

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, September 18, 2018
Kossmann Room, 7:00 p.m.**

President Marsha Baker called the September 18, 2018, Regular Meeting of the Board of Trustees to order at 7:04 p.m. in the Kossmann Room.

Board members in attendance included: Susan Sadowski, Carol Jacobsen, Francesca Irion, Ingrid Becton, Monica Iacono, and William Shanklin. Teresa Menolascino and William Ryan 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 Head of Marketing Rita Perona, Assistant Head of Adult Services Kristin Sanderson, Social Work Interns Tim Vo and Tracey Orick.

There was no correspondence.

The next order of business was the approval of the Minutes of the August 21, 2018 Regular Board of Trustees Meeting. William Shanklin moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the August 21, 2018 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 Minutes of the August 21, 2018 Executive Session. Director Harper distributed the minutes. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That the minutes of the August 21, 2018 Executive Session be approved as presented.

Monica Iacono seconded the motion. The motion carried.

The next order of business was the approval of the September 18, 2018 Accounts Payable. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That the September 18, 2018 Accounts Payable be approved as presented.

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

The monthly credit card statements and the small check register were distributed. Director Harper reviewed the revenue and expenditure reports. She noted that the Library received a property tax payment of \$1,513,734 and a replacement tax payment of \$3,846 this month. She reviewed the expenditure lines. The full-time personnel line remains under and the part-time line remains over this year, because two staff members are now part-time and another staff member retired. Overall the personal line remains on budget. The Parking Area line will be over this year because the parking lot needed to be resurfaced again this year. Normally the parking lot is resurfaced every other year. Overall the other lines were on target.

In the Director's Report, Director Harper talked about X-STREAM Fest happening on Saturday, October 20 from 12-4 p.m. The Library wide program will include offerings for all ages with hands-on experiments, creative projects, and explosive demonstrations.

In the President's Report, President Baker discussed the New York Times article, "To Restore Civil Society, Start with the Library: This crucial institution is being neglected just when we need it most."

The first order of Unfinished Business was the Kids' Library Renovation. Director Harper discussed the project costs. The renovation project spanned two budget cycles for a total cost of \$1,406,520. The Board approved the project cost not to exceed \$1,411,455. The Marketing Department continues to work on signage. The display case bulletin boards remain outstanding.

The first item of New Business was the introduction of the Social Work Interns, Tim Vo and Tracey Orick. Director Harper and Assistant Head of Adult Services, Kristin Sanderson began the discussion with some background information about social workers in libraries. The social work interns will provide resource referrals to patrons in need of social services. They will also lead some programs for patrons and provide training sessions for staff.

Tim Vo started in July. So far, he has focused on getting familiar with staff and patrons, meeting with community organizations in Elmhurst and throughout DuPage County, and creating surveys for patrons and staff to identify what services are needed in Elmhurst. Tim has "office hours" on Tuesdays and Wednesdays on the 2nd floor by the computers.

Tracey Orick started in September. Her office hours are on Tuesdays, Thursdays and Saturdays. Tracey stated that she was intrigued when she saw the social work intern listing on her school's website for EPL because she wasn't familiar with social work services in libraries.

The next order of New Business was the presentation of the Culture Statement. Director Harper and Head of Marketing Rita Perona went over the Culture Statement.

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The next order of New Business was the Per Capita Grant Requirements for 2019. Assistant Director Rodriguez discussed the requirements. The Board of Trustees reviewed Chapters 6-10 of the Trustees Facts File, JJs List's "Ten Tips for Great Service to Customers with Disabilities" and the services provided by the Illinois Veterans' History Project.

There being no Other Business, the meeting was adjourned at 8:20 p.m.