

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, July 16, 2019
Kossmann Room, 7:00 p.m.**

President Marsha Baker called the July 16, 2019 Regular Meeting of the Board of Trustees to order at 7:04 p.m. in the Kossmann Room.

Board members in attendance included: Susan Sadowski, Ingrid Becton (left at 8:13 pm), Monica Iacono, Carol Jacobsen, Teresa Menolascino (arrived 7:26 pm), and William Shanklin. William Ryan and Francesca Irion were absent.

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

President Baker stated that there would be an adjustment to the agenda. The Narcan DuPage County Presentation would be given after the approval of the Accounts Payable.

The first order of business was administration of the oath of office to newly reappointed Board members Marsha Baker, Bill Shanklin, and Carol Jacobsen. Secretary Ingrid Becton administered the oath.

Visitor in attendance was Mila Tsagalis from the DuPage Health Department.

There was no public comment.

There was no correspondence.

The next order of business was the approval of the Minutes of the June 18, 2019 Regular Board of Trustees Meeting. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the June 18, 2019 Regular Board of Trustees Meeting be approved as presented.

Monica Iacono seconded the motion. The motion carried.

The next order of business was the Approval of the July 16, 2019 Accounts Payable. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the July 16, 2019 Accounts Payable be approved as presented.

Director Harper responded to questions about the invoices. Susan Sadowski seconded the motion. The motion carried.

Presenter Mila Tsagalis talked about the DuPage County Narcan Program. After her presentation she answered several questions from the Board of Trustees. Director Harper stated that she would follow up with Ms. Tsagalis to discuss staff training options.

The monthly credit card statements and the small check register were distributed. Director Harper distributed the financial reports. She reviewed the revenue and expenditure reports. A property tax payment of \$3,804,557 was received in June. An interest payment of \$8,099 was also received. On the expenditure report, Ms. Harper noted that the Periodicals line under Commodities is 74% spent. A payment was made this month for subscription renewals.

In the Director's Report, Ms. Harper discussed an upcoming campaign to encourage patrons to carpool to the Library. It encourages patrons to be mindful of other options when traveling to the Library besides driving. Drivers may also consider driving to conserve parking spaces. The Marketing Department designed stickers and magnets that encourage patrons to "Walk, Ride, Share your way to the Elmhurst Public Library."

Ms. Harper noted that the Illinois Library Association Annual Conference will be held October 22-24 at the Tinley Park Convention Center. Trustee Day is Thursday, October 24. She asked the Trustees to let her know if they would like to attend.

There was no President's report.

The first item of Unfinished Business was the Lobby/Café/Office Renovation project. Director Harper stated that the project will start the last week in July with the office spaces in Administration.

The next order of Unfinished Business was the draft of the 2020 budget. Mrs. Harper resumed the budget discussion from the June Board meeting. She highlighted three changes under expenditures: There is a contribution increase in IMRF under Employee Benefits from 10% to 12.5%. IMRF is predicting a decrease in interest. Telephone under Contractual Services was increased by \$6,000 to \$38,000. This is due to a new law enacted called the Expense Reimbursement Act. To comply with the law the Library will reimburse Department Heads, the Communication Specialist, and one of the Building Custodians \$25 per month for cell phone use. Assistant Department Heads, the Public Info Coordinator, and the IT Associate will be reimbursed \$10 per month for cell phone use. Under Repair and Maintenance, lines 50.01 and 50.08 will be combined into line 50.01.

Director Harper answered several questions about the budget. She stated that she would like to bring the 2020 budget for approval next month. There was a consensus from the Trustees.

The first item of Other Business was a comment from Carol Jacobsen. She noted that a patron asked her if the Library circulated fishing equipment. Assistant Director Marcy Rodriguez stated

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that the Library does not offer fishing equipment, but would follow up with the Department of Natural Resources.

There being no Other Business, at 8:22 p.m. Marsha Baker took a roll call vote to convene into Executive Session under 5 ILCS 120/2(c)(1) for the review of the Director.

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

The Board moved into executive session at 8:23 p.m.
The Board moved back into regular session at 8:35 p.m.

In regular session, The Board voted unanimously to approve an increase to Director Harper's salary by 2%. 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 8:47 p.m.