

# **Glen Ellyn Public Library Board of Trustees**

## **Meeting of January 20, 2025**

### **3<sup>rd</sup> 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:	Richard Jones
Trustee:	Andrew Savikas	Trustee:	Kathy Slovick

##### **Trustees Absent:**

Vice President:	Erin Micklo
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The chair declared that a quorum was present.

##### **Staff Present:**

Dawn Bussey	Library Director
Leslie Jacobs	Adult Department Director
Sophie Kenney	Youth Department Director
Ann Lindsey	Materials Processing Manager
Maria Tachna	Finance and HR Director

##### **Others Present:**

Chris Crawford
Kay Fillingham

#### **AUDIENCE PARTICIPATION:**

Josh O'Shea, Young Adult Librarian, gave a brief presentation to the Board. Josh first spoke about the World on The Move Exhibit, which was here during the summer. Josh worked with Maggie to build programs for the exhibit and initiate opportunities for volunteer work. In total, he had 6 docents with 26 sessions to help facilitate tours along with over 25 programs that coincided with the theme of exhibit. Josh also helped move and enhance the high school room. The room is in constant use. Josh also works with The Workshop to create prizes for Bingo programs. Josh worked with a previous staff member to obtain a grant for Indie Lens pop up to help support and promote independent film makers. The grant has funded a program on February 11<sup>th</sup> which will show the documentary, *Free for All: The Public Library*.

Beth Kirchenberg, Middle School Librarian, gave a brief presentation to the Board. Beth has been here for about two and a half years. During her time, she has created a school presence in multiple school clubs including TAB, PRISM, and gaming, while also being able to present the summer reading program in classrooms. Beth is also wrapping up serving her 3<sup>rd</sup> year on the Caudill Committee, which selects the best books for grades 5 – 8. Beth serves on internal library committees as well such as the Haunted Library, Maker Fest and Summer Reading. Beth has made some additions to "The Middle" a room designated just for Middle Schoolers. Updates she made last year include a new gaming cabinet, new book display, new board

games and Switch games, and some well-worn chairs were removed. Beth creates and facilitates at least 3 events for grades 6 – 8 per month as well as collaborates with teens once per quarter. Some of her programs include the Global Taste Test Taste Challenge, Versus Videogames, Protect Your Peeps and Kirt Cup Terrariums. Some goals Beth has accomplished this past year include researching, creating and launching a 100 Books Before High School program, evaluating the nonfiction 300s under the scope of DEI and re-cataloging them into 900s if applicable, and deepening the relationship with middle schools by programming through their internal networks and/or staff through onsite advertising. Some things Beth will be working on this coming year are developing a new system of displaying artwork in The Middle, initiating a middle school collection diversity audit before the end of the year, and investigating opportunities for a school-based reward program for middle schoolers for the Summer Reading Program.

### **MINUTES OF PREVIOUS MEETING:**

Treasurer Deaton moved to accept the minutes of the regular Library Board Meeting on December 16, 2024, as amended. Motion Seconded and Carried – Voice Vote - Unanimous.

### **COMMUNICATIONS:**

The Board reviewed the monthly communications.

### **OFFICER'S REPORT:**

President Volk said some words concerning Joe Halter's passing and passed a card around for the Board to sign it so it can be sent to his family.

Treasurer Deaton reported on the financials for this month. Of particular note, \$1,425 was paid to HR Source Legal Issues for Supervisors and Evolving Manager Bootcamp, \$1,045.59 was paid to 4Imprint for luggage tags with logos and triangular highlighters with logo, \$4,775 was paid to Provantage for 5 Dell laptops for the makerspace, \$37,665 was paid to SMC Construction for work progressing on the 2<sup>nd</sup> floor refresh, \$2,300 was paid to the Village for the annual rental fee of parking spaces in the commuter lot, \$6,500 was paid to Image One Facility Solutions for January and February cleaning services, and \$13,133.66 was paid to Rhino Networks for 2 Meraki network modules and licenses.

### **FINANCIAL REPORTS:**

Treasurer Deaton moved to authorize expenditures for goods and services totaling \$481,229.30 as listed in the January 2025 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote - Unanimous.

Treasurer Deaton moved to accept the December 2024 Revenue and Balance Sheet, and the December 2024 Final and January 2025 Expenditure Report. Motion Seconded and Carried – Voice Vote - Unanimous.

### **LIBRARIANS' REPORTS:**

Director Bussey reviewed the statistics for the month and year. Locker deliveries increased 62% for the year, adult database usage increased 22% for the year, youth database usage increased 99% for the year, youth program attendance increased 7% for the year, adult programming increased 2%, and outreach programming increased 88%.

The Friends of the Library held a sale in the basement this past weekend and netted over \$2,000 in book sales. The Foundation just met and have agreed to pay for a welcome sign in the front entry that will be in the top languages spoken in our schools. The sign will be done in a maroon shade to play off the brick wall. We will have some version of it up on the wall prior to it being installed so that the community can offer feedback and will be included in the first-floor refresh.

The first floor refresh project is coming along in terms of design. Budget projections are on point for what has been budgeted. We will be going out for bid in March and it will be included in the board agenda in April. The refresh includes new carpet for the entry way, meeting rooms, lobby and new cork flooring around the Library Services desk. In the Youth Department, it is rearranging of shelving, moving the light wall in the back out closer to midway of space, and a new revised play area in the back corner. Staff would like it to be space for more creative and imaginative play. The service desk will see an update as well as the addition of two more study rooms, a passport office, and appropriate desk space for staff.

2 things to know or share: 1. This Saturday, there is an emerging authors expo from 1 – 4 on the second floor. 2. On March 8, the Maker Fest will take place from 11 – 3 on both the first and second floors.

## **NEW BUSINESS:**

### **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 FY2025 Per Capita Grant Application:**

Trustee Savikas moved to approve the FY2025 Per Capita Grant Application. Motion Seconded and Carried – Roll Call Vote – Unanimous.

### **Release of Executive Session Minutes:**

Secretary Stott moved to release minutes dated April 21, 2014, December 15, 2014, and June 17, 2024 and to destroy all executive session recordings from June 2023 back to January 2023. Motion Seconded and Carried – Voice Vote – Unanimous.

## **OTHER 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 8:06, Treasurer Deaton moved to adjourn the Regular Library Board Meeting and move into Executive Session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employee(s). Motion Seconded and Carried – Voice Vote – Unanimous.

Meeting adjourned at 8:07 PM

Maria Tachna

Finance and HR Director