

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, February 16, 2016
Kossmann Room, 7:00 p.m.**

Vice President, Marsha Baker, called the February 16, 2016 Regular meeting of the Board of Trustees to order at 7:00 p.m. in the Kossmann Room.

Board members in attendance included, Linda Wheaton, Ingrid Becton, Monica Iacono, Teresa Menolascino, Carol Jacobsen, Susan Sadowski, William Ryan, and William Shanklin. Also in attendance were Library Director, Mary Beth Campe, Assistant Director of Administration Services, Marcy Rodriguez, Assistant Director of Public Services, Catherine Ingram, and Administration/HR Manager, Rita Andreuccetti.

Public in attendance included Head of Kids' Library, Sharon Karpel, Head of Circulation, Sam Cresswell, Circulation Supervisor, Laura Bulter, League of Women Voters, Annette Armstrong, and Security, Kevin Woitas.

The next order of business was the approval of the Minutes of the January 19, 2016 Regular Board Meeting. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the January 19, 2016 Regular Board Meeting be approved as presented.

Carol Jacobsen seconded the motion. The motion carried.

The next order of business was the approval of the February 16, 2016 Accounts Payables. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the February 16, 2016 check registers be approved for payment.

Ingrid Becton seconded the motion. Director Campe responded to questions about the invoices. The motion carried.

Director Campe distributed the monthly credit card statements and the small check register. Ms. Campe stated that there are sufficient funds in the Operating Account to cover expenses until tax payments are received in June. The majority of property tax payments are received in June and August. Ms. Campe answered several questions from the Board.

In the Director's Report, Ms. Campe noted that the Culinary Cupboard collection is now available for check out. It has been well received by patrons and several items are already checked out.

Plans are underway for a pancake party on March 13. The event will include musical performances and a photo booth in the Gathering Room where patrons can have their picture taken. On March 22, patrons will enjoy cupcakes in the lobby to celebrate the official day the Library opened back in 1916.

In the President's report, Vice-President, Marsha Baker showed off the necklace that she made at a Library program.

The first item of Unfinished Business was the Makerspace. Ms. Campe talked about her recent visit to the Winnetka-Northfield Public Library's Makerspace. She noted that Lead Creative Specialist, Josh Jurss, will give a formal presentation about Makerspaces at the March Board Meeting.

The first item of New Business was the review of Suspension of Patron Privileges. Director Campe discussed Mr. John Potter's request to reconsider his suspension of his Library privileges. After further review the Library Board decided to uphold the suspension.

The next order of New Business was the approval of 2015 Annual Report. Susan Sadowski moved:

THEREFORE BE IT RESOLVED that the 2015 Annual Report be approved as presented.

Monica Iacono seconded the motion. The motion passed.

The next order of New Business was the Adoption of Annual Resolution for Reserve Funds. William Shanklin moved:

ADOPTION OF ANNUAL RESOLUTION FOR RESERVE FUNDS

Illinois law requires that the Board designate a purpose for reserve funds each year.

THEREFORE BE IT RESOLVED:

That the **Gavin Fund** be continued for the Elmhurst Public Library in FY 2016, to be used for visual education as outlined in the terms of Edith Gavin's will, and as approved by the Board of Trustees.

That the **Library Employee Appreciation Fund** be continued for the Elmhurst Public Library in FY 2016, 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 2016, to be used to provide funds for the replacement of all items listed on the Capital Replacement Schedule.

That the **Working Cash Fund** be continued for the Elmhurst Public Library in FY 2016, to be used by the Library Board as the Board determines.

That the **Bond and Interest Fund** be continued for the Elmhurst Public Library in FY 2016, to be used for payment of debt service.

Monica Iacono seconded the motion. The motion passed.

The next order of New Business presented was about additional Library parking at the Elmhurst Art Museum. Director Campe noted that the Elmhurst Art Museum is considering renting out parking spaces to the Library. Ms. Campe would like the Board to consider this as an option to alleviate parking issues. The Board would like Ms. Campe to pursue this further.

The next item of New Business was the approval to purchase a new printer. William Shanklin moved:

THEREFORE BE IT RESOLVED that Administrative staff has the authority to purchase a new printer for the Adult Services Department at a cost not to exceed \$2,700.

Ingrid Becton seconded the motion. The motion passed.

The next item of New Business was the approval of Holidays and Scheduled Closings. The Board approved the holidays and scheduled closings at the January meeting. According to policy, when a holiday falls on a Sunday, the Library is also closed the Monday immediately following. Staff neglected to include the Mondays in the previous schedule. The new closing schedule includes the Monday after Christmas and the Monday after New Year's Day. Monica Iacono moved:

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

- Easter (Sunday, March 27, 2016)
- Memorial Day (Monday, May 30, 2016)
- Independence Day (Monday, July 04, 2016)
- Staff Institute Day (Friday, August 19, 2016)
- Labor Day (Monday, September 05, 2016)
- Thanksgiving (Thursday, November 24, 2016)
- Christmas (Saturday, December 24, 2016, Sunday, December 25, 2016, Monday, December 26, 2016)

- New Year's (Sunday, January 01, 2017, Monday, January 02, 2017)

Linda Wheaton seconded the motion. The motion passed.

The next item of New Business was the Review of the Salary Schedule 2016. The salary schedule was adjusted in 2014 by 1.5%. After a review of our salary schedule compared to other libraries in the area with similar budgets and staff positions, staff is recommending that no adjustment be made this year. The Board will review the salary schedule again next year.

The next order of New Business was to meet Sharon Karpel, Head of the Kids' Library. Ms. Karpel discussed new happenings in the Department and shared some ideas about space considerations based on how patrons are using the Department.

There being no Other Business, the meeting was adjourned at 8:30p.m.