

**MINUTES  
ELMHURST PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, December 20, 2016  
Kossmann Room, 7:00 p.m.**

President Marsha Baker, called the December 20, 2016 Regular meeting of the Board of Trustees to order at 7:00 p.m. in the Kossmann Room.

Board members in attendance included, Monica Iacono, Ingrid Becton, Susan Sadowski, Teresa Menolascino, William Shanklin and Francesca Irion. Carol Jacobsen and William Ryan were absent. Also in attendance were Library Director Mary Beth Harper and Administration/HR Manager Rita Andreuccetti.

Visitor in attendance was League of Women Voters representative Annette Armstrong.

There was no public comment.

The first order of business was the approval of the Minutes of the November 15, 2016 Regular Board of Trustees Meeting. Susan Sadowski moved:

**THEREFORE BE IT RESOLVED:**

That the Minutes of the November 15, 2016 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 December 20, 2016 Accounts Payable. Monica Iacono moved:

**THEREFORE BE IT RESOLVED:**

That the December 20, 2016 Accounts Payable be approved as presented.

Director Harper responded to questions about the invoices. Teresa Menolascino seconded the motion. The motion carried.

Director Harper distributed the monthly credit card statements and the small check register. Ms. Harper presented the revenue and expenditure reports. She noted that 92% of the year has lapsed. On the revenue report, she noted that the Library received a property tax payment.

Ms. Harper re-highlighted budget lines that will be overspent including, the Auto Circ System, programs, telephone, water, other non-print, digital content, grounds, and rental. Overall the

budget will not crest over and next year's budget lines have been adjusted accordingly. Ms. Harper answered several questions from the Board.

In the Director's Report, Ms. Harper discussed the Library's newly formed Marketing Committee. She noted that one of the goals of the Strategic Plan was to develop a marketing plan. The group has been meeting for the past few months. The group's first task was to develop the plan and as part of the plan, the committee will remain standing and meet several times a year to implement marketing campaigns. The first campaign is a "Spread the Word" internal campaign encouraging staff to actively use word of mouth advertising to promote Library services and collections.

The makerspace committee has been meeting regularly to develop plans and policy for the makerspace. Josh Jurss, Lead Creative Specialist, has been purchasing equipment for the space and will be setting up training sessions for staff in January and February.

There was no President's report.

The first order of Unfinished Business was the Makerspace. Director Harper showed off an interactive promotional item for the Makery. Trustee Iacono asked if additional insurance would be required to cover the space. Our insurance agent confirmed that the makerspace is covered under the general liability policy. The makerspace committee is working on policy for the space.

The first order of New Business was the Approval of Bids for the Makerspace Project. Ingrid Becton moved:

THEREFORE BE IT RESOLVED THAT the Board of Trustees of the Elmhurst Public Library accepts the lowest qualified bids for the construction of a makerspace in the Library. The total of all bids is \$193,185.49 with the individual bidders and amounts listed on the attached page.

The bid opening for the makerspace took place at 1:00 p.m. on Friday, December 16, 2016. Project manager, Justin Pathmann put together the complete list after qualifying the bidders. Susan Sadowski second the motion carried. The motion carried.

The next order of New Business was the Approval to Proceed with the Financial Plan/Capital Plan. Director Harper discussed the proposal for a financial and capital replacement plan from Ehlers Associates. Trustees asked for an additional proposal to compare. Director Harper will bring another proposal and more information to an upcoming board meeting.

The next order of New Business was the Approval of Ordinance Establishing a Travel Reimbursement Policy in Accordance with the Local Government Travel Expense Control Act. Secretary Ingrid Becton read the Secretary's Certificate. Susan Sadowski moved:

THEREFORE BE IT RESOLVED THAT the Approval of Ordinance Establishing a Travel Reimbursement Policy in Accordance with the Local Government Travel Expense Control Act be approved as presented.

The Local Government Travel Expense Control Act passed in June. The new policy with added provisions as outlined by the law was reviewed. Monica Iacono second the motion. All Trustees voted to approve the ordinance. The motion carried.

The next order of New Business was the Approval of the Directors and Officers Insurance Renewal. Susan Sadowski moved:

THEREFORE BE IT RESOLVED that Administrative staff is authorized to renew the Directors and Officers Liability Insurance Policy at a renewal cost of \$5,264 for the policy period of 1/9/2017 to 1/9/2018.

Francesca Irion second the motion carried. The motion carried.

The next order of New Business was the Transfer of annual interest from the Library Employee Appreciation Fund. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the interest earned in the Library Employee Appreciation Fund for FY2016 be transferred to the Operating Fund to cover expenditures this fiscal year.

Ingrid Becton seconded the motion. The motion carried.

The next order of New Business was the Approval of the Sale of Nonresident Library Cards. William Shanklin moved:

THEREFORE BE IT RESOLVED:

That, effective January 1, 2017, 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.

Susan Sadowski seconded the motion. The motion carried.

The next order of New Business was the Resolution of Appreciation for the Elmhurst Garden Club. Monica Iacono read:

Whereas, members of the Elmhurst Garden Club have continued their tradition of decorating the Library for the holiday season for the 64<sup>th</sup> year with an elegant theme featured throughout the building; and

Whereas, the Elmhurst Garden Club contributed to the spirit of the holiday season for Library staff and visitors;  
and

Whereas, members of the Elmhurst Garden Club generously and consistently have given of their time and talent in service to the Elmhurst community through their creative, charitable and educational projects year round;

THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees of the Elmhurst Public Library offers its sincerest gratitude and commendation to the Elmhurst Garden Club on behalf of the Library's patrons and staff and all the citizens of Elmhurst.

The next order of New Business was the Approval of Staff Holiday Greeting.  
Francesca Irion moved:

THEREFORE BE IT RESOLVED that the Board of Trustees of the Elmhurst Public Library would like to thank the Library staff for your contributions to the Elmhurst Public Library this past year. Your dedication and commitment to providing outstanding library service truly enrich life in Elmhurst! We wish you and your families a happy and peaceful Holiday Season.

Susan Sadowski seconded the motion. The motion carried.

The next order of New Business was the Establishment of 2017 Regular Monthly Board Meetings. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That, the 2017 Regular Monthly Board Meetings be approved as presented.

Tuesday, January 17, 2017	7:00 p.m.	Kossmann Room
Tuesday, February 21, 2017	7:00 p.m.	Kossmann Room
Tuesday, March 21, 2017	7:00 p.m.	Kossmann Room
Tuesday, April 18, 2017	7:00 p.m.	Kossmann Room
Tuesday, May 16, 2017	7:00 p.m.	Administration Conference Room
Tuesday, June 20, 2017	7:00 p.m.	Kossmann Room
Tuesday, July 18, 2017	7:00 p.m.	Kossmann Room
Tuesday, August 15, 2017	7:00 p.m.	Kossmann Room
Tuesday, September 19, 2017	7:00 p.m.	Kossmann Room
Tuesday, October 17, 2017	7:00 p.m.	Kossmann Room
Tuesday, November 21, 2017	7:00 p.m.	Kossmann Room
Tuesday, December 19, 2017	7:00 p.m.	Kossmann Room

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Teresa Menolascino seconded the motion. The motion carried.

The first order of Other New Business was Director Harper encouraging trustees to view the pictures of recently remodeled children's department and to visit other libraries to see what's being done by Product Architecture + Design.

Trustee Shanklin thanked the Library for helping service men and woman from the Great Lakes Naval Station on Thanksgiving by letting them use our laptops.

There being no Other New Business, the meeting was adjourned at 8:03 p.m.