

**MINUTES  
ELMHURST PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, April 17, 2018  
Kossmann Room, 7:00 p.m.**

President pro tem Monica Iacono called the April 17, 2018, Regular Meeting of the Board of Trustees to order at 7:03 p.m. in the Kossmann Room.

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

Visitors in attendance were Head of Circulation Samantha Cresswell, Beck Lipton from the League of Women Voters and Nic Perrone.

The first order of business was the approval of the Minutes of the March 20, 2018 Regular Board of Trustees Meeting. Francesca Irion moved:

**THEREFORE BE IT RESOLVED:**

That the Minutes of the March 20, 2018 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 April 17, 2018 Accounts Payable. William Shanklin moved:

**THEREFORE BE IT RESOLVED:**

That the April 17, 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 \$23,304 was received.

She also reviewed the expenditure lines. She noted that March was a three paycheck month. Group Health continues to crest over and will be over this year. The Kids' Library Renovation project continues to proceed smoothly. It is scheduled to be completed in May.

In the Director's Report, Ms. Harper discussed the construction in the Kids' Library. The entrance to the Department was closed last Tuesday to begin work on the decorative soffits. Patrons are diverting through the Circulation Department and entering the Kids' Library from a staff entrance.

The Library received notification that the FY2018 Illinois Public Library Per Capita Grant was awarded in the amount of \$55,151.25. Ms. Harper also stated that the Library will participate in PBS's The Great American Read: 100 Greatest Books eight part series. Staff formed a committee to gather ideas.

There was no President's Report.

The first order of Unfinished Business was the Kids' Library Renovation. Director Harper noted that the project remains on schedule.

The first order of New Business was the presentation of Fine Free. Head of Circulation, Samantha Cresswell attended the meeting to answer questions. Information on libraries that are fine free was included in the Board packet last month. After much discussion Director Harper asked for a vote.

Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That the approval of the Fine Free be approved as presented.

Carol Jacobsen seconded the motion. Roll call was taken:

Susan Sadowski: No, but would like to revisit in the future  
William Shanklin – No  
Monica Iacono - No, but would like to revisit in the future  
Teresa Menolascino – No  
Carol Jacobsen – No  
Francesca Irion – No  
Marsha Baker – Absent  
Ingrid Becton - Absent  
William Ryan- Absent

The motion did not pass.

The next order of New Business was the Emergency Manual Revision. Director Harper reviewed the emergency procedures for the organization. She went on to say that the Department Head team spent several months reviewing and revising each topic to bring the manual up to date. William Shanklin moved:

THEREFORE BE IT RESOLVED:

That the Emergency Manual Revision approved as presented.

Francesca Irion seconded the motion. The motion carried.

The next order of New Business, were New Policy Approvals: Public Relations Policy, Healthy & Safety Policy, Vulnerable Adults in the Library, and Infestation Emergency. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That the New Policies: Public Relations Policy, Healthy & Safety Policy, Vulnerable Adults in the Library, and Infestation Emergency be approved as presented.

Teresa Menolascino seconded the motion. The motion carried.

The next order of New Business was the approval of the Participation in Reciprocal Borrowing Agreement. William Shanklin moved:

THEREFORE BE IT RESOLVED:

That the Elmhurst Public Library Board of Trustees will participate in the statewide reciprocal borrowing program as promulgated by the Illinois State Library for FY 2018.

Carol Jacobsen seconded the motion. The motion carried.

The next order of New Business was the Social Work Interns. Director Harper stated that the Library will work with two social work interns from Aurora University. One intern will start in June and the other in September. Aside from working with the public, the interns will also offer staff training.

The Trustees toured the Kids' Library at 8:20 p.m.

There being no Other Business, the meeting was adjourned at 8:41p.m.