

**MINUTES  
ELMHURST PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, June 19, 2018  
Kossmann Room, 7:00 p.m.**

President Baker called the June 19, 2018, Regular Meeting of the Board of Trustees to order at 7:01 p.m. in the Kossmann Room.

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

The first order of business was the approval of the Minutes of the May 15, 2018 Regular Board of Trustees Meeting. William Shanklin moved:

**THEREFORE BE IT RESOLVED:**

That the Minutes of the May 15, 2018 Regular Board of Trustees Meeting be approved as presented.

Susan Sadowski seconded the motion. The motion carried.

The next order of business was the approval of the June 19, 2018 Accounts Payable. Susan Sadowski moved:

**THEREFORE BE IT RESOLVED:**

That the June 19, 2018 Accounts Payable be approved as presented.

Director Harper responded to questions about the invoices. William Shanklin 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 reports. She noted that the Library received a property tax payment of \$679,754 and a replacement tax payment of \$48,830 this month. She reviewed the expenditure lines. The audit was paid out this month under Contractual Services. Under Professional Services part of the \$25,962 payment of was paid out to the City of Elmhurst this month. The Kids' Library renovation project was completed and on budget. Overall the other lines were on target.

In the Director's Report, Ms. Harper stated that the Kid's Library renovation project has been completed. There are a few items that remain outstanding however, the department is fully operational.

Circulation statistics were up 3% this month. Picture books, beginning readers and fiction were all up. Some of the increase was attributed to the kids' collections being shelved in face out bins instead of spine out.

There was no President's Report.

The first order of Unfinished Business was the Kids' Library Renovation. Director Harper noted that the project is mostly completed. The glass in the middle school space is due to be installed soon and staff are working on signage.

The first order of New Business was the review of closed session meeting minutes. Director Harper handed out the closed session minutes to the Trustees. Sue Sadowski moved:

THEREFORE BE IT RESOLVED:

That the Closed Executive Session Minutes September 20, 2016 remain closed.

William Shanklin seconded the motion. The motion carried. Director Harper collected the closed session meeting minutes. She stated she would bring the closed session minutes back to the Trustees in six months.

The next order of New Business was the Fund Balance Report. Director Harper reviewed the Library's ballooning bond fund payment, which will be paid off in 2023. Between 2019 through 2022 there will be substantial increases in the bond fund payment. In 2019, there will be an increase of \$23,000. In 2020, the increase will be \$261,000 for a bond payment of \$1.8 million. In 2021, there will be an increase of \$64,000. In 2022, the increase will be \$162,000.

The next order of New Business was the Draft of the 2019 Budget. Mrs. Harper reviewed the highlights from the Revenue Report which include: a 3% increase in property tax collection, an increase of \$25,000 in State Grants, an increase of \$10,000 under Copier Revenue, and an increase of \$59,000 in Interest.

Highlights from the Expenditure Report include: a 2% merit raise increase for staff, Audio Visual Materials is reduced by \$11,000, and the Book line is decreased by \$6,000. The funds from Books are being transferred to the Digital Content line to help offset demand for ebooks. There is a \$12,000 decrease in Computer Supplies/Software. The Alterations line is \$320,000 to complete several projects. The lobby floor and carpet in the Circulation Department will be replaced. Office space will be developed for the Marketing Department and the café façade will be touched up. The Board will vote to approve the budget at the August meeting.

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The next order of New Business was the Approval to close the Library for Staff Institute Day. William Shanklin moved:

THEREFORE BE IT RESOLVED that the Library will be closed to the public for a staff institute training day on Friday, August 17, 2018.

Carol Jacobsen seconded the motion. The motion carried.

The next order of New Business were policy reviews: Reference Policy, Sale/Disposition of Library Materials. William Shanklin moved:

THEREFORE BE IT RESOLVED that the Reference Policy be approved as presented.

Susan Sadowski seconded the motion. The motion carried.

Susan Sadowski moved:

THEREFORE BE IT RESOLVED that the Sale/Disposition of Library Materials Policy be approved as presented.

Carol Jacobsen seconded the motion. The motion carried.

The next order of New Business were Director Review Materials. President Baker asked Trustees to return the completed review forms to her before the August meeting.

The Trustees took a tour of the Kids' Library.

There being no Other Business, the meeting was adjourned at 8:19 p.m.