Glen Ellyn Public Library Board of Trustees  
Meeting of January 15, 2024  
3rd Floor Boardroom

CALL TO ORDER:
President Volk called the meeting to order at 7:00 PM

ROLL CALL:
Trustees Present:
President: Karen Volk  Treasurer: Maryanne Deaton
Secretary: Susan Stott  Trustee: Kathy Slovick

Trustees Absent:
Vice President: Erin Micklo  Trustee: Richard Jones

The chair declared that a quorum was present.

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

Others Present:
Joseph Vodziak

AUDIENCE PARTICIPATION:
Josh O’Shea, Young Adult Librarian, gave a brief presentation to the Board. Josh first spoke to the Board about the recent winter study haven program geared specifically for Glenbard West and Glenbard South students readying for finals. Over 100 high school students participate in the study haven program, most from Glenbard West, but some from Glenbard South as well, and some Wheaton College students have started attending. The spring study haven usually has smaller numbers due to seniors not taking finals. Josh oversees high school volunteers, providing them tasks lists that other Librarians help provide. The goal is self sufficiency and to help the department staff. Volunteers can use their experience here to get employment or to provide more demanding volunteer work. Josh briefly spoke about the high school room refresh and moving into the current computer lab. All YA materials will be able to fit in the new high school room which is not possible in the current space. The room will be used for socialization, homework focus, and tabletop games that are provided within the library.

Beth Kirchenberg, Middle School Librarian, gave a brief presentation to the Board. Beth has been here for about a year and a half, and during that time has presented for School Library Journal, served on the Caudill Award Committee, and increased library presence in Middle Schools with fixits to PRISM clubs, Gaming clubs and the Teen Advisory Board. Beth has seen a marked increase in usage in The Middle with holding at least 3 in person programs a month, and at least one program partnered with Teens each month. Everyone is using the
space appropriately and using it to its fullest potential. Beth offers 3 reoccurring programs each month, including Global Taste Test, Friday Rewind, and Game Play Thursday. Some projects that have been completed include the J Graphic Novel massive re-cataloging and relabeling to make item browsing more user friendly, volunteering activities are now available online through Beanstack, and the slatwall in The Middle is now used to display upcoming programs and weekly survey results. Some projects Beth will be working on in 2024 include launching 100 Books Before High School in September and evaluating the nonfiction 300s under the scope of DEI with the recommendation of re-cataloging materials into the 900s.

PUBLIC COMMENTS:
Joseph Vodziak spoke to the board concerning the wonderful work the library is doing as well as the vacant trustee position.

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

COMMUNICATIONS:
The Board reviewed the monthly communications.

OFFICER’S REPORT:
President Volk spoke about the applications received for the vacant trustee position and is looking to form a committee to evaluate the applicants and start interviewing. Secretary Stott and Trustee Slovick both expressed interest in being on the committee. The committee will meet on Monday, January 22nd at 7 PM.

President Volk requested the February Board meeting be moved to February 26th instead of February 19th. All trustees present agreed to move the meeting.

Treasurer Deaton reported on the financials for this month. Of particular note, $24,950 was paid to Northwest Insulation for the replacement of insulation into attic space, $2,674 was paid to Open Gov Inc. for annual library citizen engagement software, $2,030.31 was paid to Amazon for Makerspace programming and general Youth and Adult programming, $1,470.68 was paid to Heat Press Nation for sublimation paper, mugs and mousepads, $2,963.15 was paid to Amazon for the meeting OWL, laundry basket with wheels, microwave, cutlery, chairs, and a Keurig, $4,184 was paid to American Bankers Insurance for annual flood insurance, $7,391.43 was paid to the Library Store for a replacement book return bin at the police station, and $4,415.50 was paid to Luxer One for a down payment on a 2nd set of lockers at the police station.

FINANCIAL REPORTS:
Treasurer Deaton moved to authorize expenditures for goods and services totaling $389,469.42 as listed in the January 2024 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote - Unanimous.

Treasurer Deaton moved to accept the December 2023 Revenue and Balance Sheet, and the December 2023 Final and January 2024 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 and 19% for the year, loans of materials are flat for the year, but many other libraries are experiencing a downturn, reference inquiries increased 40% for the month and 47% for the year, adult database usage increased 34% for the month and 17% for the year, website visitor sessions increased 75% for the month and 73% for the year, and program attendance increased 145% for the month and 89% for the year. The number of passports the library does continues to increase annually.

All leaks have been located and fixed in the dry sprinkler system. The compressor is in bypass mode and has lived its life expectancy. The library is working with product architecture to gear up on the 2025 first floor refresh as well as looking into some digital signage for the Cafe.

The Community Awards dinner will be March 12th from 5:30 – 9:30. Staff and Board members can vote for library employee of the year as well as other businesses and employees for the year. Please let Director Bussey know if you would like to attend.

The Management Team is gearing up to review all library policies with an eye to make them easier to read and understand. The plan is to take it in chunks, then take it to the Policy committee for review.

3 things to know or share: 1. Vote for library employee of the year and encourage others to do the same. 2. Maker space and high school space construction is under way, but we are still open and have full services available, 3. A random survey showed 94% approval rating for services the library provides.

NEW BUSINESS:
Approval of Revised Vacation Leave and Other Leave Policies:
Trustee Slovick moved to approve the Revised Vacation Leave and Other Leave Policies. Motion Seconded and Carried – Voice Vote – Unanimous.

Resolution 2024-1 Adopting the American Library Association Library Bill of Rights Pursuant to Public Act 103-100:
Trustee Slovick moved to approve Resolution 2024-1 to adopt the American Library Association Library Bill of Rights Pursuant to Public Act 103-100. Motion Seconded and Carried – Roll Call Vote – Unanimous.

Approve Non-Resident Card Participation:
Trustee Slovick moved to approve the Non-Resident Card Participation. Motion Seconded and Carried – Roll Call Vote – Unanimous.

Review and Approve FY2024 Per Capita Grant Application:
Secretary Stott moved to approve the FY2024 Per Capita Grant Application. Motion Seconded and Carried – Roll Call Vote – Unanimous.
NEW BUSINESS:
Review Economic Disclosure Statements From DuPage County Clerk:
The Board reviewed the economic disclosure statements. Director Bussey went over a couple important dates.

EXECUTIVE SESSION AND ADJOURNMENT:
At 8:44, Treasurer Deaton moved to adjourn the Regular Library Board Meeting and move into Executive Session for the purpose of semi-annual review of minutes and recordings being held in Executive Session. Motion Seconded and Carried – Voice Vote – Unanimous.

Meeting adjourned at 8:45

Maria Tachna
Finance and HR Director