc committee and going from there.

Treasurer Deaton reported on the financials this month. Of particular note, $1,035.50 was paid to Klein, Thorpe and Jenkins, LTD. for legal services, $5,654.58 was paid to Agati, Inc for a deposit on furniture for the second floor refresh, $60,963.75 was paid to Library Furniture International, LLC for a deposit on furniture for the second floor refresh, $3,864.94 was paid to Product, LLC for architectural work, $18,400 was paid to Shales McNutt for second floor preconstruction services, $5,463.44 was paid to March Equipment for a replacement toaster conveyor for The Café, and $1,588 was paid to Heat Press Nation for a sublimation printer kit.

FINANCIAL REPORTS:
Treasurer Deaton moved to authorize expenditures for goods and services totaling $471,980.06 as listed in the November 2023 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote - Unanimous.

Treasurer Deaton moved to accept the October 2023 Revenue and Balance Sheet, and the November 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 19% for the month, loans of materials are flat, but many other libraries are experiencing a downturn, reference inquiries increased 54% for the month, adult database usage increased 12%, website visitor sessions increased 74% for the month, and program attendance increased 39% for the month.

The Individual providing counseling services at the Library has left. Glen Ellyn Youth and Family Services is working on hiring a new person, so the Library will not have counseling services until January.

The Pre-Construction meeting for Phase 1 of the 2nd Floor Refresh is December 5th and construction will begin January 8th. This project is a 2-phase project. The 1st phase includes turning the current High School Room into a Maker Space, converting the Computer Lab into the new High School space, and refreshing the Information Desk. The 2nd phase of the project will most likely start in September.

The Foundation did meet in November and voted to provide $100,000 to the library for the creation of the Maker Space. This will be shown in next month’s financial reports.

The lockers at the Police Station were once again full. We will be expanding lockers at the Police Station in the first quarter of next year.

DuPage Policy Journal has pointed out that the Glen Ellyn Public Library owns Santa’s Husband. The Library has materials for everyone.
Four things – 1. Say thank you to Glen Ellyn Public Library Foundation Board for their $100,000 contribution, 2. Share that on Friday, November 24th at the Library’s Holiday Walk there will be musical performances, cookies, cider, and a book sale from 1:30 – 4:30 3. Explain if anyone asks that the book, Santa’s Husband, is at the Library because it’s our job to have materials for everyone. Sunday, November 19th is the American Buffalo discussion from 3:30 – 6:30, 4. As a reminder, the first and second readings of the levy are November 20th and 27th.

NEW BUSINESS:

**Resolution 2023-4, Meeting Dates of the Board of Trustees:**
Trustee Jones moved to approve Resolution 2023-4, a Resolution Establishing Meeting Dates of the Board of Trustees for Calendar Year 2024. Motion Seconded and Carried – Voice Vote – Unanimous.

**Resolution 2023-5, Closing Dates for Calendar Year 2023:**
Treasurer Deaton moved to approve Resolution 2023-5, a Resolution Establishing Closed Dates for Calendar Year 2024. Motion Seconded and Carried - Voice Vote – Unanimous.

OTHER BUSINESS:
President Volk read a letter of resignation from Trustee Mary Sue Brown who regrets the resignation but does not feel she can perform duties as trustee anymore. Director Bussey and President Volk will discuss next steps.

EXECUTIVE SESSION:
At 8:18, Treasurer Deaton moved to adjourn the Regular Library Board Meeting and move into executive session for the purpose of the Director’s annual review. Motion Seconded and Carried – Voice Vote – Unanimous.

Meeting adjourned at 8:19

Maria Tachna
Finance and HR Director