

Glen Ellyn Public Library Board of Trustees
Meeting of March 17, 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:	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.

Others Present:
Chris Crawford
Kay Fillingham

Staff Present:

Dawn Bussey	Library Director
Rachael Flewelling	Marketing Manager
Sophie Kenney	Youth Department Director
Ann Lindsey	Materials Processing Manager
Maria Tachna	Finance and HR Director

AUDIENCE PARTICIPATION:

Rachael Flewelling, Marketing Manager, gave a brief presentation to the Board. The Marketing Department is comprised of 3 full-time employees which includes Rachael, Kathy Hollahan, Graphic Designer, and Joey McKenna, Media Production, Social Media and Email Marketing Associate. Rachael presented the 2023–2028 Marketing Plan, highlighting how it aligns with the Library's Strategic Plan and supports the overarching goal of establishing the Library as an anchor institution within the community. Rachael began by defining "community" in the context of the Library's mission—examining the existing assets of the village and identifying the different languages spoken to better understand the needs and demographics the Library serves. The plan also emphasizes the Library's contribution to the overall quality of life in the community. To assess this, the Library conducted a survey to gauge public perception of quality of life and the Library's role in enhancing it. Rachael shared key data and discussed specific ways in which the Library positively impacts the community. From this data, key marketing messages were developed, including: The Library is a resource for everyone, Library staff are approachable, knowledgeable, and ready to help, and Libraries connect people to information—and to each other.

MINUTES OF PREVIOUS MEETING:

Vice President Micklo **moved to accept the minutes of the regular Library Board Meeting**

on February 17, 2025. Motion Seconded and Carried – Voice Vote - Unanimous.

COMMUNICATIONS:

The Board reviewed the monthly communications.

OFFICER'S REPORT:

President Volk shared insights from the webinar "*Sustainability: A Core Value of Libraries*," which emphasized the role libraries can play in addressing climate change. Sustainability is recognized as one of five core values intended to guide the future direction of libraries. She highlighted that library trustees play an important role in this effort by participating in the development and approval of strategic plans and policies that support sustainable practices. As an example, Karen presented the Saratoga Springs Public Library's Strategic Plan, showcasing specific initiatives they've implemented to make their library more environmentally sustainable.

Treasurer Deaton reported on the financials for this month. Of particular note, \$2,316 was paid to Pluralsight for IT training, \$232,308.64 was paid to Shales McNutt for the final phase of the second floor refresh, \$3,152.66 was paid to Chicago Office Technology Group for a replacement printer in the youth department, \$8,947.22 was paid to Envision3 for printing for the Spring Guide, and \$5,942.83 was paid to LL Bean for fleece jackets for staff.

FINANCIAL REPORTS:

Treasurer Deaton moved to authorize expenditures for goods and services totaling \$468,440.57 as listed in the March 2025 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote - Unanimous.

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

LIBRARIANS' REPORTS:

The elevator went out of service on Saturday, and calls have been placed to get the elevator fixed. In the meantime, we are directing members to the other elevator.

The friends had a 2-day book sale and brought in \$4,400; they are doing quite well and prepping to determine what the annual gift will be. Both the Friends of the Library and the Library Foundation have agreed to give \$1,000 for summer reading, this year, the Library is partnering with WDSRA, and to fund the staff service awards which is \$300 from each organization.

Director Bussey is still working with Foundation for them to be as successful as possible. They are working to create an awareness campaign. There will be a postcard inside the next Guide and direct people to the Foundation's page on the website where they can sign up for information and subscribe to emails the Foundation. This would help the development director get more names and make more connections. Then the foundation will cultivate a list of VIPs to invite to a special event.

3 things to know or share: 1. Tell Sara Youngs Congratulations on being the employee of the year!!! 2. Contact your legislatures about funding IMLS and its importance! 3. Last call for Laconi Trustee banquet on Friday, May 30th.

NEW BUSINESS:

Review Request from DAR to Distribute Flags and Flag Code on June 14, 2025:

Trustee Slovick **moved to approve the request for DAR to distribute flags and flag code on June 14th, 2025. Motion Seconded and Carried – Voice Vote – Unanimous.**

ADJOURNMENT:

At 8:08 Treasurer Deatton **moved to adjourn the Regular Library Board Meeting. Motion Seconded and Carried – Voice Vote – Unanimous.** Check site to make sure Andrew has filed.

Meeting adjourned at 8:47

Maria Tachna
Finance and HR Director