

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, September 17, 2019
Kossmann Room, 7:00 p.m.**

President Susan Sadowski called the September 17, 2019 Regular Meeting of the Board of Trustees to order at 7:01 p.m. in the Kossmann Room.

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

Also in attendance were Library Director Mary Beth Harper, Assistant Director Marcy Rodriguez, and Admin/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 August 20, 2019 Regular Board of Trustees Meeting. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the August 20, 2019 Regular Board of Trustees Meeting be approved as presented.

Bill Shanklin seconded the motion. The motion carried.

The next order of business was the approval of the Minutes of the August 20, 2019 Annual Meeting. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the August 20, 2019 Annual Meeting be approved as presented.

Monica Iacono seconded the motion. The motion carried.

The next order of business was the approval of the September 17, 2019 Accounts Payable. Bill Shanklin moved:

THEREFORE BE IT RESOLVED:

That the September 17, 2019 Accounts Payable be approved as presented.

Director Harper responded to questions about the invoices. Monica Iacono seconded the motion. The motion carried.

The monthly credit card statements and the small check register were distributed. Director Harper distributed the financial reports. On the revenue report, she noted that a property tax payment of \$1,504,563 was received in August. A replacement tax payment of \$4,851 was also received. On the expenditure report, she reported that the part-time personnel line crests higher during the summer months due the additional staff hired because of Summer Reading. She also noted that August was a three paycheck month.

In the Director's Report, Ms. Harper shared updates on the renovation. The lobby floor was installed in three days with minimal disruption. The carpet has mitigated some of the sound in the Library, which is nice for patrons and staff.

She also discussed the digital sign kiosk for the entrance/lobby area. A new company is working on programming the digital sign. The sign is touchscreen and will provide maps of the building and it will also provide information about meetings and programs. We are pleased with the progress and hope to have it up soon.

There was no President's report.

The first order of Unfinished Business was the acceptance of the 2020, 2021 budget. Bill Shanklin moved:

THEREFORE BE IT RESOLVED:

That the Elmhurst Public Library Board of Trustees accepts the 2020 budget with projections for the 2021 budget as presented.

Ms. Harper resumed the budget discussion from the August Board meeting. She talked about the Library's ballooning bond fund payment, which will be paid off in 2023. She noted that the levy increase was lowered from 3% to 2%. Marsha Baker seconded the motion. The motion carried.

The next order of Unfinished Business was the Lobby/Café/Carpet Renovation project. Director Harper stated that the project continues to go well. She noted that outstanding items include the desk in the lobby, lighting fixtures, and some furniture. The renovation of the coffee shop is scheduled to start in October and will take about three weeks to complete. She indicated that a tour would be given at the end of the meeting.

The first order of New Business was the review of closed session meeting minutes. Director Harper handed out the closed session minutes to the Trustees. Sue Sadowski moved:

THEREFORE BE IT RESOLVED:

That the Executive Session Minutes dated September 20, 2016 remain closed and the July 16, 2019 minutes be opened.

Monica Iacono seconded the motion. The motion carried. Director Harper collected the closed session meeting minutes.

The next order of New Business was the destruction of Executive Session Recordings. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That recordings of Executive Sessions dated: 7/19/2016, 9/21/2016 and 7/19/2016 are approved for destruction.

Director Harper stated that according to State statute, the Board can vote to destroy closed meeting recordings 18 months after the closed meeting as long as the Library has approved written minutes from that meeting. Carol Jacobsen seconded the motion. The motion carried.

The next order of New Business was the Per Capita Grant Requirements for 2020. Assistant Director Rodriguez discussed the requirements:

1. Review chapters 11-Appendices of the Trustee Facts File third edition.
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>
2. Complete at least one free online education opportunity focusing on organizational management. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.
3. Become familiar with services provided by the Digital Public Library of America (DPLA): <https://dp.la/> and the Illinois Digital Archives (IDA): <http://www.idaillinois.org/>.

The first order of New Business was the review of the Collection Development Policy. Bill Ryan moved:

THEREFORE BE IT RESOLVED:

That the Collection Development Policy be approved as presented.

Assistant Director Marcy Rodriguez reviewed the updates to the policy. Carol Jacobsen seconded the motion. The motion carried.

In the next order of Other Business Director Harper asked if the Trustees would like to have business cards. Trustee Iacono asked about the cost. Director Harper stated that she would investigate in-house printing options.

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The next order of Other Business was a reminder from Director Harper about the upcoming Illinois Library Association Annual Conference. She asked the Trustees to let her know if they would like to attend.

The next order of Other Business was a question from Trustee Ryan. He asked about the book *Dopesick* by Beth Macy. Director Harper stated that Trustees received a copy of the book. The title is also available digitally through Overdrive. In January, Social Services Specialist Tracey Orick will conduct staff book discussions.

The Trustees toured the Lobby/Café/Carpet Renovation project at 7:39 p.m.

There being no Other Business, the meeting was adjourned 7:55 p.m.