Glen Ellyn Public Library Board of Trustees
Meeting of May 20, 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
Vice President: Erin Micklo
Treasurer: Maryanne Deaton
Secretary: Susan Stott
Trustee: Kathy Slovick
Trustee: Andrew Savikas

Trustees Absent:
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/HR Director

AUDIENCE PARTICIPATION:
Katie Scherer, President of the Friends of the Library, presented the Library Board with their annual contribution. This year, thanks to the hard work from the group, the total contribution given to the Library is $54,000. Ms. Scherer spoke briefly about how the Friends of the Library have been successful with the book nook in the library and the new way of inviting people in for book sales. The mission of the Friends of the Library (FoL) is to raise funds to supplement the Library's annual budget for materials, programs, and literacy initiatives in the local community. Not only does the FoL make an annual contribution, but they also contribute dollars for staff length of service awards, expenses accrued from the annual Ice Cream Social, and community outreach partnerships such as those made in conjunction with the Summer Reading program. The Friend's annual campaign continues to be extremely successful, bringing in approximately $20,000. However, most sales come from book sales in the basement and in the Book Nook. Since 2011, the Friends of the Library have contributed over $500,000 to the Library.

Dennis McCarthy, Building Engineer, gave a brief presentation to the Board. Dennis has been at the Library since December 2015. His job entails making sure the building is clean, safe, and secure. Dennis is on call 24/7 and can be at the library quickly to help settle any emergency situations. There is currently a staff of five in the Maintenance Department with one other full-time employee and three part-time employees. There is someone on duty from maintenance all hours the library is open, and there is usually someone here from maintenance at special events such as the ice cream social. Dennis works with more than 50 vendors throughout the year scheduling preventative maintenance visits or repair work. Contracts are constantly getting reviewed as well.
as the vendors the department works with. Dennis keeps a daily duty schedule and calendar that manages all the processes the department keeps up with.

**MINUTES OF PREVIOUS MEETING:**
Vice President Micklo moved to accept the minutes of the regular Library Board Meeting on April 15, 2024. Motion Seconded and Carried – Voice Vote - Unanimous.

**COMMUNICATIONS:**
The Board reviewed the monthly communications.

**OFFICER’S REPORT:**
President Volk reported on the Laconi Trustee Banquet. Both President Volk and Vice President Micklo attended. They had an opportunity to talk with other trustees about what’s going on in other libraries. The highlight was a conversation between John Chrastka, Executive Director of Everylibrary and Kelly Jensen of Book Riot. They both discussed the latest issues facing libraries, such as book banning, and how library boards can better support their libraries.

Treasurer Deaton reported on the financials for this month. Of particular note, $1,500 was paid to HR Source for the library’s annual membership, Lauterbach & Amen were paid $6,275 for audit service fees and accounting services, $2,310.08 was paid to Esscoe, LLC annual fire alarm inspection and battery replacement, $2,903.96 was paid to Schindler for hoist access for the fire alarm system test and for quarterly billing, $1,925 was paid to Kost Services, Inc. for a 3x3 concrete pad for the drop box at the police station, $18,596.25 was paid to Fairway Laser Systems for the remaining balance for the Epilog laser system, Shales McNutt Construction was paid $35,174.96 for 2nd floor construction costs, $2,275.20 was paid to Chocolatarie Stam of Glen Ellyn, $2,899 was paid to Modular Robotics Inc. for cube lets clever construction packs, and $4,415.50 was paid to Luxer One for the 2nd and final payment for additional lockers at the police station.

**FINANCIAL REPORTS:**
Treasure Deaton moved to authorize expenditures for goods and services totaling $478,636.28 as listed in the May 2024 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote - Unanimous.

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

**LIBRARIANS’ REPORTS:**
Director Bussey reported on statistics for the month. Visits to the library increased 8% for April, drive-up window usage increased 10%, reference inquiries increased 5%, adult database usage increased 27%, youth database usage increased 35%, program attendance increased 42%, and study room usage increased 6%. Locker deliveries have now gone a year and that annual comparison has started showing. E-materials are up 28%, and the New York Times is doing well.

3 things to know or share: 1. Ice Cream Social is June 10, 7 -10:30, 2. Summer reading is for all ages, 3. Dawn will be on vacation May 21 – June 5th.
Advocacy committee:
A meeting date was set for Tuesday, June 11th at 7 PM for the Advocacy Committee.

NEW BUSINESS:
Approval of Makerspace User Agreement:
Trustee Slovick moved to Approve the Makerspace User Agreement. Motion Seconded and Carried – Voice Vote – Unanimous.

Approval of 2nd Floor Phase 2 Refresh:
Treasurer Deaton moved to Approve the recommendation from Shales McNutt Construction for a 2nd Phase Project Total of $597,893 with up to a 10% ($59,789) contingency. Motion Seconded and Carried – Roll Call Vote – Unanimous.

Review of FY2023 – 2028 Strategic Plan Progression:
The board reviewed and discussed strategic plan progression.

Review and Approve .02 Maintenance Levy Letter to Village Board:
Trustee Savikas moved to Approve the .02 Maintenance Levy Letter to the Village Board. Motion Seconded and Carried – Roll Call Vote – Unanimous.

ADJOURNMENT:
At 8:40 pm, Secretary Stott moved to Adjourn the Regular Library Board Meeting. Motion Seconded and Carried – Voice Vote – Unanimous.

Meeting adjourned at 8:41

Maria Tachna
Finance/HR Director