

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, July 19, 2016
Kossmann Room, 7:00 p.m.**

President Linda Wheaton, called the July 19, 2016 Regular meeting of the Board of Trustees to order at 7:00 p.m. in the Kossmann Room.

Board members in attendance included, Marsha Baker, Ingrid Becton, Monica Iacono, Carol Jacobsen, Susan Sadowski, and William Shanklin. Teresa Menolascino arrived at 7:35p.m. William Ryan was absent. Also in attendance were Library Director, Mary Beth Harper, Assistant Director, Marcy Rodriguez, and Administration/HR Manager, Rita Andreuccetti.

Roy F. McCampbell and League of Women Voters representative, Becky Lipton were in attendance.

Visitor, Mr. Roy F. Campbell, addressed the Board during the Public Comments section. Mr. McCampbell would like the Board to consider autism training for staff. He went on to say that this is a growing need in our society today.

The first order of business was the approval of the Minutes of the June 21, 2016 Regular Board Meeting. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the June 21, 2016 Regular Board Meeting be approved as presented.

Susan Sadowski seconded the motion. The motion carried.

The next order of business was the approval of the July 19, 2016 Accounts Payables Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the July 19, 2016 check registers be approved for payment.

Ingrid Becton seconded the motion. Director Harper responded to questions about the invoices. The motion carried.

Director Harper distributed the monthly credit card statements and the small check register. Mrs. Harper presented the revenue and expenditure reports. On the revenue report, she noted that the Library received its first tax payment for the year. The per capita grant was also received in June, although it was less than initially projected.

On the expenditure report, she noted that group health under employee benefits continues to crest higher and will even out in December. The program line under contractual services is high due to heavy summer programming. She further noted that under capital outlay, a down payment was made for furniture to complete the second floor renovation and replace other furniture due to wear and tear. The other budget lines are overall on target. Ms. Harper answered several questions from the Board.

In the Director's Report, Mrs. Harper stated that the Library continues to be very busy, visitor counts are up 9% this month over last year at this time. Program attendance was up dramatically, 100% for adults and 69% in the Kids' Library. Summer reading continues to attract readers of all ages.

Trustee Iacono asked about patrons not picking up their holds. Director Harper stated that approximately 10% of holds are not picked up each month. After some discussion, Ms. Iacono suggested a friendly reminder in the next Fine Print may help to reduce that number. Director Harper agreed.

In the President Report, Mrs. Wheaton stated that she will be moving out of Elmhurst in mid-August and a replacement will be needed to fill her vacancy. Board members stated that she will be missed and wished her well.

The first order of Unfinished Business was the makerspace. Director Harper noted that the only thing she had to report was that the engineers have been in to look at the space in basement and are working on bid specifications.

The first order of New Business was the acceptance of the 2017 and 2018 Budget. Bill Shanklin moved:

THEREFORE BE IT RESOLVED:

That the 2017 and 2018 Budget be approved as presented.

Director Harper stated that although an estimated revenue and expense for 2018 are also included, this is a projection and not an approval for the 2018 Budget. Mrs. Harper reviewed each line of the budget for 2017 and resumed the budget discussion from the June Board meeting. Susan Sadowski seconded the motion. The motion carried.

The next order of New Business was the acceptance of the Annual Audit. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the Elmhurst Public Library Board of Trustees accepts the Comprehensive Annual Financial Report for the Elmhurst Public Library, December 31, 2015.

Susan Sadowski seconded the motion. The motion carried.

The next order of New Business was to meet Bryan Blank. This has been postponed until next month.

The next order of New Business was the patron request for written correspondence. Director Harper stated that patron, Miriam Potter, wrote a letter to the Board regarding her son John Potter. Mr. Potter's privileges were revoked for one year due to numerous behavior related issues. Ms. Potter is requesting that the Board recant statements made about John Potter's behavior at the Library. President Wheaton will reply to Ms. Potter.

There being no New Business, at 7:44 p.m. Linda Wheaton took a roll call vote to convene in Executive Session Board to discuss Personnel matters.

Carol Jacobsen Yes
Teresa Menolascino Yes
Monica Iacono Yes
Marsha Baker Yes
Sue Sadowski Yes
Bill Shanklin Yes
Ingrid Becton Yes

The Board moved into executive session at 7:45 p.m.

The Board moved back into regular session at 8:03 p.m.

The Board voted to increase Director Harper's salary by \$3,500. Director Harper was called into the meeting and the Board discussed the performance review with her.

There being no Other Business, the meeting was adjourned at 8:35p.m.