

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

President Marsha Baker called the November 21, 2017, Regular Meeting of the Board of Trustees to order at 7:02 p.m. in the Kossmann Room.

Board members in attendance included: Susan Sadowski, Monica Iacono, Teresa Menolascino, Ingrid Becton, Carol Jacobsen, William Shanklin, Francesca Irion, and William Ryan. 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.

There was no correspondence.

The next order of business was the approval of the October 17, 2017 Regular Board of Trustees Meeting. William Shanklin moved:

THEREFORE BE IT RESOLVED:

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

Susan Sadowski seconded the motion. The motion carried.

The next order of business was the approval of the November 21, 2017 Accounts Payable. William Shanklin moved:

THEREFORE BE IT RESOLVED:

That the November 21, 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 revenue and expenditure. On the revenue report, she noted that the Library received a property tax payment. Other incomes were overall on target.

On the expenditure report, Ms. Harper noted that Group Health under Employee Benefits will crest over this year. The City negotiates the health contracts after the Library approves the budget and

there was an increase this year. Under Contractual Services, Telephone is cresting over. A credit is expected within the next month or two.

In the Director's Report, Ms. Harper stated that the Library would post inspirational lawn signs again this year at the annual turkey trot. This is part of the Library's campaign to participate in community events with a passive presence.

Thirty-nine cakes pans checked out last month. The increase is due in part to the great display in the Kids' Library that showcased the pans and paired them with cookbooks. Patrons are discovering new items and ways to use the Library.

Director Harper stated that she is working with Aurora University to place a Social Work Intern at the Library. The internship position will be unpaid but will help the student gain experience. We're hoping that this will also be a service to our patrons.

In the President's Report, Ms. Baker talked about the Veteran's Storytelling Library program that was held at the American Legion. She stated that the program was very well attended and thanked Program Coordinator, Kim Calkins. President Baker also stated that the 2018 budget was presented to the City Council on November 20.

The first order of Unfinished Business was the Kids' Library Renovation. Director Harper noted that the project is moving along. A portion of the carpet was installed. Ms. Harper stated that existing furniture and book shelves are being offered to District 205 schools.

The first order of New Business was the approval to terminate a Bid for the Kids' Library Renovation. Susan Sadowski moved:

THEREFORE BE IT RESOLVED that the contract with Bee Liner Services for glass work for the Kids' Department Renovation at a cost of \$53,295 be terminated.

William Shanklin seconded the motion. The motion carried.

The next order of New Business was the approval to accept a Bid for the Kids' Library Renovation. Ingrid Becton moved:

THEREFORE BE IT RESOLVED that the bid for glasswork from All Custom Glass for \$69,396 be accepted for the Kids' Department Renovation.

Monica Iacono seconded the motion. The motion carried.

The next order of New Business was the approval of the Staff Holiday Luncheon. Monica Iacono moved:

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THEREFORE BE IT RESOLVED that the Administrative Staff is authorized to host a holiday luncheon for staff at a cost not to exceed \$1,400.

Teresa Menolascino seconded the motion. The motion carried.

The next order of New Business was the approval of the Library Insurance Review and Quotes. Francesca Irion moved:

THEREFORE BE IT RESOLVED that administrative staff is authorized to accept the bids for Library insurance coverage for November 2017 through November 2018 from Hanover Insurance for property, liability coverage for a total of \$25,462, and from Accident Fund Insurance for workers' compensation for a total of \$17,038.

Monica Iacono seconded the motion. The motion carried.

The next order of New Business was the approval of FileStar Software. Monica Iacono moved:

THEREFORE BE IT RESOLVED that the Administration Department is authorized to purchase FileStar software at a cost not to exceed \$3,255.

Director Harper explained that the Library would like to begin the process of having many of the paper files scanned and stored electronically. The proposal is from a local company who did a similar project for the City a few years ago. The Library is required by law to keep many of these files forever. It will be good to free up the physical space that these files occupy and also to have a system for easily accessing them should we need to meet a FOIA request. The first step in the process is to have the FileStar software installed. Ingrid Becton seconded the motion. The motion carried.

There being no Other Business, the meeting was adjourned at 8:15 PM.