

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, October 15, 2019
Kossmann Room, 7:00 p.m.**

President Susan Sadowski called the October 15, 2019 Regular Meeting of the Board of Trustees to order at 7:00 p.m. in the Kossmann Room.

Board members in attendance included: Marsha Baker, Ingrid Becton, Monica Iacono, Francesca Irlon, Carol Jacobsen, and William Shanklin. Teresa Menolascino and William Ryan were absent.

Also in attendance were Library Director Mary Beth Harper, Assistant Director Marcy Rodriguez, and Admin/HR Manager Rita Andreuccetti.

Visitors in attendance were Elmhurst College students: Riley Wilson, Gianna Montesano, Syedce Sameeha, and Tessa Martyn. They were observing the Board meeting for a class assignment.

There was no correspondence.

There was no public comment.

The first order of business was the approval of the Minutes of the September 17, 2019 Regular Board of Trustees Meeting. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the September 17, 2019 Regular Board of Trustees Meeting be approved as presented.

Monica Iacono seconded the motion. The motion carried.

The next order of business was the approval of the October 15, 2019 Accounts Payable. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the October 15, 2019 Accounts Payable be approved as presented.

Director Harper responded to questions about the invoices. Marsha Baker seconded the motion. The motion carried.

The monthly credit card statements and the small check register were distributed. Director Harper distributed the financial reports. On the revenue report, she noted that a property tax payment of

\$1,852,927 was received in September. The Per Capita Grant in the amount of \$55,151, was also received this month. On the expenditure report, she reported that the part-time personnel line is over budget because two full-time employees are coded in the part-time line. Staff noticed the discrepancy and have notified City of Elmhurst staff who will correct the coding. Ms. Harper answered several questions from the Board.

In the Director's Report, Ms. Harper discussed the Volunteer Open House, which was held on September 22. Each of the 16 participants was given an EPL logo bottle and a gift certificate to BrewPoint. Attendees crafted during the meeting with Makery equipment.

Ms. Harper also indicated that Social Services Specialist, Tracey Orick, will attend the Board Meeting in February or March. Ms. Orick will provide an update about services she is providing to the community. Ms. Harper also discussed the digital sign kiosk for the entrance/lobby area. She indicated that staff is working with software developers who are programming the visual interface. The sign should be ready to use by the beginning of next year.

In the President's report, Ms. Sadowski commented about the upcoming Friends of the Library annual meeting.

The next order of Unfinished Business was the Lobby/Café/Carpet Renovation project. Director Harper stated that the project continues to progress. The renovation of the coffee shop is underway and will take about three weeks to complete.

The next order of New Business was the destruction of Executive Session Recordings. Ingrid Becton moved:

THEREFORE BE IT RESOLVED:

That recordings of Executive Sessions dated: 7/18/2017 is approved for destruction.

Director Harper stated that according to State statute, the Board can vote to destroy executive session recordings 18 months after the executive session as long as the Board has approved written minutes from that meeting. Last month, the Board voted to destroy recordings that were already approved for destruction in October of 2018 due to an error on the agenda. There was also an executive session recording date on last month's agenda that was incorrect. The date of September 21, 2016 was listed as an executive session recording however, there was no executive session on that date. The Board had already voted to destroy recordings dated 7/19/16 and 9/20/16 at the October 2018 meeting. Carol Jacobsen seconded the motion. The motion carried.

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The next order of New Business was the approval of 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 2019 through November 2020 from CNA Insurance for property, liability coverage and workers compensation for a total of \$35,382, and from Axis Pro for cyber liability for \$1,073.

Monica Iacono seconded the motion. The motion carried.

In the next order of New Business was the Approval to Digitize Documents. Marsha Baker moved:

THEREFORE BE IT RESOLVED

That Admin staff is authorized to contract with Millennia Group to digitize active and terminated employee files and accounts payable files.

Director Harper stated that Admin would like to continue digitizing documents for long-term storage and retrieval with Millennia Group. Board Meeting agendas and minutes were scanned last year. Personnel files and accounts payable files are next. Monica Iacono seconded the motion. The motion carried.

The next order of New Business were policy reviews. Monica Iacono moved:

THEREFORE BE IT RESOLVED

That the following policies are reviewed and approved as presented: Freedom to Read, Freedom to View, Ethics Statement for Library Trustees, Complaints from the Public, and Confidentiality of Records

Marsha Baker seconded the motion. The motion carried.

The next order of New Business was information about Fine Free Libraries. Director Harper stated that Chicago Public Library just announced that they will eliminate late fees.

There being no Other Business, the meeting was adjourned 7:40 p.m.