

**MINUTES  
ELMHURST PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, August 21, 2018  
Kossmann Room, 7:00 p.m.**

President Baker called the August 21, 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, Ingrid Becton, Monica Iacono, Teresa Menolascino, William Ryan, and William Shanklin. Also in attendance were Assistant Director Marcy Rodriguez, and Administration/HR Manager Rita Andreuccetti.

There were no visitors.

There was no correspondence.

The next order of business was the approval of the Minutes of the July 17, 2018 Regular Board of Trustees Meeting. Monica Iacono moved:

**THEREFORE BE IT RESOLVED:**

That the Minutes of the July 17, 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 August 21, 2018 Accounts Payable. Monica Iacono moved:

**THEREFORE BE IT RESOLVED:**

That the August 21, 2018 Accounts Payable be approved as presented.

Director Harper responded to questions about the invoices. Teresa Menolascino seconded the motion. The motion carried.

The monthly credit card statements and the small check register were distributed. Director Harper reviewed the revenue and expenditure reports. She noted that the Library received a property tax payment of \$84,769 and a replacement tax payment of \$38,049 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. The Professional Services line is cresting over due to the large payment to the City. The Parking Area line is over because the parking lot needed to be

resurfaced again this year. Normally the parking lot is resurfaced every other year. Overall the other lines were on target.

In the Director's Report, Director Harper talked about the social work intern from Aurora University, Tim Vo. He has assisted staff in meetings with vulnerable patrons and has had interactions with patrons who need assistance locating social service agencies. Tim will be holding "office hours" in August. Tim will attend the September Board Meeting for a meet and greet with the Board. Tracey Orick, a second social work intern from Aurora University will start in October.

There was no President's Report.

The first order of Unfinished Business was the Kids' Library Renovation. Director Harper stated that she will report on the final project costs next month. The Marketing Department continues to work on signage. The display case bulletin boards remain outstanding.

The first item of New Business was the acceptance of the 2017 Audit. Sue Sadowski moved:

THEREFORE BE IT RESOLVED:

That the Elmhurst Public Library Board of Trustees accepts the Comprehensive Annual Financial Report for the Elmhurst Public Library, December 31, 2017.

Ingrid Becton seconded the motion. The motion carried.

The next order of New Business was the acceptance of the 2019 Annual Budget. Sue Sadowski moved:

THEREFORE BE IT RESOLVED:

That the Elmhurst Public Library Board of Trustees accepts the 2019 Annual Budget as presented. Administrative staff is directed to submit this information to the Mayor and the City Council.

Director Harper reviewed each line of the budget for 2019 and resumed the budget and fund balance discussions from the June Board meeting. Ingrid Becton seconded the motion. The motion carried.

The next order of New Business was a policy revision. Ingrid Becton moved:

THEREFORE BE IT RESOLVED:

That the Elmhurst Public Library Board of Trustees accept the Library Makerspace policy as revised.

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Sue Sadowski seconded the motion. The motion carried.

There being no New Business, at 8:04 p.m. Marsha Baker took a roll call vote to convene in Executive Session Board to discuss Personnel matters.

Carol Jacobsen Yes  
Teresa Menolascino Yes  
Monica Iacono Yes  
Sue Sadowski Yes  
Teresa Menolascino Yes  
Francesca Irion Yes  
Bill Ryan Yes  
Ingrid Becton Yes  
Bill Shanklin Yes

The Board moved into Executive Session under 55 ICS 120/2(c)1 at 8:04 p.m. The Board moved back into regular session at 8:23 p.m.

In regular session, the Board voted to increase Director Harper's salary by a set amount. Director Harper was called into the meeting and the Board discussed the performance review with her.

There being no Other Business, the meeting was adjourned at 8:45 p.m.