

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, December 19, 2023
Kossmann Room
7:00 PM**

This meeting was held in the Kossmann Room.

President Marsha Baker called the December 19, 2023 Regular Meeting of the Board of Trustees to order at 7:00 p.m.

Board members in attendance included: Marsha Baker, Ingrid Becton, Cindy Wellwood Burke, Jane Chornij, Taylor Holop, Carol Jacobsen, Susan Sadowski, Bill Ryan, and Bill Shanklin.

Also in attendance were Library Director Mary Beth Harper and Assistant Director Marcy Rodriguez.

There was one visitor who arrived at 7:12 p.m.

There was no public comment.

There was no correspondence.

The first order of business was the approval of the Minutes of the November 21, 2023 Regular Board of Trustees Meeting. Trustee Sadowski moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the November 21, 2023 Regular Board of Trustees Meeting be approved as presented.

Trustee Jacobsen seconded the motion. The motion carried.

The next order of business was the approval of the December 19, 2023 Accounts Payable. Trustee Sadowski moved:

THEREFORE BE IT RESOLVED:

That the December 19, 2023 Accounts Payable be approved as presented.

Trustee Becton seconded the motion. Director Harper answered several questions about the invoices.

The motion carried.

Director Harper discussed the financial reports.

In the revenue report, a property tax payment of \$59,272 was received.

Ms. Harper reviewed the expenditure report. She answered several questions from the Board.

In the Director's Report, Ms. Harper talked about a plumbing issue that closed two of the public bathrooms and the staff bathroom that is fixed. There was a hole in the main drain pipe that was most likely a result of age and stress from items that have taxed the system over the years. The pipe was in the ceiling in the basement. The leak was in an unfinished area of the basement.

The Facilities Manager is also working with a company to fix the generator. It's original to the building and may need to be replaced in a few years. The generator backs up the computer systems and provides lighting and heat/cooling in case of an emergency power loss.

There was no President's Report.

There was no Unfinished Business

The first order of New Business was the transfer of the LEA Fund Annual Interest to the Operating Fund. Director Harper stated that under the terms of the agreement with the anonymous donor, the Board of Trustees must spend, at a minimum, all of the annual interest from the Library Employee Appreciation Fund. This year's interest as of 12/5/2023 is approximately \$224.20. The annual interest has been spent on staff enrichment. The Board must now approve transferring the interest to the Operating Fund. Trustee Becton moved:

THEREFORE BE IT RESOLVED

That the interest earned in the Library Employee Appreciation Fund for FY 2023 be transferred to the Operating Fund to cover expenditures this fiscal year.

Trustee Ryan seconded the motion. The motion carried.

The next order of New Business was the approval of the Sale of Nonresident Library cards. Currently, EPL sells nonresident cards to people living in unincorporated areas north and south of Elmhurst within the boundaries of District 205. To calculate a fee for this service, staff apply the library tax rate paid by Elmhurst residents to the equalized assessed valuation on the property tax bill of nonresidents. Trustee Ryan moved:

THEREFORE BE IT RESOLVED:

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That, effective January 1, 2024, the Elmhurst Public Library will provide library cards to people without public library service living within the boundaries of Elmhurst Community Unit School District 205 by applying the same tax rate paid by Elmhurst homeowners to the equalized assessed valuation of nonresident property. For this same service, renters will pay a fee equal to 20% of one month's rent.

Trustee Holop seconded the motion. The motion carried.

The next order of New Business was the Establishment of 2024 Regular Monthly Board Meetings. Trustee Ryan moved:

THEREFORE BE IT RESOLVED:

That the 2024 Regular Monthly Board Meetings be approved as presented.

Tuesday, January 16, 2024	7:00 p.m.	Kossmann Room
Tuesday, February 20, 2024	7:00 p.m.	Kossmann Room
Tuesday, March 19, 2024	7:00 p.m.	Kossmann Room
Tuesday, April 16, 2024	7:00 p.m.	Kossmann Room
Tuesday, May 21, 2024	7:00 p.m.	Kossmann Room
Tuesday, June 18, 2024	7:00 p.m.	Kossmann Room
Tuesday, July 16, 2024	7:00 p.m.	Kossmann Room
Tuesday, August 20, 2024	7:00 p.m.	Kossmann Room
Tuesday, September 17, 2024	7:00 p.m.	Kossmann Room
Tuesday, October 15, 2024	7:00 p.m.	Kossmann Room
Tuesday, November 19, 2024	7:00 p.m.	Kossmann Room
Tuesday, December 17, 2024	7:00 p.m.	Kossmann Room

Trustee Becton seconded the motion. The motion carried.

The next order of New Business was the approval of Closing Dates for 2024. Trustee Becton moved:

THEREFORE BE IT RESOLVED.

That the following is a list of the days the Library will be closed.

- New Year's Day (Monday, January 1, 2024)
- Easter (Sunday, March 31, 2024)
- Memorial Day (Monday, May 27, 2024)
- Independence Day (Thursday, July 04, 2024)
- Staff Institute Day (Friday, August 09, 2024)
- Labor Day (Monday, September 02, 2024)

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- Thanksgiving (Thursday, November 28, 2024)
- Christmas Eve (Tuesday, December 24, 2024)
- Christmas (Wednesday, December 25, 2024)

Trustee Jacobsen seconded the motion.

There being no Other Business, the meeting was adjourned at 7:34 p.m.