

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

President Susan Sadowski called the December 17, 2019 Regular Meeting of the Board of Trustees to order at 7:00 p.m. in the Kossmann Room.

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

Also in attendance were Library Director Mary Beth Harper, Assistant Director Marcy Rodriguez, Admin/HR Manager Rita Andreuccetti, Head of Circulation Samantha Cresswell, and Social Services Specialist Tracey Orick.

Visitors in attendance were Elmhurst resident Rob Hanson and Elmhurst Police Officer Ortiz.

There was no correspondence.

There was no public comment.

The first order of business was the approval of the Minutes of the November 19, 2019 Regular Board of Trustees Meeting. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the November 19, 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 December 17, 2019 Accounts Payable. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

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

Director Harper responded to questions about the invoices. Bill Ryan 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 \$80,858 was received in November. On the expenditure report, Ms. Harper noted that City staff

corrected the full-time and part-time personnel lines because certain staff members were coded wrong. Ms. Harper answered several questions from the Board.

In the Director's Report, Ms. Harper talked about the increased interest in the Library's social services after Marketing and Communications staff sent out a press release about Tracey Orick, Social Services Specialist.

Ms. Harper then discussed winter reading. The Kids' theme this year is Paws for Reading and Adult Services is hosting the Winter Reading Challenge again. The Winter Reading Challenge asks patrons to expand their reading comfort zone by reading a book that is picked for them by a librarian.

There was no President's Report.

The first order of Unfinished Business was the Admin/Lobby/Café Renovation project. Director Harper went over the cost of the project, which was completed under budget.

The first order of New Business was the Patron Suspension Hearing. Director Harper stated that the patron was not in attendance, but indicated that if he appeared during the meeting, he would be given the opportunity to address the Trustees. The Board meeting went on to the next item on the agenda.

The next order of New Business was Automatic Renewals/Fine Free Libraries. Marsha Baker moved:

THEREFORE BE IT RESOLVED

That Administrative staff is authorized to offer automatic renewals with the amendment that the Trustees will revisit going fine free within the year.

Director Harper and Head of Circulation, Sam Cresswell, explained how automatic renewals work. They also talked about the impact that automatic renewals will have on fine collection revenue. Fine collection revenue is expected to decrease by about fifty percent once automatic renewals are turned on. Ms. Cresswell also talked about fine free libraries. Trustees asked several questions. Monica Iacono seconded the motion. The motion carried.

The next order of New Business was the approval of Directors and Officers Insurance Renewal. Bill Ryan moved:

THEREFORE BE IT RESOLVED

That Administrative staff is authorized to renew the Directors and Officers Insurance Policy from Philadelphia Insurance Companies for the period of January 9, 2020 to January 9, 2021 for a premium of \$5,634.00.

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Director Harper reviewed the Directors and Officers Insurance Policy from Philadelphia Insurance. Monica Iacono 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. Ingrid Becton moved:

THEREFORE BE IT RESOLVED.

That the interest earned in the Library Employee Appreciation Fund for FY 2019 be transferred to the Operating Fund to cover expenditures this fiscal year.

Director Harper stated that to date, LEA expenses are \$1,470. The annual interest has been spent on staff enrichment. Monica Iacono seconded the motion. The motion carried.

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

THEREFORE BE IT RESOLVED:

That, effective January 1, 2020, 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. Bill Ryan read the resolution.

The next order of New Business was the Approval of Staff Holiday Greeting. Monica Iacono 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.

Ingrid Becton seconded the motion. The motion carried.

The next order of New Business was the Establishment of 2020 Regular Monthly Board Meetings.
Bill Shanklin moved:

THEREFORE BE IT RESOLVED:

That, the 2020 Regular Monthly Board Meetings be approved as presented.

Tuesday, January 21, 2020	7:00 p.m.	Kossmann Room
Tuesday, February 18, 2020	7:00 p.m.	Kossmann Room
Tuesday, March 17, 2020	7:00 p.m.	Kossmann Room
Tuesday, April 21, 2020	7:00 p.m.	Kossmann Room
Tuesday, May 19, 2020	7:00 p.m.	Administration Conference Room
Tuesday, June 16, 2020	7:00 p.m.	Kossmann Room
Tuesday, July 21, 2020	7:00 p.m.	Kossmann Room
Tuesday, August 18, 2020	7:00 p.m.	Kossmann Room
Tuesday, September 15, 2020	7:00 p.m.	Kossmann Room
Tuesday, October 20, 2020	7:00 p.m.	Kossmann Room
Tuesday, November 17, 2020	7:00 p.m.	Kossmann Room
Tuesday, December 15, 2020	7:00 p.m.	Administration Conference Room

Bill Ryan seconded the motion. The motion carried.

There being no Other Business, the meeting was adjourned at 7:50 p.m.