

**MINUTES  
ELMHURST PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, July 21, 2020  
Teen Lounge, 7:00 p.m.**

President Susan Sadowski called the July 21, 2020 Regular Meeting of the Board of Trustees to order at 7:05 p.m. in the Teen Lounge.

Board members in attendance included: Marsha Baker, Carol Jacobsen, Teresa Menolascino, and William Shanklin. William Ryan attended via phone at 7:09. Ingrid Becton was absent.

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

Marsha Baker spoke about the importance of wearing masks and asked Board Members to wear their masks, covering both their mouth and nose, while in the meeting.

There were no visitors.

There was no correspondence.

The first order of business was the approval of the Minutes of the June 16, 2020 Regular Board of Trustees Meeting. William Shanklin moved:

**THEREFORE BE IT RESOLVED:**

That the Minutes of the June 16, 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 July 21, 2020 Accounts Payable. William Shanklin moved:

**THEREFORE BE IT RESOLVED:**

That the July 21, 2020 Accounts Payable be approved as presented.

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

Director Harper discussed the financial reports. She noted that the first property tax payment of 3,960,377 was received. Income revenue that is generated for service charges was less than

projected because the Library is operating under a new service model that promotes social distancing and limits capacity.

Director Harper then reviewed the expenditure lines. She noted that spending continues to be lower than projected because the building is not operating at full capacity. 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 the Director's Report, Ms. Harper stated that the Library has been opened for more than a month. Staff and patrons are getting used to the new routine and are able to appropriately distance themselves from one another.

Digital resource usage continues to climb and the drive-up window has been very busy. The Library has three main service points: online, drive-up and one-hour building reservations. Online programming, virtual reference and virtual meeting rooms continue to be popular access points for patrons.

There was no President's report.

The first order of Unfinished Business was the draft of the 2021 budget. Director Harper stated that it would be presented to the City of Elmhurst in November. She is planning a conservative budget with expected decreases in revenues and cuts in spending. She continued the discussion on both a zero percent levy and a one percent increase to the levy with the Board. Ms. Harper recommends a zero percent levy. She answered several questions about the budget. She stated that she would like to bring the 2021 budget for approval next month. There was a consensus from the Trustees.

The first order of New Business were policy reviews. The first policy was Bylaws. William Shanklin moved:

THEREFORE BE IT RESOLVED:

That the Bylaws policy be approved with no changes.

Carol Jacobsen seconded the motion. The motion carried.

The next policy reviewed was the Donations and Partnerships. The name of the proposed policy was changed to Donations Policy. This policy was revised. William Shanklin moved:

THEREFORE BE IT RESOLVED:

That the Donations policy be approved as presented.

Teresa Menolascino seconded the motion. The motion carried.

The next policy review was Electronic Communications among Library Trustees. William Shanklin moved:

THEREFORE BE IT RESOLVED:

That the Electronic Communications among Library Trustees policy be approved with no changes.

Teresa Menolascino Carol Jacobsen seconded the motion. The motion carried.

The next policy review was Contractor Liability. William Shanklin moved:

THEREFORE BE IT RESOLVED:

That the Contractor Liability policy be approved with no changes.

Carol Jacobsen seconded the motion. The motion carried.

The next policy review was Hours of Service and Holidays. William Shanklin moved:

THEREFORE BE IT RESOLVED:

That the Hours of Service and Holidays policy be approved as presented.

Carol Jacobsen seconded the motion. The motion carried.

The next policy review was Public Participation at Library Board Meetings. William Shanklin moved:

THEREFORE BE IT RESOLVED:

That the Public Participation at Library Board Meetings policy be approved with no changes.

Teresa Menolascino Carol Jacobsen seconded the motion. The motion carried.

The next order of New Business was the approval of a new policy on Telecommuting. William Shanklin moved:

THEREFORE BE IT RESOLVED:

That the Telecommuting policy be approved and adopted.

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Teresa Menolascino Carol Jacobsen seconded the motion. The motion carried.

There being no Other Business, the meeting was adjourned 8:12 p.m.