

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, January 16, 2024
Kossmann Room
7:00 PM**

President Marsha Baker called the January 16, 2024 Regular Meeting of the Board of Trustees to order at 7:00 p.m.

Board members in attendance in the Kossmann Room included: Ingrid Becton, Cindy Wellwood Burke, Jane Chornij, Taylor Holop, Carol Jacobsen, Sue Sadowski, Bill Ryan, and Bill Shanklin.

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

There were no visitors in attendance.

There was no correspondence.

The first order of business was the approval of the minutes of the December 19, 2023 Regular Board of Trustees Meeting. Trustee Sadowski moved:

THEREFORE BE IT RESOLVED:

That the minutes of the December 19, 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 31, 2023 & January 16, 2024 Accounts Payable. Trustee Jacobsen moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the December 31, 2023 & January 16, 2024 Accounts Payable be approved as presented.

Director Harper responded to questions about the invoices. Trustee Becton seconded the motion.

The motion carried.

Director Harper discussed the financial reports. The Library collected 100% of property and 178% of replacement taxes. She stated that a property tax payment of \$61,649 and a replacement tax payment of

\$32,119 were received. The Library will receive the bulk of property tax payments in June. There are sufficient funds in reserves to cover expenses until tax payments are received.

Director Harper reviewed the expenditure report. The overall salary line was underspent. There were a few lines that went over budget including custodial services, water, janitorial supplies, Makery supplies, and insurance. Ms. Harper answered several questions from the Board.

In the Director's Report, Ms. Harper talked about Martin Luther King Jr. Day of Service. Families will help put together care kits for the Elmhurst Walk-in Assistance Network on January 15. The care kits contain items such as: mittens, socks, toiletries, and other essentials. The items for the kits were collected in a lobby donation box during December.

There was no President's Report.

There was no Unfinished Business.

The first order of New Business Director Salary Analysis. Director Harper stated that she and Trustee Shanklin met to discuss area Director salaries. She discussed her analysis of salaries from comparable libraries.

The next order of New Business was the building evaluation. Director Harper stated that she contacted the Library's insurance agent who reassured her that she uses standard tools to confirm the building valuation each year. The agent gave a few recommendations for companies that will perform a more formal appraisal. After some discussion, there was a consensus among Trustees to pursue an appraisal. Director Harper stated she would reach out to 2-3 companies for the best price.

The next order of New Business was the review of the following policies: Family Bereavement Leave, Child Extended Bereavement Leave, Employee Blood and Organ Donation Leave, and VESSA. Director Harper reviewed each policy with the Trustees. Trustee Sadowski moved:

THEREFORE BE IT RESOLVED:

That the following policies: Family Bereavement Leave, Child Extended Bereavement Leave, Employee Blood and Organ Donation Leave, and VESSA be approved as presented.

Trustee Chornij seconded the motion.

The motion carried.

There being no Other Business, the meeting was adjourned at 7:53 p.m.