

**MINUTES  
ELMHURST PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, February 18, 2020  
Kossmann Room, 7:00 p.m.**

President Susan Sadowski called the February 18, 2020 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, Monica Iacono, Francesca Irion, Carol Jacobsen, Teresa Menolascino, and William Shanklin. Ingrid Becton and William Ryan were absent.

Also in attendance were Library Director Mary Beth Harper 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 January 21, 2020 Regular Board of Trustees Meeting. Teresa Menolascino stated that she was absent from the meeting, but the minutes indicated that she was in attendance. Monica Iacono moved:

**THEREFORE BE IT RESOLVED:**

That the Minutes of the January 21, 2020 Regular Board of Trustees Meeting be approved as corrected.

Marsha Baker seconded the motion. The motion carried.

The next order of business was the approval of the February 18, 2020 Accounts Payable. Monica Iacono moved:

**THEREFORE BE IT RESOLVED:**

That the February 18, 2020 Accounts Payable be approved as presented.

Director Harper responded to questions about the invoices. Bill Shanklin 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 noted that the Library will not receive property tax payments until June. There are sufficient funds in reserves to cover expenses until tax payments are received. She stated that a replacement tax payment of \$40,749 was received. Ms. Harper answered several questions from the Board.

In the Director's Report, Ms. Harper noted that checkouts increased by 4% compared to January of last year. The increase was most likely attributed to automatic renewals. The drive-up window also saw a considerable increase of 14%. A new "Thank you for picking me up" bookmark campaign was implemented to bring awareness of the hold process.

Ms. Harper then discussed the new issue of *Fine Print*. It's full of interesting information about the Library along with the list of program offerings. The Library is hosting a program with Elmhurst College about separating art from the artist. Jim DeRogatis and Greg Kot from WBEZ's *Sound Opinions*, will present the program in Hammerschmidt Memorial Chapel on March 10 at 7 p.m.

There was no President's Report.

There was no Unfinished Business.

The first item of New Business was the approval of 2019 Annual Report. Bill Shanklin moved:

THEREFORE BE IT RESOLVED, that the 2019 Illinois Public Library Annual Report for the Elmhurst Public Library is approved as presented.

Francesca Irion seconded the motion. The motion carried.

The next item of New Business was the Adoption of Annual Resolution for Reserve Funds. Carol Jacobsen moved:

THEREFORE BE IT RESOLVED:

That the **Library Employee Appreciation Fund** be continued for the Elmhurst Public Library in FY 2020, to be used for employee appreciation as outlined in the agreement between the Library and the donor.

That the **Capital Replacement Fund** be continued for the Elmhurst Public Library in FY 2020, to be used to provide funds for the replacement of all items listed on the Capital Replacement Schedule.

That the **Bond and Interest Fund** be continued for the Elmhurst Public Library in FY 2020, to be used for payment of debt service.

Minutes  
Elmhurst Public Library Board of Trustees  
February 18, 2020  
page 3

Teresa Menolascino seconded the motion. The motion carried.

The next item of New Business was the review of the Exhibits & Display Policy. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the Exhibits & Display Policy be approved as presented.

Monica Iacono seconded the motion. The motion carried.

The next item of New Business was the Approval of Capital Reserves Plan/Engineering Study. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That Administrative staff is authorized to accept the proposal from Engberg Anderson Architects for a Capital Reserves Plan/Engineering Study to assess the current conditions of the facility, assess the likely life expectancy of key building components and identify probable replacement costs for the components of the facility for cost not to exceed \$14,000.

Director Harper discussed the proposal and answered several questions from the Board. Carol Jacobsen seconded the motion. The motion carried.

The first item of Other Business was the Elmhurst Chamber's Annual Awards Gala. Bill Shanklin talked about the speech he gave at the awards. He was inducted into the Elmhurst Chamber of Commerce & Industry Civic Hall of Fame.

There being no Other Business, the meeting was adjourned at 7:59 p.m.