

**MINUTES  
ELMHURST PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, June 18, 2024  
Kossmann Room  
7:00 PM**

President Marsha Baker called the June 18, 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, Carol Jacobsen, Bill Ryan, Sue Sadowski, and William Shanklin.

Trustee Taylor Holop was absent.

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

Visitor Amanda Copper was in attendance.

There was no public comment.

There was no correspondence.

The first order of business was the approval of the minutes of the May 21, 2024 Regular Board of Trustees Meeting. Trustee Becton moved:

**THEREFORE BE IT RESOLVED:**

That the minutes of the May 21, 2024 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 June 18, 2024 Accounts Payable. Trustee Sadowski moved:

**THEREFORE BE IT RESOLVED:**

That the Minutes of the June 18, 2024 Accounts Payable be approved as presented.

Director Harper responded to questions about the invoices.

Trustee Chornij seconded the motion. The motion carried.

Director Harper discussed the financial reports. Ms. Harper stated that a property tax payment of \$589,228 and a replacement tax payment of \$90,315 were received. She answered several questions from

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the Board. She reviewed the expenditure lines. Spending in the personnel line reflected a 3-payroll month. A portion of the audit was paid out this month under Contractual Services. There was also the first gas payment of the year. She expects a few more large payments. Overall the other lines were on target.

In the Director's Report, Ms. Harper discussed the French Market held in the staff parking lot, Sunday, June 9 – September 29. On those Sundays, we agreed with the neighboring office building to use 15 of their spaces in the lot directly north of the Library. There have been no issues with parking for staff or patrons. Ms. Harper also noted that Administration received notification from the State of Illinois that the Library was awarded the Per Capita Grant this year.

There was no President's Report.

The first order of Unfinished Business was the draft of the 2025 Budget and the Fund Balance Report. Director Harper reviewed each line of the budget for 2025. A few highlights from the revenue report include a 0% increase in property tax collection, an increase of \$80,000 in replacement tax revenue, and a decrease of \$25,000 in interest revenue.

Under the expenditure report, Director Harper stated that the biggest portion of the budget is devoted to personnel. She noted that the Full-time and Part-time lines include a 4% merit raise increase for staff.

Other highlights from the expenditure report include a \$28,000 increase in IMRF, \$15,000 for HVAC Consultant, \$25,000 for parking lot lights, \$20,000 for painting, and \$15,000 to replace laptops. The Alterations budget includes \$750,000 for special projects. Those projects include improvements to the Kids' Patio area and the development of a classroom space for the Makery. Director Harper asked the Board to prepare for further discussion at the July meeting.

The next order of Unfinished Business was the Property Insurance Limit Increase. Director Harper discussed the building appraisal. She stated that the additional premium is \$485. The increased limits will be backdated to 5/21/24. Trustee Sadowski moved:

THEREFORE BE IT RESOLVED:

That Administrative Staff is authorized to pay Hanover Insurance an additional premium of \$485 for increased property insurance limits.

Trustee Becton seconded the motion. The motion carried.

The first order of New Business was the approval to close the Library for Staff Institute Day. Trustee Becton moved:

THEREFORE BE IT RESOLVED

That the Library will be closed to the public for a Staff Institute Day on Friday, August 9, 2024.

Trustee Sadowski seconded the motion. The motion carried.

The next order of New Business was the Approval to purchase furniture. Director Harper reviewed the quote for the furniture replacement of the remaining task chairs for the Adult Services Department, the guest chairs in office areas, and the last round of replacement desk chairs. Trustee Ryan moved:

THEREFORE BE IT RESOLVED

That Administrative staff is authorized to purchase replacement furniture at a cost not to exceed \$81,890.

Trustee Jacobsen seconded the motion. The motion carried.

The next order of New Business was policy reviews. Director Harper reviewed the Makerspace Policy, Emergency Closings, Hours of Service, ADA Policy, Service Animals in the Library, and Borrowing Policy. Director Harper discussed that the Service Animals in the Library policy be retired since service animals are included in the ADA policy. She discussed the reasons why a separate policy was no longer needed. After some discussion among the Trustees, Trustee Sadowskio moved:

THEREFORE BE IT RESOLVED:

That the Service Animals Policy be retired.

Trustee Wellwood Burke seconded the motion. The motion carried.

Trustee Sadowskio moved:

THEREFORE BE IT RESOLVED:

That the ADA Policy be approved as presented.

Trustee Becton seconded the motion. The motion carried.

Director Harper recommended that the Hours of Service and Holiday Policy be updated to include the following statement, Library Administration may adjust hours for special circumstances or due to an emergency. With this change, Director Harper stated that the Emergency Closing Policy be retired. Trustee Becton moved:

THEREFORE BE IT RESOLVED:

That the Emergency Closing Policy be retired.

Trustee Wellwood Burke seconded the motion. The motion carried.

Trustee Becton moved:

THEREFORE BE IT RESOLVED:

That the Hours of Service and Holiday Policy be approved as presented.

Trustee Ryan seconded the motion. The motion carried.

Trustee Ryan moved:

THEREFORE BE IT RESOLVED:

That the Borrowing Policy be approved as presented.

Trustee Jacobsen seconded the motion. The motion carried.

Trustee Sadowski moved:

THEREFORE BE IT RESOLVED:

That the Makerspace Policy be approved as presented.

Trustee Wellwood Burke seconded the motion. The motion carried.

The next order of New Business was the approval to purchase a white toner printer. Director Haper reviewed the quote. Trustee Becton moved:

THEREFORE BE IT RESOLVED:

That Administrative Staff is authorized to purchase a white toner printer for the Makery at a cost not to exceed \$5,993.00.

Trustee Ryan seconded the motion. The motion carried.

The next order of New Business was the Director Review Materials. President Baker asked the Trustees to return the completed review forms to her before the July meeting.

There being no Other Business, the meeting was adjourned at 8:34 p.m.