

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, December 18, 2018
Administration Conference Room, 7:00 p.m.**

President Marsha Baker called the December 18, 2018, Regular Meeting of the Board of Trustees to order at 7:01 p.m. in the Administration Conference 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 and Administration/HR Manager Rita Andreuccetti.

Visitors in attendance were Head of Kids' Library, Gloria Walsh-Rock and the new Kids' Programming Coordinator, Erica Cullinan. Gloria introduced Erica to the Board.

President Baker shared the holiday card from the Kids' Library.

The first order of business was the Approval of the Minutes of the November 20, 2018 Regular Board of Trustees Meeting. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the November 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 December 18, 2018 Accounts Payable. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the December 18, 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 \$67,827 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 highlighted accomplishments from 2018, which include receiving Library Journal's five-star designation, renovating the Kids' Library, and implementing self-service holds and a new texting service. Over 600,000 patrons visited the Library and more than 1.3 million items were checked out.

In the President's Report, President Baker suggested that the Board send staff a letter of appreciation for job well done on 12/15.

There was no Unfinished Business.

The first item of New Business was the Approval of a digital sign kiosk for the lobby. Ingrid Becton moved:

THEREFORE BE IT RESOLVED:

That Administrative staff is authorized to purchase a digital kiosk at a cost not to exceed \$14,600.00 and approval for the kiosk at a cost not to exceed \$11,300 from the November 2018 Board Meeting is nullified.

Monica Iacono seconded the motion. The motion carried.

The next item of New Business was the Approval of the Directors and Officers Insurance Renewal. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That Administrative staff is authorized to renew the Directors and Officers Insurance Policy from Philadelphia Insurance Company for the premium total of \$5,321.00 be approved as presented in the quote.

William Shanklin seconded the motion. The motion carried.

The next order of New Business was the Approval to transfer the annual interest from the Library Employee Appreciation Fund to the Operating Fund. Monica Iacono moved:

THEREFORE BE IT RESOLVED.

That the interest earned in the Library Employee Appreciation Fund for FY 2018 be transferred to the Operating Fund to cover expenditures this fiscal year.

Susan Sadowski seconded the motion. The motion carried.

The next order of New Business was the Approval of the Sale of Nonresident Library Cards.
Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That, effective January 1, 2019, the Elmhurst Public Library will provide library cards to people without public library service living within the boundaries of Elmhurst Community Unit School District 205 by applying the same tax rate paid by Elmhurst homeowners to the equalized assessed valuation of nonresident property. For this same service, renters will pay a fee equal to 20% of one month's rent.

Ingrid Becton seconded the motion. The motion carried.

The next order of New Business was the Resolution of Appreciation for the Elmhurst Garden Club. Marsha Baker read the resolution.

The next order of New Business was the Approval of Staff Holiday Greeting. Ingrid Becton moved:

THEREFORE BE IT RESOLVED that the Board of Trustees of the Elmhurst Public Library would like to thank the Library staff for your contributions to the Elmhurst Public Library this past year. Your dedication and commitment to providing outstanding library service truly enrich life in Elmhurst! We congratulate you on achieving a five-star rating in the Library Journal Star Library Rankings. We look forward to another year of outstanding programs, innovative services, and community involvement at EPL! We wish you and your families a happy and peaceful Holiday Season.

Susan Sadowski seconded the motion. The motion carried.

The next order of New Business was the Establishment of 2018 Regular Monthly Board Meetings Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That, the 2019 Regular Monthly Board Meetings be approved as presented.

Tuesday, January 15, 2019	7:00 p.m.	Kossmann Room
Tuesday, February 19, 2019	7:00 p.m.	Kossmann Room
Tuesday, March 19, 2019	7:00 p.m.	Kossmann Room
Tuesday, April 16, 2019	7:00 p.m.	Kossmann Room
Tuesday, May 21, 2019	7:00 p.m.	Administration Conference Room
Tuesday, June 18, 2019	7:00 p.m.	Kossmann Room
Tuesday, July 16, 2019	7:00 p.m.	Kossmann Room

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Tuesday, August 20, 2019	7:00 p.m.	Kossmann Room
Tuesday, September 17, 2019	7:00 p.m.	Kossmann Room
Tuesday, October 15, 2019	7:00 p.m.	Kossmann Room
Tuesday, November 19, 2019	7:00 p.m.	Kossmann Room
Tuesday, December 17, 2019	7:00 p.m.	Administration Conference Room

Francesca Irion seconded the motion. The motion carried.

The first item of Other Business was the announcement of the live streaming the Library parking lot. This will allow patrons to see how full the parking lot is before they visit.

There being no Other Business, the meeting was adjourned at 8:00 p.m.