

**Glen Ellyn Library Foundation
Minutes of Board of Directors Meeting
April 13, 2010**

Board President Lewis called the meeting to order at 7:35 PM.

Board Members Present: Leland Lewis, John Mulherin, Merrill Rajeck, Gary Still, Barbara Urgo and Judith Wagner.
Absent: Kelly Kalinch
Also Present: Library Director, Dawn Bussey
Guests: None

Board President Lewis announced that Director Barry Freeman had submitted his resignation. President Lewis encouraged Board Members to consider individuals for membership on the Board.

Approval of Minutes of Prior Meeting: On a motion duly made and seconded, the minutes of the January 12, 2010 meeting of the Board of Directors were approved as presented.

Financial Report: Treasurer Rajeck presented the Financial Report of the Foundation for the period ending March 31, 2010. The Report reflected receipts and disbursements, investment results and the total assets of the foundation, as of the end of first quarter of 2010. Treasurer Rajeck noted that investment results and valuations for funds administered by the DuPage Community Foundation are as of 12/31/09, which is the latest period for which information is available.

On a motion duly made and seconded, the Financial Report for the period ending March 31, 2010 was approved.

Adoption of Revised Bylaws: President Lewis asked Director Mulherin to briefly review the revisions of the Bylaws which were distributed to the Directors at the January 12, 2010 meeting. The revisions were made as the result of the Board's review of the existing By-laws during its October 13, 2009 meeting.

On a motion duly made and seconded, the Bylaws of the Glen Ellyn Library Foundation, as presented to the Board, were adopted as the Bylaws of the Foundation. Director Mulherin was instructed to forward the By-laws to Director Bussey reflecting the date of adoption by the Board of Directors.

Investment Guidelines: Treasurer distributed revised Investment Guidelines for the Foundation. The revisions are proposed to conform to the current investment practices of the Foundation. One proposed modification requested by the Board is to have all investments approved by the Board of Directors. Treasurer Rajeck concurred with the recommendation and would modify the Investment Guidelines by incorporating that provision.

On a motion, duly made and seconded the Investment Guidelines, as modified, were adopted.

Motion to Place Board Minutes and Financial Reports on the Library Website: The Board discussed the advisability of placing Board Minutes and Financial Reports on the Library Website. Director Bussey indicated that it would be fairly easy to establish a section for Foundation Information with a link from the Library's website.

On a motion duly made and seconded, it was resolved that all Foundation Board Minutes and Financial Reports are to be placed on the Library's website following their approval by the Board of Directors.

Independent Audit of Foundation's Finances: The Board discussed the advisability and appropriateness of having the financial records of the Foundation reviewed by an independent auditor. The Board acknowledged the Board's limited financial activities, its basic financial assets, the potential cost of an audit and possible benefits to having an audit. Based upon the foregoing, it was determined that the Board should review the potential expense of an audit.

On a motion duly made, seconded and adopted, President Lewis was directed to secure proposals from certified public accountants for the audit of the books and records of the Foundation and report his findings to the Board at the next meeting.

Library Director's Report: Director Bussey reported on the following items:

Miniature Golf Night: The Library will conduct a Miniature Golf Night on a Saturday evening in January or February next year, the exact date to be determined. While a purpose of the event is to raise money for the Library; its primary focus will be on raising awareness of the Friends of the Library and the Library Foundation.

Portions of the Library will be converted into an 18 hole miniature golf course. While some equipment will have to be purchased, a good deal of the golf equipment will be borrowed from the Glen Ellyn Park District. Individuals and businesses will be given the opportunity of sponsoring holes, at a cost of \$250.

A similar event has been undertaken by the Batavia Library and has been reported to have been well received by the community. It is anticipated that revenue will cover initial expenses for the event, so it is not likely to generate a profit during the first year. The program will be an annual event and, accordingly, will likely become an anticipated "community

event” and generate modest income in future years. In addition to income, it will expose the public to the library and its supportive organizations.

DLS System: Director Bussey reported on the current financial condition of the Dupage Library System (DLS System). The DLS facilitates the exchange of books by member libraries for loan to their patrons. Lending is extremely active with upwards of several hundred books in and out of the Library on any given day. The exchange of books can only be facilitated by DLS, which is funded by grants from the State of Illinois. The State is currently delinquent in its payments to the system and if funding is not received in the near future, the program may have to be suspended after May 30th.

Safety Village: Director Bussey advised the Board that construction of the model library building is well underway at TCD. She circulated pictures of the model; it appears to be very true to the detail of the existing structure. The model will eventually be donated to the Glen Ellyn Park District for inclusion in its Safety Village. The Foundation will contribute \$3,000 toward the cost of the construction of the Model. Other parties contributing include the Friends of the Library.

Open Books/Open Doors: Director Bussey described the “Open Books/Open Doors” Program and fund. Under this program, income qualified individuals and families who reside in unincorporated Glen Ellyn may secure a library card with the cost paid by the program. Under state law the Library is prohibited from waiving the annual fee which is charged to non-Village Residents who desire to have a library card. The fee is determined on a case-by-case basis, using the assessed valuation of the individual’s address to determine the cost for the card. Funds in the Open Books/Open Doors Program are used to pay the cost of the card for qualified individuals.

Director Bussey advised the Board that the fund was virtually depleted at this time. The Board was advised that, on average, the fund dispenses approximately \$2,000 per year for library cards. The Board was of the view that supporting the Open Books/Open Doors Program was consistent with the mission of the Foundation and, accordingly, an appropriate utilization of its funds.

On a motion, duly made, seconded and adopted, the Foundation awards a grant in the amount of Two Thousand (\$2,000) Dollars to the Glen Ellyn Library for use by it in the Open Books/Open Doors Program. The Treasurer was directed to forward a check in that amount, payable to the Glen Ellyn Library, to Director Bussey specifying the purpose for which the grant is to be used.

The Board then discussed the desirability of making an annual gift to the Library to support one of its programs. If possible, the gift would be made at the second meeting of each year. All gifts must be paid from net earnings, thus the amount of the grant will be dependent upon the investment results of the Foundation's portfolio and the needs of the program recommended by the Library Director. The annual grant will be subject to review and modification, from time to time, as the Board of Directors implement the Program.

On a motion, duly made, seconded and adopted, the Foundation shall adopt a policy of making an annual grant to the Glen Ellyn Library the amount and terms of the grants to be determined by the Board.

President Lewis announced that the next meeting of the Board of Directors is scheduled for Tuesday, July 13, 2010 at 7:30 PM.

No other business to become before the meeting, the meeting was adjourned at 9:15 PM.

John M. Mulherin, Secretary *Pro Tem*