

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, March 21, 2017
Kossmann Room, 7:00 p.m.**

Vice-President Monica Iacono called the March 21, 2017 Regular Meeting of the Board of Trustees to order at 7:01 p.m. in the Kossmann Room.

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

Visitors in attendance were Dan Pohrte from Product Architecture + Design and Head of Kids' Library Sharon Karpel.

There was no public comment.

The first order of business was the approval of the Minutes of the February 21, 2017 Regular Board of Trustees Meeting. William Shanklin moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the February 21, 2017 Regular Board of Trustees Meeting be approved as presented.

Susan Sadowski seconded the motion. The motion carried.

The next order of business was the approval of the March 21, 2017 Accounts Payable. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That the March 21, 2017 Accounts Payable be approved as presented.

Director Harper responded to questions about the invoices. William Shanklin seconded the motion. The motion carried.

Director Harper distributed the monthly credit card statements and the small check register. Ms. Harper reviewed the revenue and expenditure reports. She noted that the Library did not receive any property tax or replacement tax payments this month.

On the expenditure report, Ms. Harper noted that the Group Health line under Employee Benefits is cresting at 30%. She went on to say that the Library pays the health insurance a month in advance and it will equal out at end of the year.

In the Director's Report, Ms. Harper stated that circulation statistics and visitor counts are down in part to one less day this February compared to last February. Program attendance was still up compared to last year.

Ms. Harper talked about the progress in the Makery. The plumbing and most of the electrical is in. The next phase includes painting, tiling the bathroom, and then set up of furniture and finishing touches. She went over the Library's EPL U program on April 8. There will be demonstrations of the Makery equipment and opportunities to explore hands-on activities.

There was no President's report.

The first item of Unfinished Business was the Makerspace. Ms. Harper stated that the project is coming along well. The dry wall is up, bath room ceiling is done, sprinklers are done, paint colors are selected and tile is scheduled to arrive on April 17.

The first order of New Business was the Kids' Library renovation presentation. Ms. Harper indicated that that the Kids' Library staff did a thorough and detailed analysis of the how patrons are using the Kids' Library. They identified the changing needs of the community and created on a comprehensive list of priorities to address them. Director Harper, Assistant Director Rodriguez, Head of Kids' Library Karpel, and Assistant Head of Kids' Library Rock-Walsh met with Tiffany Nash and Dan Pohrte from Product Architecture + Design to define and refine a plan for the space. Mr. Pohrte presented the designs to the Board. Mr. Pohrte stated that the project would take 4-6 months. Ms. Karpel and Ms. Harper answered several questions throughout the presentation. Director Harper asked if the Board felt comfortable with the designs and if the Board would like the staff to move forward with the project. The Board agreed to move forward.

The next order of New Business was the approval to purchase banners and hardware for light posts. Susan Sadowski moved:

THEREFORE BE IT RESOLVED that administrative staff is authorized to purchase banners and hardware to advertise the Makery on the parking lot light poles at a cost not to exceed \$3,450.00

Ms. Harper stated additional banners will be purchased in the future was to advertise annual Library programs. Teresa Menolascino seconded the motion. The motion carried.

The next order of New Business was the approval of Food for Fines. Carol Jacobsen moved:

THEREFORE BE IT RESOLVED that the Board of Trustees of the Elmhurst Public Library approves the Annual Food For Fines Drive for the week of April 10-15, 2017.

Ms. Harper noted that the drive coincides with National Library Week. Teresa Menolascino seconded the motion. The motion carried.

The next order of New Business was the approval of Birthday Holiday for Staff. Director Harper discussed a similar idea at a previous meeting. This benefit would give every staff member a paid day off during the month of their birthday. Staff members would be paid for the hours they normally work during their regular shift.

Trustee Iacono had not heard of this benefit and voiced concern about giving a benefit to staff that may need to go away in the future. Trustee Sadowski asked several questions and thought it was good that it did not inconvenience patrons. Trustee Menolascino felt it was a good idea. Trustee Shanklin voiced concerned about this benefit. He also suggested this benefit be earned after a set number of service years. Trustee Jacobsen liked that the benefit would not inconvenience patrons. However, she asked for more time to consider the benefit and also have the full Board in attendance to discuss the idea. Ms. Harper agreed to bring it back to a future meeting.

The next order of New Business was the review of polices: Board Bylaws, Library Programming, Community Information, E-Mail Communications Among Trustees, Public Participation at Library Board Meetings, Solicitation and Selling in the Library, Hours of Service and Holidays, Contractor Liability, Safety of Children in the Library.

William Shanklin moved:

THEREFORE BE IT RESOLVED:

That Policy 2.1 Bylaws Board of Trustees be approved with no changes.

Carol Jacobsen seconded the motion. The motion carried.

William Shanklin moved:

THEREFORE BE IT RESOLVED:

That Policy 3.16 Library Programming be approved as presented.

Susan Sadowski seconded the motion. The motion carried.

William Shanklin moved:

THEREFORE BE IT RESOLVED:

That Policy 3.5 Community Information be approved with no changes.

Susan Sadowski seconded the motion. The motion carried.

William Shanklin moved:

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THEREFORE BE IT RESOLVED:

That Policy 2.1.2 E-Mail Communications among Trustees be accepted as amended.

Teresa Menelascino seconded the motion. The motion carried.

William Shanklin moved:

THEREFORE BE IT RESOLVED:

That Policy 2.3 Public Participation at Library Board Meetings be approved with no changes.

That Policy 3.18 Solicitation and Selling in the Library be approved with no changes.

That Policy 3.12 Hours of Service and Holidays be approved with no changes.

That Policy 4.1 Contractor Liability be approved with no changes.

Teresa Menelascino seconded the motion. The motion carried.

Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That Policy 3.15 Safety of Children in the Library be approved as presented.

There being no Other New Business, the meeting was adjourned at 8:37 p.m.