

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, January 15, 2019
Kossmann Room, 7:00 p.m.**

President Marsha Baker called the January 15, 2019, Regular Meeting of the Board of Trustees to order at 7:05 p.m. in the Kossmann Room.

Board members in attendance included: Susan Sadowski, Carol Jacobsen, Ingrid Becton, William Ryan, and William Shanklin. Francesca Irion, Monica Iacono, and Teresa Menolascino were absent.

Also in attendance were Library Director Mary Beth Harper, Assistant Director Marcy Rodriguez, and Administration/HR Manager Rita Andreuccetti.

There were no visitors.

There was no correspondence.

The first order of business was the Approval of the Minutes of the December 18, 2018 Regular Board of Trustees Meeting. William Shanklin moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the December 18, 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 December 31, 2018 and January 15, 2019 Accounts Payable. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That the December 31, 2018 and January 15, 2019 Accounts Payable be approved as presented.

Director Harper responded to questions about the invoices. William Shanklin seconded the motion. The motion carried.

The monthly credit card statements and the small check register were distributed. Director Harper distributed the financial reports. Because of the year end closing and the way the New Year Holiday fell, the reports were not available from the City in time to be included in the Board packet.

She reviewed the revenue and expenditure reports. On the revenue report, she noted that the Library received 101% in property taxes and 116% in replacement taxes. She noted that a property tax payment of \$61,841 was received this month. Interest revenue came in \$60,789 higher than expected. Copier revenue was up due to fees from the 3D printer and poster printer copies.

She reviewed the expenditure lines. The full-time personnel line was under spent and the part-time line went over this year, because two full-staff members went down to part-time and another staff member retired. Overall the personal line was 97% spent. She noted that the Group Health line under Employee Benefits went over budget. Director Harper stated that the City negotiates the health contracts after the Library approves the budget, and the Library makes an annual contribution to staff members that participate in the Health Savings Plan. The number of participants has steadily increased over the years. Ms. Harper indicated adjustments were made for the 2019 budget. The Parking Area line went over this year because the parking lot needed to be resurfaced again this year. Overall the expenditures were also lower than projected.

In the Director's Report, Mrs. Harper talked about the social work interns and the positive impact they have had on EPL patrons and staff. Tim Vo will finish up his internship in February and Tracey Orick ends in May. She went on to say that during the week of January 21-25, the interns, along with a staff member who is also working towards her Master of Social Work degree, will provide staff with a series of workshops on topics such as addictions, local resources, mental health first aid, self-care, and transgender populations.

There was no President's Report.

There was no Unfinished Business.

The first item of New Business was the discussion on a security assessment. Director Harper stated that she contacted a local company that performs security audits on buildings. RETA is a security consulting firm that works with schools and park districts. She went over the proposed assessment. The Board of Trustees agreed to move forward with the security assessment.

The next order of New Business was the approval of closing dates for 2019. Susan Sadowski moved:

The following is a list of the days the Library will be closed.

- Easter (Sunday, April 21, 2019)
- Memorial Day (Monday, May 27, 2019)
- Independence Day (Thursday, July 04, 2019)
- Staff Institute Day (Friday, August 09, 2019)
- Labor Day (Monday, September 02, 2019)
- Thanksgiving (Thursday, November 28, 2019)
- Christmas Eve (Tuesday, December 24, 2019)

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- Christmas (Wednesday, December 25, 2019)
- New Year's (Wednesday, January 1, 2020)

Carol Jacobsen seconded the motion. The motion carried.

Trustee Jacobsen shared an article from Chicago Tribune's advice columnist Amy Dickinson talking about how libraries are transitioning from silent places to community centers.

There being no Other Business, the meeting was adjourned at 8:12 p.m.