

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, March 17, 2020
Administration Conference Room, 7:00 p.m.**

In accordance with Governor Pritzker's "stay-at-home" order, this meeting was held virtually and streamed live on the Library's YouTube channel.

President Susan Sadowski (via telephone) called the March 17, 2020 Regular Meeting of the Board of Trustees to order at 7:00 p.m. in the Administration Conference Room.

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

In attendance at the Library were Library Director Mary Beth Harper, Assistant Director Marcy Rodriguez, and Admin/HR Manager Rita Andreuccetti.

Director Harper stated that she was accepting public comments via email.

There were no visitors in attendance.

Virginia Evely provided public comment via email. Director Harper read the email aloud:

To the Library Board:

I am an Elmhurst resident who uses the library regularly. I am disheartened that the library has completely closed in response to the Coronavirus outbreak. Why hasn't the drive up window remained open? Banks are operating drive-up windows, and restaurants are open for pick-up orders. Surely the library's drive up window could safely remain open: materials could be ordered online for pickup and the library employee could wear gloves. There would be no close person-to-person contact. Materials being returned could be wiped down and sanitized easily.

The schools are closed and we are all being asked to stay at home. People suddenly have more time. Many would like a book to read or borrow movies to watch. Parents of young kids would love to have books & other materials for their children, as an alternative to the ever-present video games.

I urge you to revisit the complete library closure and reopen the drive up window. The library exists to serve the community - here's a wonderful opportunity for you to do just that.

Thank you.

Submitted by Virginia Evely

Director Harper stated that the difficult decision to close the Library was made on March 13, 2020 after consulting with other community agencies. Drive-up service was also ceased because the level of staffing to service requests would not allow for social distancing. Director Harper expressed regret at not being able to provide materials lending to patrons. She further stated that the decision to close the drive-up would be revisited if the safety of patrons and staff is not at risk.

The first order of business was the approval of the Minutes of the February 18, 2020 Regular Board of Trustees Meeting. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the February 18, 2020 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 March 17, 2020 Accounts Payable. Carol Jacobsen moved:

THEREFORE BE IT RESOLVED:

That the March 17, 2020 Accounts Payable be approved as presented.

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

Director Harper discussed 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.

She also reviewed the expenditure lines. She noted that the Group Health line under Employee Benefits is spent at 23%. The annual contribution to staff who participate in the high-deductible HSA is made in January. The Library also pays health insurance premiums a month in advance at the beginning of the year. Ms. Harper answered several questions from the Board.

In the Director's Report, Ms. Harper stated that we are deeply saddened to be closed during this unprecedented time. She went on to reassure the Board that the Library will do what it can to provide more online services.

On March 10, the Library hosted a program with Elmhurst College titled *Separating the Art from the Artist*. The program was well attended. The information that was shared, and the discussion that ensued, were very interesting.

Minutes
Elmhurst Public Library Board of Trustees
March 17, 2020
page 3

There was no President's Report.

There was no Unfinished Business.

The first item of New Business was the review of Closed Session Meeting Minutes. Director Harper stated that the review would be postponed because the minutes are distributed at the meeting and Trustees were in attendance remotely. The Trustees were in agreement.

The next item of New Business was to approve policy reviews. The Borrowing Policy and the Selling and Solicitation in the Library Policy were reviewed. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the Library Borrowing Policy be approved as presented with policies 5.1-5.5 combined into one policy.

Director Harper proposed that policies 5.1-5.5 be combined into one Borrowing Policy. The policies all pertain to checking out materials. Ingrid Becton seconded the motion. The motion carried.

Bill Shanklin moved:

THEREFORE BE IT RESOLVED:

That the Selling and Solicitation in the Library Policy be approved as presented with no changes.

Carol Jacobsen seconded the motion. The motion carried.

There being no Other Business, the meeting was adjourned at 7:35 p.m.