

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

President Baker called the July 17, 2018, Regular Meeting of the Board of Trustees to order at 7:02 p.m. in the Kossmann Room.

Board members in attendance included: Susan Sadowski, Carol Jacobsen, Francesca Irion, Ingrid Becton, Monica Iacono, Teresa Menolascino and William Ryan. William Shanklin was absent. Also in attendance were Assistant Director Marcy Rodriguez, Administration/HR Manager Rita Andreuccetti, Head of Kids' Library Gloria Rock-Walsh and Head of Adult Services Bryan Blank.

The first order of business was administration of the oath of office to newly reappointed Board members Ingrid Becton, Susan Sadowski, and William Ryan. President Baker administered the oath to Trustee Becton. Secretary Ingrid Becton administered the oath to Trustee Sadowski and Trustee Ryan.

The next order of business was the approval of the Minutes of the June 19, 2018 Regular Board of Trustees Meeting. Monica Iacono moved:

**THEREFORE BE IT RESOLVED:**

That the Minutes of the June 19, 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 July 17, 2018 Accounts Payable. Monica Iacono moved:

**THEREFORE BE IT RESOLVED:**

That the July 17, 2018 Accounts Payable be approved as presented.

Assistant Director Rodriguez responded to questions about the invoices. Francesca Irion seconded the motion. The motion carried.

The monthly credit card statements and the small check register were distributed. Assistant Director Rodriguez reviewed the revenue and expenditure reports. She noted that the Library received a property tax payment of \$3,504,557 this month. She reviewed the expenditure lines. The full-time personnel line is under because two staff members are now part-time and another staff member retired. Full-time staff members received new business cards because the Library

switched email providers. That cost is reflected in the Professional Services line. Overall the other lines were on target.

In the Director's Report, Assistant Director Rodriguez talked about the Kids' Library newest collection called "STREAM Kits", which is an acronym for science, technology, reading engineering, and math. The kits promote learning and exploring.

Circulation statistics were up 1% this month. Checkouts done on self-checks were up from 30% last month to 35% this month. Digital content usage increased 17% over last year.

There was no President's Report.

The first order of Unfinished Business was the Kids' Library Renovation. Assistant Director Rodriguez noted that the project is mostly completed. The glass in the middle school space was installed, as well as the sign holders for Fiction and Non-Fiction areas. Staff continue to work on signage. The Plexiglas for the big circle in the entrance to the Learning Garden and the display case bulletin boards remain outstanding. These items are expected to be completed next month.

There was no New Business.

The first order of Other Business was a question about the Library's texting service. President Baker asked if the start time to receive texts on Sundays could change from 8 a.m. to 9 a.m. Assistant Director Rodriguez stated she would look into it.

There being no Other Business, the meeting was adjourned at 7:50 p.m.