

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, May 17, 2016
Administration Conference Room, 7:00 p.m.**

President Linda Wheaton, called the May 17, 2016 Regular meeting of the Board of Trustees to order at 7:02 p.m. in the Administration Conference Room. Meeting was adjourned at 7:02 p.m. due to lack of a quorum. President Wheaton asked if Trustees would wait, the meeting would reconvene at 7:30 p.m. Trustees stated they would stay.

President Linda Wheaton, reconvened the May 17, 2016 Regular meeting of the Board of Trustees to order at 7:22 p.m. in the Administration Conference Room.

Board members in attendance included, Marsha Baker, Teresa Menolascino, and William Ryan. Ingrid Becton arrived at 7:22 p.m. Monica Iacono, Carol Jacobsen, Susan Sadowski, and William Shanklin were absent. Also in attendance were Library Director, Mary Beth Harper, Assistant Director, Marcy Rodriguez, and Administration/HR Manager, Rita Andreuccetti.

League of Women Voters representative, Annette Armstrong and Elmhurst reporter for Suburban Life, Juan Pablo Garcia were in attendance.

The first order of business was the approval of the Minutes of the April 19, 2016 Regular Board Meeting. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the April 19, 2016 Regular Board Meeting be approved as presented.

William Ryan seconded the motion. The motion carried.

The next order of business was the approval of the April 19, 2016 Accounts Payables William Ryan moved:

THEREFORE BE IT RESOLVED:

That the May 17, 2016 check registers be approved for payment.

Teresa Menolascino 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 there was no property tax revenue in April.

On the expenditure report, she noted that the Professional Services line under Contractual Services is cresting over due to the \$25,000 payment to the City for services rendered. Under commodities, the Other Non-Print line is also cresting over. There were several alternative collection items that were purchased to offset patron demand. Under Capital Outlay, the Equipment line is over because the snow sweeper was purchased at the beginning of the fiscal year. Overall the other lines are on target. Ms. Harper answered several questions from the Board.

In the Director's Report, Mrs. Harper stated that circulation statistics were up seven percent and visitor counts up by eleven percent in April. She noted that this was due in part to being open an additional day.

She mentioned that signs are posted at the entrance to Library lot and the Museum lot to let patrons know about the additional parking. The agreement with the Elmhurst Art Museum took effect on May 1.

In the President Report, Mrs. Wheaton read a thank you letter from former Assistant Director of Public Services, Catherine Ingram.

The first order of Unfinished Business was the makerspace. Director Harper stated that staff met with the architects to discuss ideas for the makerspace. She went over the plan for the space and discussed the next steps in the project. Mrs. Harper also went over the mission statement:

The Makery at the Elmhurst Public Library provides a hands-on creative space for patrons to invent, collaborate, and design as they transform their ideas into reality.

Director Campe answered several questions from the Board. She anticipates minimal disruption to patrons during this project. She indicated that the architects will attend the June Board Meeting to go over the space and discuss the timeline.

The first order of New Business was the review of the Collection Management Policy, Selection Policy, and Electronic Devices. William Ryan moved:

THEREFORE BE IT RESOLVED that the Collection Management Policy be approved as presented.

Ingrid Becton seconded the motion. Director Harper stated that the Collection Management Policy and the Selection Policy were merged into one policy. The Collection Management Policy was revised to reflect current practices. The motion carried.

Marsha Baker moved:

THEREFORE BE IT RESOLVED that the Electronic Devices Policy be approved as presented.

Teresa Menolascino seconded the motion. The motion carried.

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The second order of New Business was a review of the Director's evaluation procedure and form.

There being no Other Business, the meeting was adjourned at 8:07 p.m.