

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, November 17, 2015
Kossmann Room, 7:00 p.m.**

President Linda Wheaton called the November 17, 2015 Regular meeting of the Board of Trustees to order at 7:00 p.m. in the Kossmann Room.

Board members in attendance included, Ingrid Becton, Monica Iacono, Carol Jacobsen, Teresa Menolascino, Susan Sadowski and William Ryan. William Shanklin was absent. Also in attendance were Library Director, Mary Beth Campe, Assistant Director of Administration Services, Marcy Rodriguez, Assistant Director of Public Services, Catherine Ingram, Head of Circulation, Samantha Cresswell and Administration/HR Manager, Rita Andreuccetti.

There were no visitors in attendance.

There was no correspondence.

The next order of business was the approval of the Minutes of the October 20, 2015 Regular Board Meeting. Carol Jacobsen moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the October 20, 2015 Regular Board Meeting be approved as presented.

Teresa Menolascino seconded the motion. The motion carried.

The next order of business was the approval of the November 17, 2015 Accounts Payable. William Ryan moved:

THEREFORE BE IT RESOLVED:

That the November 17, 2015 check register be approved for payment.

Monica Iacono seconded the motion. Director Campe responded to questions about the invoices. The motion carried.

Director Campe distributed the monthly credit card statements and the small check register. She stated that the Library received another property tax payment of \$235,593 this month. Other incomes were overall on target.

She also reviewed the expenditure lines. She pointed out that the Alterations line under Capital Outlay shows incorrectly an unexpended amount of \$94,223. The reason for the discrepancy is

that the second floor renovation project spanned over two budget years so an estimated amount was transferred from one budget year to the other.

In her Director's Report, Ms. Campe stated that the Library received a national ranking in Library Journal's annual review of public libraries. This year 7,663 libraries were rated and only 261 qualified as star libraries. Libraries were rated on visits, circulation, program attendance, and public internet usage.

There was no President's report.

The first item of Unfinished Business was the Adult Services Department Reconfiguration Project. Ms. Campe presented the final project costs.

The first item of New Business was the approval of 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.

Ms. Campe reminded the Board that 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. Susan Sadowski seconded the motion. The motion carried.

The next item of New Business was the approval to accept the bid for Library Insurance. Ingrid Becton moved:

THEREFORE BE IT RESOLVED that administrative staff is authorized to accept the bid for Library insurance coverage for November 2015 through November 2016 from Chubb Insurance for a total of \$50,514 for property, liability, and worker's compensation coverage.

Director Campe suggested that the Library stay with Chubb for another year for property and liability insurance. She noted that Workers Compensation premium increased by \$3,635 due to claims that were made during the 2014 year. The insurance agent solicited several other Workers Compensation companies but they declined the coverage. Chubb is a highly rated company and they write many libraries. Susan Sadowski second motion. The motion carried.

The next item of New Business was the presentation by Samantha Cresswell, Circulation Manager.

There being no Other Business, the meeting was adjourned at 8:04 p.m.