

**MINUTES  
ELMHURST PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, January 21, 2020  
Kossmann Room, 7:00 p.m.**

President Susan Sadowski called the January 21, 2020 Regular Meeting of the Board of Trustees to order at 7:01 p.m. in the Kossmann Room.

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

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

Visitor in attendance was Elmhurst resident Rob Hanson.

There was no correspondence.

There was no public comment.

The first order of business was the approval of the Minutes of the December 17, 2019 Regular Board of Trustees Meeting. Monica Iacono moved:

**THEREFORE BE IT RESOLVED:**

That the Minutes of the December 17, 2019 Regular Board of Trustees Meeting be approved as presented.

Carol Jacobsen seconded the motion. The motion carried.

The next order of business was the approval of the December 30, 2019 and January 21, 2020 Accounts Payable. Monica Iacono moved:

**THEREFORE BE IT RESOLVED:**

That the December 30, 2019 and January 21, 2020 Accounts Payable be approved as presented.

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

Director Harper reviewed the revenue and expenditure reports. In 2019, the Library collected 101% of property taxes and 117% of replacement taxes. Interest revenue came in \$15,867 higher than expected. On the expenditure report, she pointed out that the Auto Circ System budget line came in higher than expected by about \$10,000. The circulation system contract is negotiated after the Library approves the budget and there was an increase this year that was not accounted for. The Building line and the Equipment line under Repair and Maintenance will be combined for fiscal year 2020. She noted that the bond payment was made. Ms. Harper answered several questions from the Board.

In the Director's Report, Ms. Harper mentioned two projects that will be completed in the first half of 2020. The projects include an engineering study and a new phone system. A generous memorial donation will be used to improve the book discussion nook on the second floor and the digital sign will debut in February.

Ms. Harper then discussed upcoming training sessions for staff. The Social Work Specialist and various staff members will present a Week of Workshops at the end of January. Staff will attend presentations about trauma informed services, the process of revoking a patron's privileges and politics at the Library.

There was no President's Report.

There was no Unfinished Business.

The first order of New Business were policy reviews and discussion. The first policy was personnel policy 8.10, Alcohol and Drug Policy. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the Alcohol and Drug Policy be approved as presented.

Bill Shanklin seconded the motion. The motion carried.

The next policy was Purchasing. Bill Shanklin moved:

THEREFORE BE IT RESOLVED:

That the Purchasing Policy be approved as presented.

Monica Iacono seconded the motion. The motion carried.

The next policy was Group Study Rooms. Ingrid Becton moved:

THEREFORE BE IT RESOLVED:

That the Group Study Rooms Policy be approved as presented.

Monica Iacono seconded the motion. The motion carried.

The last policy was Payment for Goods and Services. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the Payment for Goods and Services be approved as presented.

Carol Jacobsen seconded the motion. The motion carried.

The next of New Business was the approval of Closing Dates for 2020. The following is a list of the days the Library will be closed.

- Easter (Sunday, April 12, 2020)
- Memorial Day (Monday, May 25, 2020)
- Independence Day (Saturday, July 04, 2020)
- Staff Institute Day (Friday, August 07, 2020)
- Labor Day (Monday, September 07, 2020)
- Thanksgiving (Thursday, November 26, 2020)
- Christmas Eve (Thursday, December 24, 2020)
- Christmas (Friday, December 25, 2020)
- New Year's (Friday, January 1, 2021)

Ingrid Becton moved:

THEREFORE BE IT RESOLVED:

That the closing dates for 2020 be approved as presented.

Carol Jacobsen seconded the motion. The motion carried.

The next order of New Business was approval to Purchase Servers. Monica Iacono moved:

THEREFORE BE IT RESOLVED

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That Administrative staff is authorized to purchase two servers for a cost not to exceed \$13,400.

Carol Jacobsen seconded the motion. The motion carried.

There being no Other Business, the meeting was adjourned at 7:42 p.m.