

**Glen Ellyn Public Library Board of Trustees**  
**Meeting of May 19, 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:	Kathy Slovic
Treasurer	Andrew Savikas	Trustee:	Chris Crawford
Trustee:	Kay Fillingham	Trustee:	Beth Murin

**Trustees Absent:**

Secretary: Richard Jones

**Public Present:**

Jil Lyn Tedford

**Staff Present:**

Dawn Bussey	Library Director
Karen Christiansen	Library Services Assistant Director
Ellie Hansen	Youth Department Assistant Director
Leslie Jacobs	Adult Department Director
Ann Lindsey	Materials Processing Manager
Maria Tachna	Assistant Director

**ELECTION OF OFFICERS:**

Kathy Slovic moved to nominate Karen Volk as President and Andrew Savikas as Treasurer. Karen Volk moved to nominate Kathy Slovic as Vice President and Richard Jones as Secretary. Motions Seconded and Carried – Voice Vote – Unanimous.

**APPOINTMENT OF COMMITTEES:**

Brief descriptions of the committees were presented. After discussion, the appointments were as follows:

Budget:	Karen Volk, Andrew Savikas, and Kay Fillingham
Facility:	Karen Volk, Andrew Savikas, and Chris Crawford
Personnel:	Andrew Savikas, Kathy Slovic, and Beth Murin
Policy:	Richard Jones, Chris Crawford, and Kay Fillingham
Advocacy:	Karen Volk, Kathy Slovic, and Beth Murin
Back up FOIA Representative:	Andrew Savikas

**AUDIENCE PARTICIPATION:**

Katie Scherer, President of the Friends of the Library, presented the Library Board with their annual contribution. This year, thanks to the hard work from the group, the total contribution given to the Library is \$70,000. Ms. Scherer spoke briefly about how the Friends of the Library

have been successful with the book nook in the library and the new way of inviting people in for book sales. The mission of the Friends of the Library (FOL) is to raise funds to supplement the Library's annual budget for materials, programs, and literacy initiatives in the local community. Not only does the FOL make an annual contribution, but they also contribute dollars for staff length of service awards, expenses accrued from the annual Ice Cream Social, and community outreach partnerships such as those made in conjunction with the Summer Reading program. The Friend's annual campaign continues to be extremely successful; however, most sales come from book sales in the basement and in the Book Nook.

Dennis McCarthy, Building Engineer, and Jack Ward, Assistant Building Engineer, gave a brief presentation to the Board. Dennis has been at the Library since December 2015. His job entails making sure the building is clean, safe, and secure. Dennis is on call 24/7 and can be at the library quickly to help settle any emergency situations. There is currently a staff of five in the Maintenance Department with one other full-time employee and three part-time employees. There is someone on duty from maintenance all hours the library is open, and there is usually someone here from maintenance at special events such as the ice cream social. Dennis works with more than 50 vendors throughout the year scheduling preventative maintenance visits or repair work. Contracts are constantly being reviewed as well as the vendors the department works with. Dennis keeps a daily duty schedule and calendar that manages all the processes the department keeps up with. Jack Ward went over some of the daily duties that are accomplished in the department. Most of the duties are cleaning tasks so that the environment is welcoming at GEPL. Jack also focuses on minor maintenance issues and oversees setting up the meeting rooms, making sure the rooms are clean, and he also does special events like the ice cream social. Coordinating with the vendors is also an important part of his role, ensuring that they have proper access throughout the building, that everyone is safe and completed with minimal disruption to the public. Some current projects include carpet cleaning throughout the entire building and seal coating of the parking lot.

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

Chris Crawford **moved to accept the minutes of the regular Library Board Meeting on April 21, 2025. Motion Seconded and Carried – Voice Vote - Unanimous.**

### **COMMUNICATIONS:**

The Board reviewed the monthly communications.

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

President Volk reported on the financials this month. Of particular note, \$1,575 was paid to HR Source for annual membership dues, \$5,300 was paid to Lauterbach & Amen for progress work on the audit, \$19,092.13 was paid to Continua Interiors for furniture for the first floor refresh, \$10,143.31 was paid to Interiors for Business for a 50% deposit for furniture for the first floor refresh, \$30,508 was paid to Library Furniture International for a 50% deposit on furniture for the first floor refresh, and \$15,600 was paid to SMC Construction for preconstruction services. Overall spending is on track and PPRT revenue is starting to slow down.

### **FINANCIAL REPORTS:**

President Volk **moved to authorize expenditures for goods and services totaling \$368,724.10 as listed in the May 2025 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote - Unanimous.**

President Volk moved to accept the April 2025 Revenue and Balance Sheet, and the May 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 52% for the month, locker deliveries increased 1% for the month and continued to be well utilized, adult database usage decreased 1% for the month, New York Times Digital news is being well utilized, youth database usage increased 158% for the month, mostly due to more usage of Tumblebooks, and overall program attendance increased 20% for the month

The Readers' Advisory and Collection Development Librarian has started. E-resources are being evaluated. The hope is that by investigating the different resources, the library is able to feed the growth in demand. Reciprocal borrowing is up considerably, and staff are gearing up for summer reading as well as preparing for the 4th of July parade.

3 things to know or share: 1. Monday, June 9<sup>th</sup> is Ice Cream social, 2. Summer reading t-shirts are available now, 3. The Café is now selling homemade pickles in quart sizes.

### **UNFINISHED BUSINESS:**

#### **Approval of Volunteerism Policy:**

At the previous meeting, the Board reviewed the proposed New Volunteerism Policy. During the discussion, the Board recommended removing the reference to "501(c)(3)" organizations to broaden the policy's applicability. Additionally, it was suggested that language be added to clarify that the Library does not endorse or officially support any volunteer activities undertaken by staff. Following further discussion, the Board agreed to table the policy for reconsideration at the June meeting.

### **NEW BUSINESS:**

#### **Discussion of Expansion of Cards for Kids Act at GEPL:**

President Volk defined what the Card for Kids Act is. The Board discussed the expansion of the Cards for Kids Act at GEPL to include all children under the age of 18, regardless of whether they are approved for the free or reduced lunch program. Following a thorough discussion, no action was taken at this time. The Board will revisit the discussion at the June meeting.

### **ADJOURNMENT:**

At 8:58, Trustee Crawford moved to adjourn the Regular Library Board Meeting. Motion Seconded and Carried – Voice Vote – Unanimous.

Meeting adjourned at 9:00

Maria Tachna  
Assistant Director