

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

President Marsha Baker called the November 20, 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 Library Director Mary Beth Harper, Assistant Director Marcy Rodriguez, and Administration/HR Manager Rita Andreuccetti.

There were no visitors in attendance.

There was no correspondence.

The first order of business was the approval of the Minutes of the October 16, 2018 Regular Board of Trustees Meeting. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the October 16, 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 November 20, 2018 Accounts Payable. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

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

Director Harper responded to questions about the invoices. Ingrid Becton 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 \$176,300 and a replacement tax payment of \$34,433 this month. She reviewed the expenditure lines. Overall the other lines were on target.

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In the Director's Report, Director Harper stated that for the second year in a row the Library received a five star national ranking in Library Journal's annual review of public libraries. This year 7,361 libraries were rated and only 257 qualified as star libraries. It's an acknowledgement to the excellent customer service that staff members deliver. It's also a testament to how the residents of Elmhurst value their Library.

Director Harper also noted that X-STREAM Fest was very successful and enjoyed by patrons of all ages. Kim Calkins, Lead Program Coordinator, was responsible for coordinating this Library wide event.

In the President's Report, President Baker talked about the budget presentation at the City Council meeting. They had several questions about the social work interns.

There was no Unfinished Business.

The first item of New Business was the approval of the amended 2019/2020 Budget. Ingrid Becton moved:

THEREFORE BE IT RESOLVED:

That the amended 2019/2020 budget be approved as presented.

Monica Iacono seconded the motion. Director Harper noted that the City Finance Department would like the Library to amend the 2019/2020 budget to reflect the bond payment transfer, which spans two fiscal years. The health insurance lines were also updated as the Library passes the budget before the City negotiates the new health rate. The motion carried.

The next item of New Business was the approval and ratification of Library Director's salary raise. William Shanklin moved:

THEREFORE BE IT RESOLVED:

That I move to approve and ratify the salary raise given to the Library Director on August 21, 2018 in the amount of a 2.1% increase to her salary and such raise decision shall be made retroactive to that August 21, 2018 date.

Susan Sadowski seconded the motion. The Director salary increase approval was not listed on the agenda in August. The motion carried.

The next order of New Business was information on a Capital Reserves Plan. Director Harper went over the proposal for a capital reserves study from the architectural firm of Enberg Anderson. Next month Ms. Harper will bring a proposal from another firm.

The next order of New Business was the approval of the Staff Holiday Luncheon. Monica Iacono moved:

THEREFORE BE IT RESOLVED that the Administrative Staff is authorized to host a holiday luncheon for staff at a cost not to exceed \$1,400.

Teresa Menolascino seconded the motion. The motion carried.

The next order of New Business was the approval of the Library Insurance Review and Quotes. William Shanklin moved:

THEREFORE BE IT RESOLVED

That Administrative Staff is authorized to accept the bids for Library insurance coverage for November 2018 through November 2019 from Hanover Insurance for property, liability coverage for a total of \$25,544, and from Accident Fund Insurance for workers' compensation for a total of \$12,548.

Francesca Irion seconded the motion. The motion carried.

The next order of New Business was the approval of a digital kiosk. William Shanklin moved:

THEREFORE BE IT RESOLVED

That Administrative Staff is authorized to purchase a digital kiosk at a cost not to exceed \$11,300.00.

Monica Iacono seconded the motion. Director Harper noted that the digital kiosk would be placed in the entrance/lobby area. The sign is touchscreen and will provide maps of the building and it will also provide information about meetings and programs. The Friends of the Library have donated \$2,000 towards the purchase of the sign. Trustee Shanklin stated that it makes sense for the Library to have this technology for patrons. It's a useful tool to find information. Trustee Irion liked that the kiosk would be located near the Welcome Desk. The motion carried.

The first order of Other Business was a comment from Trustee Jacobson. She wanted to say she appreciated the notes from Mrs. Lau and Mr. Slayton regarding their attendance at the Illinois Library Association Conference in October.

There being no Other Business, the meeting was adjourned at 8:03 p.m.