Glen Ellyn Public Library Board of Trustees
Meeting of March 18, 2024
3rd Floor Boardroom

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:   Kathy Slovick    Trustee:   Richard Jones
Trustee:   Andrew Savikas

The chair declared that a quorum was present.

Staff Present:
    Dawn Bussey   Library Director
    Rachael Flewelling  Marketing Manager
    Sophie Kenney   Youth Department Director
    Theresa Lang  Library Services Director
    Ann Lindsey  Materials Processing Manager
    Maria Tachna  Finance/HR Director
    Maggie Thomann  Adult Dept. Director

AUDIENCE PARTICIPATION:
Rachael Flewelling, Marketing Manager, gave a brief presentation to the board. The Marketing Department consists of three full-time staff. Kathy Hollahan is the Graphic Designer and Joey McKenna handles social media, photography, and Tik Tok videos. The Guide takes much of the focus from the Marketing Department, and Rachael showcased the Spring 2024 edition. All three Marketing staff are involved in the creation of The Guide. Rachael pointed out the Seed Library branding Kathy created as well as reading recommendations on page 5 and 10 for adults and youths respectively. Kathy utilizes book covers so that reading recommendations are easily found whether it be on the website or in The Guide. The World on the Move is also highlighted in the spring guide. The Marketing Department uses a variety of different avenues to communicate. For example, Remind is used to communicate with high school students while weekly surveys and questions supplied by Beth Kirchenberg, Middle School Librarian, are used to solicit engagement and responses from students in The Middle. Rachael passed out and spoke about the Annual Snapshot, which will soon be available on the website. The Annual Snapshot highlights different items from 2023 such as the outreach van, Community Cupboard, lockers, and revenues and expenditures for the year.

MINUTES OF PREVIOUS MEETING:
Vice President Micklo moved to accept the minutes of the regular Library Board Meeting on February 26, 2024. 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, $1,945 was paid to HR Source for training and ad hoc job description compensation, $4,560.90 was paid to New Age Products for cabinets for the maker space, $28,500 was paid to Product LLC for construction administration and phase 2 construction documents, $99,635.50 was paid to Shales McNutt Construction second floor construction, $28,581.85 was paid to United States Fire Protection for the location and repair of leaks in the attic space and the replacement of the nitrogen generator, and $1,500 was paid to Science Kinetics for ball wall magnetic components.

FINANCIAL REPORTS:
Treasure Deaton moved to authorize expenditures for goods and services totaling $405,846.17 as listed in the March 2024 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote - Unanimous.

Treasurer Deaton moved to accept the February 2024 Revenue and Balance Sheet. Motion Seconded and Carried – Voice Vote - Unanimous.

LIBRARIANS’ REPORTS:
Director Bussey reported on statistics for the month. Visits increased 17% for the month, reference questions are up 20% for the month, study room usage is up 14% for the month, and programming increased 6% for the month, the community is utilizing the space. Locker deliveries have now gone a year and that annual comparison will start showing. E-materials are up slightly, and the New York Times is doing well.

The construction on the 2nd floor for both the High School Room and Maker Space is nearly complete. The High School room is temporarily opened with the furniture that has come in, the remaining furniture will be here the week of April 1st. Once the furniture has been placed, the maker space equipment the library has already purchased along with some supplies will be moved into the space. Additional equipment orders will be placed and then those pieces of equipment will have to be calibrated.

Planning for The World on the Move exhibit is being done. The library has some great things planned and is really embracing the exhibit. June 10th is the Ice Cream Social. The Friends of the Library and the Library Foundation will each donate $1,000 each to the Library’s Summer Reading partner, Ten Thousand Villages, if the community reaches its reading goal. The Friends of the Library just had a 2-day book sale in the basement this past weekend and netted over $4,800. The Foundation just met and agreed to give the library $17,500 to expand the locker service at the Police Station.

3 things to know or share: 1. The Foundation has a naming opportunities program 2. The Friends of the Library annual letter campaign is sent to every address in Glen Ellyn in October 3. The library now provides The New York Times in digital format for both members at library and remotely.
NEW BUSINESS:

Review Succession Plan:
The Board reviewed the Succession plan originally approved in May of 2021. No changes were recommended at this time. Trustee Stott moved to Approve the Review of the Succession Plan with no Changes Made. Motion Seconded and Carried – Voice Vote – Unanimous.

Review Letter of Intent for Duane/Lorraine Parking Lot:
The Board reviewed the Letter of Intent for the Duane/Lorraine Parking Lot. Trustee Jones moved that the Board Reviewed the Letter of Intent for the Duane/Lorraine Parking Lot that Director Bussey will send to the Village. Motion Seconded and Carried – Voice Vote – Unanimous.

Review Letter of Support for Full Circle Development:
The Board reviewed the Letter of Support for Full Circle Development. Trustee Savikas moved that the Board Reviewed and Accepted the Letter of Support for Full Circle Development. Motion Seconded and Carried – Voice Vote – Unanimous.

Approve Makerspace Policies:
Trustee Slovick moved to approve the Makerspace Policy. Motion Seconded and Carried – Voice Vote – Unanimous.

Approve Meeting Room Fee Removal:
Trustee Jones moved to approve the Meeting Room Fee Removal. Motion Seconded and Carried – Roll Call Vote – Trustees Volk, Micklo, Stott, Jones, Slovik, and Savikas – Yes, Trustee Deaton – No.

ADJOURNMENT:
At 8:24 pm, Treasurer Deaton moved to Adjourn the Regular Library Board Meeting. Motion Seconded and Carried – Voice Vote – Unanimous.

Meeting adjourned at 8:25

Maria Tachna
Finance/HR Director