

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, June 20, 2017
Kossmann Room, 7:00 p.m.**

President Marsha Baker called the June 20, 2017, Regular Meeting of the Board of Trustees to order at 7:00 p.m. in the Kossmann Room.

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

There were no visitors in attendance.

The first order of business was the approval of the May 16, 2017 Regular Board of Trustees Meeting. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the May 16, 2017 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 June 6, 2017 Special Board of Trustees Meeting. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the June 6, 2017 Special 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 June 20, 2017 Accounts Payable. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That the June 20, 2017 Accounts Payable be approved as presented.

Director Harper responded to questions about the invoices. Monica Iacono seconded the motion. The motion carried.

Director Harper distributed the monthly credit card statements and the small check register. She reviewed the expenditure and revenue reports. She indicated that 42% of the year has lapsed. Ms. Harper noted that preliminary budget numbers for the next fiscal year would be discussed later in the meeting.

On the revenue report, Ms. Harper noted that the Library received a replacement tax payment of \$42,168. No property tax payments were received this month.

Under the expenditure report, Director Harper noted that the Professional Services line under Contractual Services is cresting over due to the \$25,000 payment to the City for services rendered. Training & Conference under Other Expenses is also over due to staff attendance at the American Library Association Conference and the WILIUG Spring Conference. Overall, other lines are on target.

In the Director's Report, Ms. Harper noted that the Makery opened on June 7 to a steady stream of patrons. Staff is creating an information brochure setting parameters for the use of the space. The banners were installed in the parking lot on June 6. The grand opening will be on Saturday, July 8.

The Summer Reading program started on Saturday, June 3. This year's theme is Camp Curiosity and the Kids' Library is designed to look like an outdoor space. There are over 3,000 kids signed up already.

There was no President's Report.

The first order of Unfinished Business was the Makerspace. Director Harper noted that a tour of the space would happen at the end of the meeting.

The next order of Unfinished Business was the Kids' Library Renovation. Director Harper indicated that the project costs came in higher than initially discussed. Reasons include enlarging the story-time room, adding glass doors to the story-time room, replacing the carpet and furniture. At a minimum, the carpet and furniture in the Kids' Library need to be redone regardless of the renovation. Director Harper stated that she would continue the discussion of the project later during this meeting under the Fund Balance Report and the draft of the 2018 budget.

The first order of New Business was the discussion with More Than Mocha Coffee Shop. The vendor gave 90 days' notice that she will no longer vend for the Library. Director Harper would like to proceed with moving forward to search for a new vendor. The Board of Trustees agreed that Director Harper should look for a new vendor.

The next order of New Business was the Fund Balance Report. Director Harper reviewed each line in the report. She reminded the Trustees that last month the Working Cash Fund and Gavin Fund were closed. Reserve funds from the Working Cash Fund and the Gavin Fund were transferred to

the Operating Fund for reserve. The transfers and a general fund budget surplus increased the Operating Fund from \$2,366,058 in 2015 to \$4,116,659 in 2016. The total amount of all funds is \$5,399,952.

The Operating Fund needs at least \$2,300,000 to bridge the gap between January and May when the Library receives no property tax funds. If the Library moves forward with the Kids' Library renovation project at an estimated cost of \$1,425,000 there will be \$2,500,000 left in the Operating Fund. This would leave the Capital Replacement Fund untouched, at \$1,256,171 plus interest.

Director Harper went on to discuss the Library's ballooning bond fund payment, which will be paid off in 2023. Between 2019 through 2022 there will be substantial increases in the bond fund payment. In 2019, there will be an increase of \$23,000. In 2020, the increase will be \$261,000 for a bond payment of \$1.8 million. In 2021, there will be an increase of \$64,000. In 2022, the increase will be \$162,000. The Library is going to have substantial bond fund increases until the bond is paid off in 2023. This year, Ms. Harper is proposing 2% increase in the levy. The Library is in discussions with the City about the ballooning bond fund payment.

The next order of New Business was the draft of the 2018 budget. Mrs. Harper reviewed each line of the budget for 2018. Highlights from the Revenue Report include: a 2% increase in property tax collection, a decrease of \$13,000 in State Grants, a decrease of \$14,000 under Fines, an increase of \$9,000 in copier revenue, and a decrease of \$10,000 in donations.

Highlights from the Expenditure Report include: a 2% merit raise increase for staff, Audio Visual Materials is reduced by \$16,000, and the Book line is decreased by \$37,000. The funds from Books are being transferred to the Digital Content line to help offset demand for ebooks. There is \$23,000 increase in Computer Supplies/Software for new laptops and audiovisual upgrades. There is a new Makery Supplies line with \$15,000. Rental is increased by \$7,808 for copiers and staff parking. Alterations is \$1,425,000 for the Kids' Library Renovation and Staff Lounge Project.

Ms. Harper continued the discussion on the Kids' Library Project. If the Library moves forward with the Kids' Library and Staff Lounge project at an estimated cost of \$1,425,000, there will be \$2,500,000 left in the Operating Fund. The goal is to maintain a balance of \$2.3 million in the Operating Fund. This means we will need to increase the levy accordingly to pay the bond fund increases from 2019-2022. Director Harper answered questions from the Trustees. There was an agreement among the Trustees to continue with the Kids' Library Renovation Project.

The next order of New Business was the approval to close the Library for Staff Institute Day. Susan Sadowski moved:

THEREFORE BE IT RESOLVED that the Library will be closed to the public for a staff institute training day on Friday, August 18, 2017.

Monica Iacono seconded the motion. The motion carried.

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The first order of Other Business was a reminder from President Baker to Trustees to turn in the Director annual review form.

Board of Trustees decided to hold off on the tour of the Makerspace.

There being no other Other Business, the meeting was adjourned at 8:41 p.m.