

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, November 15, 2016
Kossmann Room, 7:00 p.m.**

President Marsha Baker, called the November 15, 2016 Regular meeting of the Board of Trustees to order at 7:01 p.m. in the Kossmann Room.

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

Visitors in attendance were Head of the Kids' Library Sharon Karpel and League of Women Voters representative Annette Armstrong.

Director Harper introduced Library Trustee Francesca Irion. Ingrid Becton administered the oath of office.

During public comment, Annette Armstrong noted the League of Women Voters and the Library are cosponsoring a program on identity theft on December 1.

The first order of business was the approval of the Minutes of the October 18, 2016 Regular Board of Trustees Meeting. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the October 18, 2016 Regular Board of Trustees Meeting be approved as presented.

William Ryan seconded the motion. The motion carried.

The next order of business was the approval of the November 15, 2016 Accounts Payable. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the November 15, 2016 Accounts Payable be approved as presented.

Director Harper responded to questions about the invoices. Susan Sadowski seconded the motion. The motion carried.

Director Harper distributed the monthly credit card statements and the small check register. Ms. Harper presented the revenue and expenditure reports. She noted that 83% of the year has lapsed.

On the revenue report, she noted that the Library received a property tax payment. She mentioned that most of the Library's donations are received in December.

On the expenditure report, Ms. Harper noted under Contractual Services, the Auto Circ System will crest higher this year because Innovative Interfaces neglected to bill the Library for a product for two years. Director Harper noted a few other lines that will be overspent including, programs, other non-print, and digital content. Overall the budget will not crest over and next year's budget has been adjusted accordingly. Ms. Harper answered several questions from the Board.

In the Director's Report, Ms. Harper discussed the budget presentation to the City Council. Trustees Marsh Baker and Susan Sadowski along with Director Harper were in attendance. Director Harper stated that she received questions regarding fund balances from a City Council member prior to the presentation.

The staff hosted a Maker Faire on November 3. There was representation from every department and Trustee Sadowski also participated. Another staff Maker Faire will be held on February 1. There will be training sessions on the new embroidery machine, a cooking demonstration along with staff DIY project displays. Director Harper encouraged the Board to participate in the event.

Ms. Harper went over the winter Fine Print. It features the One Book, One Community initiative. Patrons choose from six titles picked by staff for their readability, quality, and potential to inspire thought-provoking discussion. The Kids' Library started a new campaign called "1,000 Books Before Kindergarten." The 1,000 Books campaign encourages caregivers to read 1,000 books to their child before they enter kindergarten.

There was no President's report.

The first order of Unfinished Business was the Makerspace. Director Harper stated that makerspace committee is working on policy for the space. There is an article in Fine Print highlighting upcoming maker programs.

The first order of New Business was the Rejection of Bids for the Makerspace Project. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That the Elmhurst Public Library Board rejects all bids from the October 11, 2016 bid opening for the construction of the Library makerspace due to budget considerations.

Director Harper stated that the bids from October 11, 2016 were over budget and the construction manager felt that the bids were too high. Staff along with the construction manager and architects have made changes to the plans. Ms. Harper asked if there were any questions. Trustees had no questions. Trustee Becton second the motion carried. The motion carried.

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The next order of New Business was the Approval to Rebid the Makerspace Project. Ingrid Becton moved:

THEREFORE BE IT RESOLVED that Administrative staff is authorized to rebid the makerspace project per 75 ILCS 5/5-5.

William Shanklin second the motion. The motion carried.

The next order of New Business was the Staff Holiday Luncheon. Monica Iacono moved:

THEREFORE BE IT RESOLVED that the Administrative Staff is authorized to host a holiday luncheon for staff at a cost not to exceed \$1,200.

Traditionally, the Board approves the staff holiday luncheon each year. The date for the luncheon is December 13, 2016. The event is catered by an Elmhurst business, and the funds for payment of the luncheon are taken from the Library Appreciation Fund, or the LEA Fund. The LEA Fund was established by an anonymous donor who specified that the money must be spent on staff training or appreciation events. Carol Jacobsen seconded the motion. The motion carried.

The next order of New Business was the Library Insurance Review and Quotes. Ingrid Becton moved:

THEREFORE BE IT RESOLVED that Administrative staff is authorized to accept the bids for Library insurance coverage for November 2016 through November 2017 from Hanover Insurance for property, liability coverage for a total of \$25,462, and from Hartford Insurance for workers' compensation for a total of \$17,090.

Susan Sadowski second the motion. The motion carried.

The next order of New Business was the approval to Engage Architects for Kids' Department Renovation. Susan Sadowski moved:

THEREFORE BE IT RESOLVED that Administrative staff is authorized to begin working with the architects on the renovation of the Kids' Department.

Kids' Library manager Sharon Karpel talked about ideas for the Kid's Library renovation. The Trustees expressed interest in visiting other libraries. Director Harper will put together a list of newly remodeled children's departments in the area. Monica Iacono seconded the motion. The motion carried.

The first order of Other New Business was a request from Trustee Iacono for a sign thanking the Garden Club for decorating the Library for the holiday season. Director Harper will ask staff to put up a sign for the Garden Club. Trustee Shanklin talked about the new apartments on Hahn

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Street and increase need for Library services. Director Harper noted that it's a TIF area and the Library would not receive funds for years.

There being no Other New Business, the meeting was adjourned at 8:10 p.m.