

Glen Ellyn Library Foundation Board Meeting Agenda

January 15, 2025 – 6:30pm

Glen Ellyn Public Library 3rd Floor Board Room

- I. Call to Order and Roll Call
- II. Introduction of GEFL Board nominee Shawn Roberts
- III. Approval of November 6th 2024 Meeting Minutes
- IV. Board President Report (Gina – 20 Min)
 - A. Thank board members for active participation in 2024
 - B. Thank Dawn, Friends and Library staff for their support (marketing, donor appreciation event, makerspace ribbon cutting, administration)
 - C. 2024 Year in Review: Highlights / Key Accomplishments / Goals Met
- V. Treasurer Report (Merril – 20 Min)
 - A. 2024 financial year in review: total investment and contribution income, expenditures, giving
 - B. Recap contributions, disbursements since Nov meeting
 - C. Review / approval of financial reports (Roll Call Vote)
 - D. Set Financial Review Subcommittee for 2024 Financials (carryover one person from previous committee, add one more board member in addition to Merrill and Dawn)
- VI. Library Director's Report (Dawn – 10 Min)
 - A. Current Library Services and Operations update
 - B. 2025 library plan / opportunities for giving
- VII. Development Director Report (Carrie – 30 Min)
 - A. Fundraising and Donor Relations
 - 1. Impact of year-end appeal letter
 - a. Results of personalized notes vs. general mailing
 - 2. 2025 donor meetings and outreach; Corporate and family foundations
 - 3. Foundation and Friends of the Library, how to differentiate the two to library supporters
 - B. Event Opportunities
 - 1. Role in Maker Fair 3/8/25 discussion (sponsorship, man a table/piece of equipment?)
 - 2. Ice Cream Social 6/9/25
 - 3. Consider an offsite donor appreciation event in Sept/Oct and/or literary event in 2025
 - C. Public Relations, Marketing and Growth
 - 1. Newsletter mailing update / potential pre-approval of printing / mailing costs (Roll Call vote)
 - 2. Consider mailing to all library card holders on National Library Giving day 4/1/25
 - 3. Consider ongoing/new memberships in GE organizations (Chamber, Rotary, others?)
 - 4. Update Foundation Directory and Charity Navigator status
- VIII. Marketing Committee Report (Didi – 20 Min)
 - A. Present costs / approval of GEFL brochure (Roll Call Vote)
 - B. 2025 Guide articles plan for 2025 (next due 3/22/25)
 - C. Web page update plan for 2025
 - D. Options for GEFL branding within the Library (bulletin board signage, brochure holders at desk stations, bookmarks, etc.)

- IX. Old / New Business (30 Min)
 - A. Setting Regular meeting dates – March, May, July, September, November evenings
 - B. 2025 Fundraising / Giving Goals Discussion
 - 1. Review endowment / donation income and giving plans from 2024 strategic meeting session
 - 2. Naming Opportunities consideration
- X. Executive Session – new Board member vote (5 Min)
- XI. Adjournment