

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

President pro tem Iacono called the March 20, 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, Carol Jacobsen, Teresa Menolascino, and William Shanklin. Ingrid Becton, Marsha Baker, 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 February 20, 2018 Regular Board of Trustees Meeting. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the February 20, 2018 Regular Board of Trustees Meeting be approved as presented.

William Shanklin seconded the motion. The motion carried.

The next order of business was the approval of the March 20, 2018 Accounts Payable. William Shanklin moved:

THEREFORE BE IT RESOLVED:

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

Director Harper responded to questions about the invoices. Susan Sadowski 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. 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 Kids' Library Renovation project is proceeding smoothly. It is scheduled to be completed in the beginning of May.

In the Director's Report, Ms. Harper discussed agenda items for the coming months. In April, Director Campe will begin the budget process and go over preliminary numbers for the upcoming year. Budget approval is scheduled in August to allow sufficient time to go to the City. The emergency manual will be reviewed in April/May. Department Heads and Administrative staff are in the process of updating the emergency manual.

In May, the culture statement survey will be presented. Administration along with Rita Perona, Gloria Rock-Walsh and Bryan Blank are working to develop this internal document and will go over the process with the Board.

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. The Kids' help desk was taken down and the glass is up in the computer lab. The project should be completed by early May. The staff lounge is completed. The furniture should arrive the week of April 1.

The first order of New Business was the discussion of possible projects for fiscal year 2019. Director Harper noted that with the completion of the Kids' Library renovation all of the public service areas have been renovated, Administration will start to work on maintenance projects. In 2019, possible projects include: replacing flooring in the lobby, replacing woodwork in the Café, back office area for the Marketing Department.

The next order of New Business was information of the IMET Distribution. Director Harper updated the Board of Trustees on the fraudulent IMET investments from 2014. It is projected that 60% of \$121,561.85 will be recovered.

In the next order of New Business, information was related on libraries that are fine free. Director Harper stated that Circulation Manager, Sam Cresswell, will be present at the April meeting to answer questions.

During the first order of Other Business, Trustee Jacobsen talked about PBS's Great American Read initiative. Director Harper stated she would pass along the information to staff.

In the next order of Other Business, Director Harper shared the conversation she had with the Illinois Department of Human Rights Officer regarding Mr. John Potter's allegation of a human rights violation. The Officer is in the process of writing the final report.

The Trustees toured the Staff Lounge and the Kids' Library at 7:31 p.m.

There being no Other Business, the meeting was adjourned at 8:08 p.m.