

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, January 16, 2018
Kossmann Room, 7:00 p.m.**

President Marsha Baker called the January 16, 2018, Regular Meeting of the Board of Trustees to order at 7:04 p.m. in the Kossmann Room.

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

Visitor Terrence Afenya, from League of Women Voters was in attendance.

The next order of business was the approval of the Minutes of the December 19, 2017 Regular Board of Trustees Meeting. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the December 19, 2017 Regular Board of Trustees Meeting be approved as presented.

Carol Jacobsen seconded the motion. The motion carried.

The next order of business was the approval of the December 31, 2017 and January 16, 2018 Accounts Payable. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That the December 31, 2017 Accounts Payable be approved as presented.

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

Francesca Irion moved:

THEREFORE BE IT RESOLVED:

That the January 16, 2018 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 expenditure and revenue. She noted that this was the end of the fiscal year. On the expenditure report, she noted that the bond payment was made. She pointed out that Group Health under Employee Benefits was overspent. The City negotiates the health contracts after the Library approves the budget and there was an increase this year. The line will be over in 2018 also. Professional Services under Contractual Services was overspent because an item was miscoded. It will be corrected. Under Repair and Maintenance, the Equipment line is over because the Library billed twice for a service contract. It will underspend in 2018.

Under Capital Outlay was underspent because the Kids' Library renovation project spanned two fiscal years. Director Harper stated that she did not receive the Fund Report in time for the January Board meeting. Next month she will have a thorough analysis.

On the revenue report, the Library received a property tax replacement payment. Director Harper noted that the Library received 101% in property taxes and 145% in replacement taxes. Copier revenue was up due to fees from the 3D printer and poster printer copies. She reminded the Board that there is no rental income until March 2018. Other incomes were overall on target.

In the Director's Report, Ms. Harper stated that holds will move from the Check-out desk into the former book sale room. There are some items that will be kept at the desk including video games, Library of Extraordinary Things, and ILL items. The book sale area is now outside the meeting rooms. Staff have seen an increase in donations.

Kanopy is a new streaming service that offers classic cinema, indie films, international movies, and award-winning documentaries. It includes Criterion Collection, Great Courses, Kino Lord, and BBC.

There was no President's Report.

The first order of Unfinished Business was the Kids' Library Renovation. Director Harper noted that the project continues to move along. Patrons are being very understanding and flexible while using the space during construction. The staff lounge will be closed the first week in February for renovation.

The first order of New Business was the approval to Scan & Archive Board documents. Ingrid Becton moved:

THEREFORE BE IT RESOLVED that Administrative staff is authorized to have Board documents scanned and archived by Millennia Group at a cost not exceed \$3,500.

Administrative staff would like to have Board Meeting packets and minutes scanned and archived by Millennia Group. Millennia will upload the documents to FileStar for access. All Board minutes and agendas must be kept indefinitely. Susan Sadowski seconded the motion. The motion carried.

The next order of New Business was the approval of closing dates for 2018. Monica Iacono moved:

The following is a list of the days the Library will be closed.

- Easter (Sunday, April 01, 2018)
- Memorial Day (Monday, May 28, 2018)
- Independence Day (Wednesday, July 04, 2018)
- Staff Institute Day (Friday, August 17, 2018)
- Labor Day (Monday, September 03, 2018)
- Thanksgiving (Thursday, November 22, 2018)
- Christmas Eve (Monday, December 24, 2018)
- Christmas (Tuesday, December 25, 2018)
- New Year's (Tuesday, January 1, 2019)

Susan Sadowski seconded the motion. The motion carried.

The next order of New Business was the approval of policy reviews: Loan Rules, Identity Protection, and Social Media. Susan Sadowski moved:

THEREFORE BE IT RESOLVED: Loan Rules policy be approved as presented.

Monica Iacono seconded the motion. The motion carried.

Susan Sadowski moved:

THEREFORE BE IT RESOLVED: Identity Protection policy be approved as presented.

Monica Iacono seconded the motion. The motion carried.

Bill Ryan moved:

THEREFORE BE IT RESOLVED: Social Media policy be approved as presented.

Susan Sadowski seconded the motion. The motion carried.

Minutes
Elmhurst Public Library Board of Trustees
January 16, 2018
page 4

Under Other Business, Director Harper stated that the management team is reviewing and revising the Emergency Manual and will also work on the Disaster Recovery Plan.

There being no Other Business, the meeting was adjourned at 8:01 p.m.