

**MINUTES  
ELMHURST PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, February 18, 2025  
Kossmann Room  
7:00 PM**

This meeting was held in the Kossmann Room.

President Pro-Temp Ingrid Becton called the February 18, 2025 Regular Meeting of the Board of Trustees to order at 7:00 p.m.

Board members in attendance included: Cindy Wellwood, Jane Chornij, Carol Jacobsen, Sue Sadowski, and Bill Shanklin.

Trustees Marsha Baker, Taylor Holop, and Bill Ryan were absent.

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

There were no visitors in attendance.

There was no public comment.

There was no correspondence.

The first order of business was the approval of the Minutes of the January 16, 2025 Regular Board of Trustees Meeting. Trustee Wellwood moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the January 16, 2025 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 February 20, 2025 Accounts Payables. Trustee Sadowski moved:

THEREFORE BE IT RESOLVED:

That the February 20, 2025 Accounts Payables be approved as presented.

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

The motion carried.

Director Harper discussed the financial reports. She stated that the Library will receive most of its property tax payments in June. Sufficient funds in reserves cover expenses until tax payments are received. She noted that Brewpoint paid their entire rental payment in a lump sum this year. The payment is reflected in the revenue account in the Rental Income line. Ms. Harper answered several questions from the Board.

Ms. Harper reviewed the expenditure report. She noted that the Group Health line reflects the yearly lump sum payments made to employees enrolled in the Health Savings Account plan.

In the Director's Report, Ms. Harper stated that she worked with the City of Elmhurst to review yearly Explore Elmhurst Grant submissions. The grants committee reviews submissions from local organizations and suggests grant awards to be presented to the City Council for approval. The goal of the grant is to fund events and cultural activities that attract visitors and overnight guests to the City of Elmhurst.

She also talked about the programming strategic planning meeting. During the half-day meeting, staff talked about a variety of subjects that included creativity, using data to analyze program success, and patron satisfaction. Staff also reviewed the overall strategic plan to make sure we're on target to meet programming goals.

There was no President's Report.

The first order of unfinished business was the update on the patio renovation project. Director Harper went over the designs and answered several questions from the Board.

The next order of New Business was the adoption of the Annual Resolution for Reserve Funds. Illinois law requires that the Board designate a purpose for reserve funds each year. Trustee Jacobsen moved:

THEREFORE BE IT RESOLVED:

That the **Library Employee Appreciation Fund** be continued for the Elmhurst Public Library in FY 2025, to be used for employee appreciation as outlined in the agreement between the Library and the donor.

That the **Capital Replacement Fund** be continued for the Elmhurst Public Library in FY 2025, to be used to provide funds for the replacement, repair, or improvement of the building and its components.

Trustee Chornij seconded the motion. The motion carried.  
The next order of New Business was policy reviews: Social Media Policy and Finance Policy. Director Harper stated that she created a Finance Policy by combining several policies into one. Trustee Wellwood moved:

THEREFORE BE IT RESOLVED:

That the Finance Policy be approved as presented.

Trustee Shanklin seconded the motion. Director Harper answered several questions about the policy.

The motion carried.

Director Harper reviewed the Social Media Policy. Trustee Chornij proposed the addition of the phrase, "which prohibits," to clarify at the end of the fourth paragraph on the first page. Trustee Chornij moved:

THEREFORE BE IT RESOLVED:

That the Social Media Policy be approved as amended.

Trustee Sadowski seconded the motion.

The next item of New Business was the approval of 2024 Annual Report. Trustee Sadowski moved:

THEREFORE BE IT RESOLVED:

That the 2024 Illinois Public Library Annual Report for the Elmhurst Public Library is approved as presented.

Trustee Chornij seconded the motion. The motion carried.

The next order of New Business was the review of the circulation statistics. Director Harper discussed the circulation statistics over the last 10 years.

There being no Other Business, the meeting was adjourned at 8:29 p.m.