

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, June 18, 2019
Kossmann Room, 7:00 p.m.**

President Marsha Baker called the June 18, 2019 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, Ingrid Becton, Francesca Irion, and William Shanklin. William Ryan, Monica Iacono, Carol Jacobsen, and Teresa Menolascino were absent.

Also in attendance were Library Director Mary Beth Harper and Assistant Director Marcy Rodriguez.

Visitor in attendance was Don Roubitchek.

The first order of business was Public Comment. Mr. Roubitchek addressed the Board about the lack of sufficient parking at the Library. Mr. Roubitchek wanted to know who owns the grass field at the end of the Library parking lot.

The next order of business was the approval of the Minutes of the May 21, 2019 Regular Board of Trustees Meeting. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the May 21, 2019 Regular Board of Trustees Meeting be approved as amended.

William Shanklin seconded the motion. The motion carried.

The next order of business was the Approval of the June 18, 2019 Accounts Payable. William Shanklin moved:

THEREFORE BE IT RESOLVED:

That the June 18, 2019 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 distributed the financial reports. She reviewed the revenue lines. A property tax payment of

\$203,322 and replacement tax payment of \$68,458 were received. A donation of \$10,652 was also received this month.

In the Director's Report, Ms. Harper stated that the lights in the parking lot were fitted with energy-efficient LED fixtures. The new bulbs have a longer lifespan, which will reduce the labor involved in replacement.

Ms. Harper noted that Tracey Orick will start as the Social Services Specialist at the end of the month. Ms. Orick was a social services intern at the Library from September 2018-May 2019. She will provide social work services to patrons and staff and she will also work desk shifts in the Adult Services Department and at the Welcome Desk.

There was no President's report.

The first item of Unfinished Business was the Lobby/Café/Office Renovation project. Director Harper stated that the bids for the project came in as projected.

The first item of New Business was the approval of Bids for Renovation Project.

Ms. Harper reviewed the costs with the Board. William Shanklin moved:

THEREFORE BE IT RESOLVED:

That the bids for the renovation project, which include new flooring in the main lobby area, carpeting in the circulation and technical services workrooms, office construction in the administration area, and improvements to the café are accepted for a total \$465,000.

Susan Sadowski seconded the motion. The motion carried.

The next item of New Business was the approval of the 2020 Salary Scale. The salary scale has not been adjusted since 2017. A 3% increase was proposed. Susan Sadowski moved:

THEREFORE BE IT RESOLVED

That the 2020 salary scale will be adjusted by 3.0% to stay current with market movements. The new salary scale will be effective on January 1, 2020.

Francesca Irion seconded the motion. The motion carried.

The next order of New Business was the Fund Balance Report. Director Harper reviewed the spreadsheet with the fund balances. The operating fund needs at least \$2,500,000 to bridge the gap between January and May, when the Library receives its first property tax payment.

Director Harper went on to discuss the Library's ballooning bond fund payment, which will be paid off in 2023. Between 2019 and 2022 there will be substantial increases in the bond fund payment.

The next order of New Business was the draft of the 2020 budget. Ms. Harper reviewed each line of the budget for 2020. Highlights from the revenue report include: a 3% increase in property tax collection, a decrease of \$20,000 in replacement tax, and a decrease of \$10,000 in fines.

Highlights from the expenditure report include: a 2% merit raise increase for staff, a decrease of \$14,000 in the audio visual materials line, and a decrease of \$20,000 in the book line. The funds from the book line are being transferred to the digital content line to help meet the demand for ebooks. She asked the Board to prepare for further discussion at the July meeting.

The next order of New Business was the approval to close the Library for Staff Institute Day. Susan Sadowski moved:

THEREFORE BE IT RESOLVED

That the Library will be closed to the public for a Staff Institute Day on Friday, August 9, 2019.

Ingrid Becton seconded the motion. The motion carried.

The next order of New Business was the Director Review Materials. President Baker asked Trustees to return the completed review forms to her before the July meeting.

The next order of New Business was the Approval of the Firewall Upgrade. Ingrid Becton moved:

THEREFORE BE IT RESOLVED

That we approve the firewall upgrade at a cost not to exceed \$7,100. Susan Sadowski seconded the motion. The motion carried.

There being no Other Business, the meeting was adjourned at 8:30 p.m.