

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, February 21, 2017
Kossmann Room, 7:00 p.m.**

President Marsha Baker called the February 21, 2017 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, Carol Jacobsen, William Shanklin, William Ryan, and Francesca Irion. Also in attendance were Library Director Mary Beth Harper, Assistant Director Marcy Rodriguez and Administration/HR Manager Rita Andreuccetti.

Visitors in attendance were Head of Circulation Sam Cresswell and 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 January 17, 2017 Regular Board of Trustees Meeting. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the January 17, 2017 Regular Board of Trustees Meeting be approved as presented.

Teresa Menolascino seconded the motion. The motion carried.

The next order of business was the approval of the February 21, 2017 Accounts Payable. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the February 21, 2017 Accounts Payable be approved as presented.

Director Harper responded to questions about the invoices. William Ryan seconded the motion. The motion carried.

Director Harper distributed the monthly credit card statements and the small check register. Ms. Harper reviewed the revenue and expenditure reports. She noted that the Library will not receive property tax payments until June. A replacement tax payment of \$38,333 was received from the City.

On the expenditure report, Ms. Harper noted that the Group Health line under Employee Benefits is cresting at 22%. She went on to say that the Library pays the health insurance a month in advance and it will equal out at end of the year.

In the Director's Report, Ms. Harper discussed the Library's participation in an international social media campaign on Friday, February 17 known as #DayofFacts. The idea was not for institutions to make an overt political statement but to "simply share mission-related, objective, and relevant facts to show the world that our institutions are still trusted sources for truth and knowledge."

Ms. Harper went over the spring 2017 *Fine Print* newsletter. She noted that the One Book One Community selection was *Between the World and Me* by Ta-Nehisi Coates. This title is the focus of Adult Summer Reading. The next issue of the newsletter will have details on programs.

On April 8 the Library will host demonstrations of the Makery equipment and opportunities to explore hands-on activities.

There was no President's report.

The first item of Unfinished Business was a tour of the Makerspace. The Board agreed to take the tour at the end of the meeting.

The first item of New Business was the approval of 2016 Annual Report. Ingrid Becton moved:

THEREFORE BE IT RESOLVED, that the 2016 Illinois Public Library Annual Report for the Elmhurst Public Library is approved as presented.

Susan Sadowski seconded the motion. The motion carried.

The next item of the new business was the Adoption of Annual Resolution for Reserve Funds. William Ryan moved:

THEREFORE BE IT RESOLVED:

That the **Library Employee Appreciation Fund** be continued for the Elmhurst Public Library in FY 2017, 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 2017, to be used to provide funds for the replacement of all items listed on the Capital Replacement Schedule.

That the **Bond and Interest Fund** be continued for the Elmhurst Public Library in FY 2017, to be used for payment of debt service.

Carol Jacobsen seconded the motion. The motion carried.

The next order of New Business was the Financial Plan/Engineering Study Review. Director Harper updated the board on the financial study. She went over the sample engineering study from the Ela Area Public Library and noted that it was comprehensive. Ms. Harper discussed the plan with the Library's Facility Manager Will Cotton. He felt it would be a good time to have it done. Ms. Harper noted the age of the building is 14 years old. President Baker asked if the Board had any questions or general thoughts about proceeding with the study. Director Harper clarified that the Financial Plan and Engineering Study need to be done simultaneously. She stated that Ehlers is the only company that does financial plans for libraries and there are several companies that do engineering studies. The cost would be about \$25,000 for both. Trustee Shanklin requested more time to review the sample study. The discussion will continue at the next meeting.

The next order of New Business was on becoming a Passport Acceptance Facility. Head of Circulation, Sam Cresswell presented a thorough analysis of libraries as passport acceptance facilities. She noted that due to budget cuts, Post Offices have been eliminating or reducing services at some of their sites. Libraries are able to offer evening and weekend hours. Library would collect \$25 per passport application and fee will go up to \$35 this year. She went on to say that the service would not be limited to Elmhurst residents.

Director Harper stated that it would generate a new source of revenue. She noted that a major issue to consider was parking. Other libraries that are Passport Facilities are attracting many people from neighboring towns and have a steady flow of traffic with very heavy volume on nights and weekends. Two board members noted that they had received complaints from neighbors about parking issues at the Library. After much discussion, the Board decided not to pursue becoming a passport acceptance facility. The Board was concerned about parking issues that might adversely affect Elmhurst patrons. Trustee Iaconno suggested that this service be reconsidered in the future.

The next order of New Business was the approval to Purchase Computers for the Public Information Department. Monica Iacono moved:

THEREFORE BE IT RESOLVED that the Administrative Staff is authorized to purchase two new computers for the Public Information Department at a cost not to exceed \$4,300.

Carol Jacobsen seconded the motion. The motion carried.

The Board took a tour of the Makerspace.

The first item of Other New Business was a reminder that American Library Association Conference will be held in Chicago from June 22-27 at McCormick Place. Trustees interested in attending should contact Director Harper.

There being no Other New Business, the meeting was adjourned at 8:20 p.m.