

Glen Ellyn Public Library Board of Trustees

Meeting of July 21, 2025

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:	Kathy Slovic
Treasurer	Andrew Savikas	Secretary:	Richard Jones
Trustee:	Chris Crawford	Trustee:	Kay Fillingham
Trustee:	Beth Murin		

Staff Present:

Dawn Bussey	Library Director
Julia Binkowski	Library Services Director
Karen Christiansen	Library Services Assistant Director
Ellie Hansen	Youth Department Assistant Director
Leslie Jacobs	Adult Department Director
Maria Tachna	Assistant Director

AUDIENCE PARTICIPATION:

Julia Binkowski and Karen Christiansen provided the board with a brief update on the Library Services Department. They reviewed current staffing, which includes 16 team members across supervisory, full-time, and part-time roles. Having both been in their positions for about a year, they have focused on evaluating departmental workflows and identifying areas for improvement.

One major focus has been the reorganization of the workroom to enhance accessibility and improve efficiency. The space was reconfigured to better support staff workflow, including adjustments to the cart setup. Julia and Karen shared recent examples of these changes, which included consolidating home delivery and outreach materials to create a unified staging area for all outgoing items. A volunteer currently assists with home delivery once a month, serving members at Brookdale and Atria. Additionally, the department has added a touchscreen monitor to display real-time updates and important communications, improving staff awareness and coordination. To support the Community Cupboard initiative, shelving was added within the department to allow stocking and access on-site rather than in the basement. Sustainability and cost-savings have also been a priority: previously, bags were tagged and sealed with zip ties. To reduce waste, the team collaborated with Materials Processing to develop a reusable system using Velcro straps and thicker laminated tags. Staff continue to meet the evolving needs of the community, including regular visits and materials delivery to Brookdale and, more recently, Atria. Looking ahead to Library Card Sign-Up Month in September, the department plans to launch an email campaign aimed at re-engaging inactive cardholders and attracting new members within the community.

Dr. Leanne Furby, Project Manager of iLEAD, provided the board with a brief presentation on the iLEAD Trustee Resource—a comprehensive, one-stop platform designed to support library

trustees. The official website, www.ileadtrustee.org, hosts a wide range of resources organized by topic and updated regularly. The site features content specifically tailored to the needs and responsibilities of library trustees. Access is available through trustees' existing L2 login credentials. Key components of the platform include a welcome video, trustee orientation materials, and a section dedicated to ethical principles. In addition to these core resources, iLEAD offers a broad array of training and learning opportunities aimed at supporting trustees in their roles and enhancing board effectiveness.

MINUTES OF PREVIOUS MEETING:

Trustee Crawford moved to accept the minutes of the regular Library Board Meeting on June 16, 2025. Motion Seconded and Carried – Voice Vote - Unanimous.

COMMUNICATIONS:

The Board reviewed the monthly communications.

OFFICER'S REPORT:

Treasurer Savikas reported on the financials this month. Of particular note, \$2,094.90 was paid to Aloft Hotels for two employees at the PLA conference in Philadelphia, \$1,475 was paid to HR Source for Evolving Manager Boot Camp and Legal Issues for Supervisors, \$1,275 was paid to Vivica Partners for a Library Director forum, \$42,828 was paid to Utica Property & Casualty for annual commercial insurance, \$6,430 was paid to Hanover Insurance Group for workers' compensation insurance, \$10,475 was paid to Image One Facility Solutions for carpet cleaning of all 3 floors and July and August cleaning, and \$9,727.20 was paid to Bibliotheca for annual maintenance on 6 self-check machines. Expenditures are where they are expected to be at 50% through the year.

FINANCIAL REPORTS:

Treasurer Savikas moved to authorize expenditures for goods and services totaling \$348,564.21 as listed in the July 2025 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote - Unanimous.

Treasurer Savikas moved to accept the June 2025 Revenue and Balance Sheet, and the July 2025 Expenditure Report. Motion Seconded and Carried – Voice Vote - Unanimous.

LIBRARIANS' REPORTS:

Director Bussey shared an update on monthly statistics, noting positive trends across several service areas. Library visits increased by 2%, and locker deliveries rose by 25%, continuing to be heavily utilized. While physical material loans remained steady, e-material circulation increased. Reference inquiries were up, and adult database usage grew by 19%. Outreach programming saw a significant 68% increase compared to the previous month.

The library's first floor refresh project will be kicking off soon, with a construction meeting scheduled for tomorrow to assess which areas will remain accessible, particularly in relation to planning for the Haunted Library event. Staff are also exploring the possibility of installing a new door to expand café seating onto the sidewalk, with an estimated cost of \$35,000 for the door and an additional \$10,000–\$15,000 for furniture. The media lab project is moving forward and will be transformed into a studio space. This initiative is being supported by a \$2,000 grant from the Rotary Club, and an additional \$2,500 contributed by the Library Foundation. Once

completed, Marketing will help communicate the updates to the community. Director Bussey also announced that the library's Per Capita Grant will be fully funded this year. In addition, the library is on the Village Board agenda for July 28 to present the .02 Maintenance Levy. Director Bussey was also recently elected Treasurer of the SWAN Board.

3 things to know or share: 1. It's not too late in participate in summer reading, 2. Help spread the word to pardon our dust so that the youth department can get two more study rooms, a passport room for family passport services, and a new, improved imaginative play space, and 3. The Compassion Fund is all donations and is what makes the community cupboard and vouchers for the Café possible!

COMMITTEES:

Budget:

A budget committee meeting has been scheduled for Monday, August 25, 2025 at 7 PM.

Advocacy:

An advocacy committee will be scheduled soon.

NEW BUSINESS:

Release of Executive Session Minutes:

Secretary Jones moved to release minutes dated April 21, 2014, December 15, 2014, and December 16, 2024 and to destroy all executive session recordings from June 2024 back to June 2023. Motion Seconded and Carried – Roll Call Vote – Unanimous.

Expansion of Open Books Open Doors Program for One-Year Pilot:

At previous Board meetings, the Board discussed the potential expansion of the Cards for Kids Act at GEPL to extend eligibility to all children under the age of 18, regardless of their participation in the free or reduced lunch program. If the pending legislation is passed, libraries will have the option to offer alternative payment structures for nonresidents seeking to purchase a library card. A pilot program was proposed, focusing on the most efficient and equitable way to get library cards into the hands of children while avoiding undue pressure for staff during the process. The Board expressed strong support for the initiative, applauding it as a meaningful next step. The Director will bring a proposed policy forward for a vote at the next Board meeting.

OTHER BUSINESS:

Establish Retreat Date:

The annual board retreat has been scheduled for Saturday, October 4th from 9:30 – 12:30.

ADJOURNMENT:

At 8:28 pm, Trustee Murin moved to Adjourn the Regular Library Board Meeting. Motion Seconded and Carried – Voice Vote – Unanimous.

Meeting adjourned at 8:29

Maria Tachna
Assistant Director