

Glen Ellyn Public Library Board of Trustees

Meeting of April 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:	Erin Micklo
Treasurer	Maryann Deaton	Trustee:	Richard Jones
Trustee:	Andrew Savikas	Trustee:	Kathy Slovick

The chair declared that a quorum was present.

Trustees Absent:

Susan Stott

Others Present:

Chris Crawford

Staff Present:

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

AUDIENCE PARTICIPATION:

Ann Lindsey, Materials Processing Manager, provided a departmental update to the Board. She began with an overview of the Materials Processing Department, which currently consists of one full-time and three part-time staff members. Ann highlighted two successful book mending demonstrations conducted for library staff, which were attended by 14 coworkers. She also noted the department's collaboration with the Youth Department for the countywide Teacher Institute Day in February, during which three separate mending demonstrations were offered to a total of 27 attendees. Ann shared updates on the *Library of Things* initiative and the new *Conversion Kits*. The first wave of kits—now cataloged and available for member checkout—includes formats such as VHS, VHS/DVD, VHS-C, and 8mm cassettes. A recent addition, *The Wolverine*, enables the conversion of slides into digital content. Upcoming additions include Yoto players and Yoto card kits. She also reported on her ongoing collaboration with SWAN on Real Time Availability (RTA) and Interlibrary Loan (ILL) enhancements. This project involves recataloging approximately 450,000 records, replacing outdated entries with new records that include OCLC numbers. The improved system will enable staff to view item availability in real time, increasing efficiency and reducing member wait times. Ann briefly discussed her involvement in *The World on the Move* exhibit. She managed the module layout and setup, completed condition reports, and oversaw both installation and takedown logistics. The exhibit required 78 hours for installation and 54 hours for removal, including preparing the crates for their next destination. Lastly, Ann shared that she assumed the role of Social Committee Chair last year. She recapped

previous committee events and introduced plans for new passive events to be implemented this year.

MINUTES OF PREVIOUS MEETING:

Treasurer Deaton **moved to accept the minutes of the regular Library Board Meeting on March 17, 2025. Motion Seconded and Carried – Voice Vote - Unanimous.**

COMMUNICATIONS:

The Board reviewed the monthly communications.

OFFICER'S REPORT:

Treasurer Deaton reported on the financials for this month. Of particular note, \$1,100 was paid to HR Source for Supervisory Bootcamp for a staff member, \$1060.30 was paid to ILA for IRead summer reading T-shirts for staff, \$1,060 was paid to DuPage County Health Department for the annual inspection fee for the café, \$5,342.28 was paid to Continua Interiors of Illinois for furniture included in the 2nd floor refresh, \$29,838.48 was paid to Product LLC for drawings for the 1st floor refresh, \$2,800 was paid to Bridgeall Libraries for a one year subscription to Collection HQ, \$4,987.15 was paid to CDW Government for CrowdStrike threat software, \$8,990 was paid to Apple, Inc. for 10 Macbooks, and \$13,208.54 was paid to Provantage for 11 Dell Optiplex towers and 4 monitors for the Library Services Department.

FINANCIAL REPORTS:

Treasurer Deaton **moved to authorize expenditures for goods and services totaling \$337,463.30 as listed in the April 2025 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote - Unanimous.**

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

LIBRARIANS' REPORTS:

Director Bussey reviewed the statistics for the month. Visits to the library increased 9% for the month, locker deliveries increased 14% for the month, adult database usage increased 15% for the month, New York Times Digital news is being well utilized, youth database usage increased 280% for the month, mostly due to more usage of Tumblebooks, and overall program attendance increased 37% for the month.

Director Bussey gave an update of the 2nd floor refresh cost, including what portion went was used for the makerspace. The project came in approximately \$259,000 under budget. The 1st floor refresh bids are in with alternates with a total of \$1,040,034, slightly over the \$1,000,000 budget given. The Library will be able to cover the 1st floor overage with the money unspent on the 2nd floor and adjust the budget accordingly.

The Friends of the Library have had a great year and met on Monday, April 14th. They held their two-day book sale March 15th and 16th and generated \$5,705 in March between that sale and the book nook. They will be making their annual donation to the Library at the May board meeting.

Carrie has resigned from the Foundation. They will discuss how they want to proceed at their next board meeting which will be held in May. Gina Meyers, the current Foundation Board President is also resigning. Peter Cooper will be the new Foundation President. The Foundation continues to work to create an awareness campaign.

The all-staff in-service day went well, it felt good and upbeat. The day began with an overview from Dawn, then SCARCE came in to talk about the 3 R's (reduce, reuse, recycle), then staff did a fun papermaking activity. Staff then reviewed and updated the strategic plan and years of service awards were given.

3 things to know or share: 1. June 9th is ice cream social, please let Dawn know if you can help 2. Swearing in of new trustees is May 12th at the civic center at 7PM 3. Come walk at the 4th of July parade and with the Library!

NEW BUSINESS:

Review FY 2023-2028 Strategic Plan:

The Board reviewed the FY 2023 – 2028 updated strategic plan with things that have been accomplished as well as things that are being currently worked on.

Review and Approve .02 Maintenance Levy Letter to Village Board:

Treasurer Deaton moved to Approve the Letter to the Village Board Regarding the Upcoming Resolution for the .02 Building and Maintenance Levy. Motion Seconded and Carried – Roll Call Vote – Unanimous.

Review and Approve “New” Volunteerism Policy:

The Board reviewed the New Volunteerism Policy and suggested some changes. The policy will be tabled until May so those changes can be made.

Approval of DAR Constitution Week Display(s):

Vice President Micklo moved to approve the DAR Constitution Week Display(s) if space is permitted. Motion Seconded and Carried – Voice Vote – Unanimous.

Approval of 1st Floor Refresh Project in the Amount of \$1,100,000:

Trustee Savikas moved to approve the 1st Floor Refresh Project in the Amount of \$1,100,000. Motion Seconded and Carried – Roll Call Vote – Unanimous.

OTHER BUSINESS:

Vice President Micklo, Treasurer Deaton, and Secretary Stott resigned from their positions effective May 19, 2025, at 7 PM.

ADJOURNMENT:

At 8:59, Trustee Jones moved to adjourn the Regular Library Board Meeting. Motion Seconded and Carried – Voice Vote – Unanimous.

Meeting adjourned at 9:00

Maria Tachna
Assistant Director