

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, May 19, 2020
Video Zoom Meeting, 7:00 p.m.**

In accordance with Governor Pritzker's "stay-at-home" order, this meeting was held virtually via Zoom.

President Susan Sadowski took roll call. Trustees Marsha Baker, Ingrid Becton, Monica Iacono, Carol Jacobsen, Teresa Menolascino, William Ryan, and William Shanklin (via phone) were present via Zoom.

Board member Francesca Irion was absent.

President Sadowski called the May 19, 2020 Regular Meeting of the Board of Trustees to order at 7:08 p.m. via Zoom.

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

Visitors in attendance were staff members Annette Brehm, Lynn Spaulding, Jeremy Slayton, and Sarah van der Heyden. A patron named Elizabeth was also in attendance.

There was no public comment.

There was no correspondence.

The first order of business was the approval of the Minutes of the April 21, 2020 Regular Board of Trustees Meeting. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the April 21, 2020 Regular Board of Trustees Meeting be approved as presented.

Monica Iacono seconded the motion.

Roll call vote:

Ayes: Baker, Becton, Iacono, Jacobsen, Menolascino, Ryan, Shanklin, and Sadowski

Nays: None

Absent: Irion

The motion carried.

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The next order of business was the approval of the May 19, 2020 Accounts Payable. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the May 19, 2020 Accounts Payable be approved as presented.

Director Harper responded to questions about the invoices. Carol Jacobsen seconded the motion.

Roll call vote:

Ayes: Baker, Becton, Iacono, Jacobsen, Menolascino, Ryan, Shanklin, and Sadowski

Nays: None

Absent: Irion

The motion carried.

Director Harper discussed the financial reports. She noted that the Library did not receive any property tax payments. Ms. Harper indicated that a replacement tax payment of \$55,937 was received. Income revenue that is generated for service charges is less than projected because the Library building is not open.

Director Harper then reviewed the expenditure lines. She noted that we are not spending as projected because the building is closed. The Building & Grounds lines, under Repair and Maintenance, will most likely continue to be spent as projected because the building will be maintained as usual. In June, Director Harper will begin the budget process.

In the Director's Report, Ms. Harper stated that staff are busy working on new services and figuring out the procedures for delivering those services. *Fine Print* is in production and will be mailed to patrons around the first week of June. The issue is 22 pages and packed with programs and information to keep our patrons engaged and entertained.

In the President's Report, Ms. Sadowski reiterated that the Board is proud of staff and she thanked them for all of the services that are being offered while the building is closed.

There was no Unfinished Business.

The first item of New Business was the Review of Closed Session Meeting Minutes. Bill Ryan moved:

THEREFORE BE IT RESOLVED:

That the Executive Session Minutes dated September 20, 2016 remain closed.

Bill Shanklin seconded the motion.

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Roll call vote:

Ayes: Baker, Becton, Iacono, Jacobsen, Menolascino, Ryan, Shanklin, and Sadowski

Nays: None

Absent: Irion

The motion carried.

The first item of New Business was the report on Curbside Pickup and Preparations for Eventual Reopening. Staff developed a new curbside pickup service, EPL Media Takeout. Staff curate lists based on patron responses and interests. Patrons have submitted 261 Media Takeout requests.

Director Harper presented information about plans for the eventual reopening of the Library. She talked about limiting capacity and the duration of visits to promote social distancing.

There being no Other Business, the meeting was adjourned 8:11 p.m. Roll call was taken to adjourn the meeting.

Roll call vote:

Ayes: Baker, Becton, Iacono, Menolascino, Jacobsen, Ryan, Shanklin, and Sadowski

Nays: None

Nays: None

Absent: Irion