

**MINUTES  
ELMHURST PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, December 19, 2017  
Kossmann Room, 7:00 p.m.**

President Marsha Baker called the December 19, 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, Monica Iacono, Teresa Menolascino, Ingrid Becton, Carol Jacobsen, William Shanklin, and Francesca Irion. William Ryan 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.

President Baker shared the holiday card from the Kids' Library.

The next order of business was the approval of the November 21, 2017 Regular Board of Trustees Meeting. William Shanklin moved:

**THEREFORE BE IT RESOLVED:**

That the Minutes of the November 21, 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 December 19, 2017 Accounts Payable. Monica Iacono moved:

**THEREFORE BE IT RESOLVED:**

That the December 19, 2017 Accounts Payable be approved as presented.

Director Harper responded to questions about the invoices. Ingrid Becton 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. There will be one more property tax payment in 2017. She reminded the Board that there is no rental income until March 2018. 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. Overall the budget will be underspent in part, due to Kids' renovation project spanning two budget cycles.

In the Director's Report, Ms. Harper stated that staff are refining processes in the Makery. We are educating patrons about the complexity of the equipment in the Makery. Providing detailed instructions about the steps involved in making things is very important so that the expectation isn't to have something made quickly and without preparation.

The renovation in the Kids' Library is going well. Patrons are being very understanding and flexible while using the space during construction.

In the President's Report, Ms. Baker talked about Staff Holiday Party. Staff thanked the Board for supporting the luncheon.

The first order of Unfinished Business was the Kids' Library Renovation. Director Harper noted that the project is moving along. Several walls have been painted. Shelving for the picture books will be installed next week. Ms. Harper stated that existing furniture and book shelves are being offered to District 205 schools.

The first order of New Business was the adoption of a resolution approving an updated workplace sexual harassment policy to conform to Illinois Public Act 100-0554. Susan Sadowski moved:

**THEREFORE BE IT RESOLVED** the adoption of resolution approving an updated workplace sexual harassment policy to conform to Illinois Public Act 100-0554 be approved as presented.

Ingrid Becton read the resolution. Monica Iacono seconded the motion. There was a roll call vote as follows:

Susan Sadowski- Aye  
Monica Iacono- Aye  
Teresa Menolascino- Aye  
Ingrid Becton- Aye  
Carol Jacobsen- Aye  
William Shanklin- Aye  
Francesca Irion - Aye  
William Ryan - Absent

The motion carried.

The next order of New Business was the approval of the Directors and Officers Insurance Renewal. Monica Iacono moved:

**THEREFORE BE IT RESOLVED** that Administrative staff is authorized to renew the Directors and Officers Liability Insurance Policy at a renewal cost of the Directors and Officers Insurance Renewal be approved as presented.

Susan Sadowski seconded the motion. The motion carried.

The next order of New Business was the approval to transfer 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 FY 2017 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. Carol Jacobsen moved:

**THEREFORE BE IT RESOLVED:**

That, effective January 1, 2018, 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. Marsha Baker read the resolution.

The next order of New Business was the Approval of Staff Holiday Greeting. Monica Iacono 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 2018 Regular Monthly Board Meetings. Ingrid Becton moved:

**THEREFORE BE IT RESOLVED:**

That, the 2018 Regular Monthly Board Meetings be approved as presented.

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Tuesday, January 16, 2018	7:00 p.m.	Kossmann Room
Tuesday, February 20, 2018	7:00 p.m.	Kossmann Room
Tuesday, March 20, 2018	7:00 p.m.	Kossmann Room
Tuesday, April 17, 2018	7:00 p.m.	Kossmann Room
Tuesday, May 15, 2018	7:00 p.m.	Administration Conference Room
Tuesday, June 19, 2018	7:00 p.m.	Kossmann Room
Tuesday, July 17, 2018	7:00 p.m.	Kossmann Room
Tuesday, August 21, 2018	7:00 p.m.	Kossmann Room
Tuesday, September 18, 2018	7:00 p.m.	Kossmann Room
Tuesday, October 16, 2018	7:00 p.m.	Kossmann Room
Tuesday, November 20, 2018	7:00 p.m.	Kossmann Room
Tuesday, December 18, 2018	7:00 p.m.	Administration Conference Room

Monica Iacono seconded the motion. The motion carried.

The first item of Other Business was the announcement that the Library received a five-star rating in a national ranking of Library Journal's annual review of public libraries.

There being no Other Business, the meeting was adjourned at 8:02 p.m.