

**Glen Ellyn Public Library Board of Trustees**  
**Meeting of February 17, 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	Vice President:	Erin Micklo
Treasurer	Maryann Deaton	Secretary	Susan Stott
Trustee:	Richard Jones	Trustee:	Andrew Savikas
Trustee:	Kathy Slovick		

The chair declared that a quorum was present.

**Staff Present:**

Dawn Bussey	Library Director
Leslie Jacobs	Adult Department Director
Sophie Kenney	Youth Department Director
Audrey Staron	Makerspace Coordinator
Maria Tachna	Finance and HR Director

**AUDIENCE PARTICIPATION:**

Leslie Jacobs, Adult Department Director, gave a brief presentation to the Board. Leslie began with the library in December. The Adult Department is currently comprised of 6 full-time staff and 8 part-time staff including The Workshop, but there are a couple of vacant positions. Leslie shared some of the services the Adult Department offers. In conjunction with the Youth Department, 2,338 passports were processed, and 2,096 photos were taken in 2024. In January, both the Adult and Youth Departments hosted a passport fair where 124 passports were processed, and 103 photos were taken. Sara Youngs and Rosalind Watkins will present at the Reaching Forward conference on how to start processing passports at attendees' own library. Services to community book clubs were pointed out. There are currently 87 active book clubs enrolled. In 2024, 544 requests were processed, and 244 discussion guides were created. Services for book clubs include copies of book discussion books, discussion guides, recommendations and bundles. Leslie highlighted some activities in The Workshop and the equipment the public has been able to use. 3 new study rooms were added to the second floor in December to the existing 9 rooms with the 2<sup>nd</sup> floor refresh; in 2024, the study rooms were utilized 8,224 times. Things coming up in 2025 include: a world language periodical collection, a partnership with COD for the Hokusai & Ukiyo-e: The Floating World Program, and the seed library will be moving up to the 2<sup>nd</sup> floor.

**MINUTES OF PREVIOUS MEETING:**

Secretary Stott moved to accept the minutes of the regular Library Board Meeting on January 20, 2025. Motion Seconded and Carried – Voice Vote - Unanimous.

## **COMMUNICATIONS:**

The Board reviewed the monthly communications.

## **OFFICER'S REPORT:**

President Volk reminded all trustees about the iLEAD newsletter distributed through ILA and the website where trustees can sign up for training. There are several different learning opportunities and workshops for trustees.

Treasurer Deaton reported on the financials for this month. Of particular note, \$3,404 was paid to HR Source for Manager's bootcamp training for 3 staff and HR Conference for 1, \$886 was paid to Illinois Library Association for membership fees and the Reaching Forward Conference, \$31,247 was paid to Product, LLC for construction plans and documents for the first floor refresh, \$2,680 was paid to Marcomm Electric for can light replacements in the soffit exterior, \$3,854.40 was paid to Academic and Collegiate Software for Creative Cloud licenses for the Makerspace and Media Lab, and \$4,000 was paid to RAILS for the Udemy annual subscription.

## **FINANCIAL REPORTS:**

Treasurer Deaton **moved to authorize expenditures for goods and services totaling \$300,005.20 as listed in the February 2025 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote - Unanimous.**

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

## **LIBRARIANS' REPORTS:**

Director Bussey reviewed the statistics for the month and year. Visits to the library increased 15% in January, locker deliveries increased 20%, adult database usage increased 14% for the month, youth database usage increased 249%, outreach programming increased 72% and overall programming increased 55% in January.

The fleeces for staff are here, just in time for the cold weather! Next month the final bill of phase 2 of the refresh will be coming next month. Glen Ellyn Youth and Family Counseling Services are back in the library.

Summer meals is being put on hold for a variety of reasons including: steep and continued attendance decreases, the Bus to Books program will not be attending this year, and Philip J Rock is the only school in our service area that qualifies the library for the program, and those students are not utilizing the program. Instead, snack packs will still be provided for Bus to Books programming and on demand snack packs will be available for children asking about food and those we notice spending several hours at the library.

The Marketing Department is working with the Foundation to create a postcard mailer that would go out in April to peak interest in the Foundation.

3 things to know or share: 1. Library provides access to Udemy which is over 25,000 online video courses in business, tech and personal development. 2. The Spring 2025 Guide is available on the website and will hit mailboxes soon; 3. Glen Ellyn Youth and Family Services

are back with hours in the lobby.

**NEW BUSINESS:**

**Approval of FY2024 IPLAR (Illinois Public Library Annual Report):**

Trustee Slovick moved to approve the FY 2024 IPLAR. Motion Seconded and Carried – Voice Vote – Unanimous.

**Approval of Makerspace and Youth 3D Printing Policy Update:**

Secretary Stott moved to approve the Makerspace and Youth 3D Printing Policy Update. Motion Seconded and Carried – Voice Vote – Unanimous.

**Approval of Meeting and Conference Room Policy Updates:**

Trustee Slovick moved to approve the Meeting and Conference Room Policy Updates. Motion Seconded and Carried – Voice Vote – Unanimous.

**ADJOURNMENT:**

At 8:46, Trustee Savikas, moved to adjourn the Regular Library Board Meeting. Motion Seconded and Carried – Voice Vote – Unanimous.

Meeting adjourned at 8:47

Maria Tachna  
Finance and HR Director