

**MINUTES  
ELMHURST PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, February 20, 2018  
Kossmann Room, 7:00 p.m.**

President Marsha Baker called the February 20, 2018, Regular Meeting of the Board of Trustees to order at 7:10 p.m. in the Kossmann Room.

Board members in attendance included: Susan Sadowski, Monica Iacono, Ingrid Becton, and Carol Jacobsen. Teresa Menolascino, William Shanklin, William Ryan, and Francesca Irion were 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 Minutes of the January 16, 2018 Regular Board of Trustees Meeting. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the January 16, 2018 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 February 20, 2018 Accounts Payable. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the February 20, 2018 Accounts Payable be approved as presented.

Director Harper responded to questions about the invoices. Carol Jacobsen 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. She noted that the Library will not receive property tax payments until June. There are sufficient funds in reserves to cover expenses until tax payments are received. She stated that a replacement tax payment of \$26,426 was received from the City.

She also reviewed the expenditure lines. She noted that the Group Health line under Employee Benefits was cresting at 26%. Director Harper went on to explain the reasons for the overage. The Library pays the health insurance a month in advance at the beginning of the year. The City negotiates the health contracts after the Library approves the budget, and the Library makes an

annual contribution to staff members that participate in the Health Savings Plan. The number of participants has steadily increased over the years. Ms. Harper indicated that the line will be over this year and adjustments will be made for the 2019 budget.

In the Director's Report, Ms. Harper discussed the new texting service. It lists the titles of overdue items and allows patrons to renew items via text. It also lists the titles of items that are ready to be picked up.

Another new service offered at the Library is Kanopy. It's a streaming service that offers classic cinema, indie films, international movies, and award-winning documentaries. It includes Criterion Collection, Great Courses, Kino Lorder, 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 is on schedule. There were several furniture deliveries recently. The dry wall is up in the Kids' program room and the computer lab. They are waiting on the glass doors to be delivered.

The first order of New Business was the approval of the 2018 Annual Report. Ingrid Becton moved:

THEREFORE BE IT RESOLVED that 2018 Annual Report be approved as amended.

Trustee Sadowski noted that the addresses of two Trustees were incorrect. Assistant Director Rodriguez went over the report, noting that although check-out statistics have decreased for physical items, usage of electronic items continues to increase. Susan Sadowski seconded the motion. The motion carried.

The next order of New Business was the adoption of Annual Resolution for Reserve Funds. Monica Iacono 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 **Library Employee Appreciation Fund** be continued for the Elmhurst Public Library in FY 2018, 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 2018, to be used to provide funds for the replacement of all items listed on the Capital Replacement Schedule.

That the **Bond and Interest Fund** be continued for the Elmhurst Public Library in FY 2018, to be used for payment of debt service.

Ingrid Becton seconded the motion. The motion carried.

The next order of New Business was the approval to purchase office chairs and task chairs. Susan Sadowski moved:

THEREFORE BE IT RESOLVED that the Administration Department is authorized to purchase 15 office chairs at a cost not to exceed 5,700 and 18 task chairs at a cost not to exceed \$8,000.

Monica Iacono seconded the motion. The motion carried.

The next order of New Business were policy reviews of the Service to Elmhurst Schools Policy and Emergency Closing Policy. Monica Iacono moved:

THEREFORE BE IT RESOLVED: Service to Elmhurst Schools policy be approved as presented.

Ingrid Becton seconded the motion. The motion carried.

Ingrid Becton moved:

THEREFORE BE IT RESOLVED: Emergency closing policy be approved as presented.

Susan Sadowski seconded the motion. The motion carried.

Under Other Business, Director Harper talked about the meeting she attended at the Illinois Department of Human Rights regarding Mr. John Potter's allegation of a human rights violation.

Next item under Other Business, Ms. Harper stated that the Library is participating in the Elmhurst Chamber's commemorative Monopoly game called Elmhurst-Opoly.

The Trustees toured the Staff Lounge and the Kids' Library at 8:05 p.m.

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