

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, August 18, 2020
Video Zoom Meeting, 7:00 p.m.**

This meeting was held virtually via Zoom.

President Susan Sadowski called the August 18, 2020 Regular Meeting of the Board of Trustees to order at 7:10 p.m. via Zoom.

Board members in attendance included: Marsha Baker, Ingrid Becton, Carol Jacobsen, William Ryan, and William Shanklin. Teresa Menolascino was absent. Ingrid Becton left the meeting at 7:38 p.m.

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

There were no visitors.

Director Harper indicated that she received a public comment via email.

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

To the Elmhurst Library Board -

It's time to open the library back up for more normal use. You've been so very cautious throughout this pandemic - to the detriment of the patrons you serve. I understand you've been protecting your employees, and that is important, but many other businesses and services are open and successfully serving their customers. You should be doing the same.

If you're not going to allow more open use of the library in person, then you should invest more heavily in electronic books and materials, and get rid of some of your employees.

Virginia Evely

President Sadowski stated that she received a compliment from patron Pat Jordan about the excellent service she received from staff member Jeremy Slayton.

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

THEREFORE BE IT RESOLVED:

Minutes
Elmhurst Public Library Board of Trustees
August 18, 2020
page 2

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

Carol Jacobsen seconded the motion.

Roll call vote:

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

Nays: None

Absent: Menolascino

The motion carried.

The next order of business was the approval of the August 18, 2020 Accounts Payable. William Ryan moved:

THEREFORE BE IT RESOLVED:

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

Director Harper responded to questions about the invoices. Ingrid Becton seconded the motion.

Roll call vote:

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

Nays: None

Absent: Menolascino

The motion carried.

Director Harper discussed the financial reports. On the revenue report, she noted that a property tax payment of \$245,774 was received. A replacement tax payment of \$37,156 was also received. Income revenue that is generated for service charges continues to be less than projected because the Library is operating under a new service model that promotes social distancing and limits capacity.

Ms. Harper then reviewed the expenditure lines. She indicated that the salary line is slightly under this month even though June was a three paycheck month. The reason for the decrease is due to fourteen people recently retiring or leaving the Library.

Under Contractual Services Postage is cresting higher due to the mailing out of the Fine Print newsletter. She noted that other lines continue 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. Ms. Harper answered several questions from the Board.

In the Director's Report, Ms. Harper stated that patrons and staff are familiar with the new routine and things are going well so far. There are a few patrons who are not happy about the reservation model and we also have patrons who would like to stay for longer periods of time. However, most people are pleased to have library service and the grab and go model is working for them. Other libraries are operating under similar models. We have not turned anyone away because of capacity level.

There were 106,000 items checked out in July. Circulation statistics were down 10% from last July. However, automatic renewals are included in this month's statistics and were not included last year. Drive-up service increased by 83% because all holds are picked up at the drive-up now. Digital content circulation also increased by 26%. Online programming continues to gain momentum and the virtual reference service and meeting room service is also still being used.

Director Harper indicated that there are still a lot of unknowns and we will be proactive in planning and also flexible enough to handle patron requests that we can't anticipate.

There was no President's report.

The first order of Unfinished Business was the approval of the 2021, 2022 budget. Mrs. Harper resumed the budget discussion from the June Board meeting. She noted there was a change from last month's budget. Under Commodities, materials for public use are combined into one line. Lines 40.03, 40.04, 40.35, 40.36, and 40.38 are combined into line 40.03 Materials. Director Harper indicated that combining these lines would allow for more flexibility. Assistant Director Rodriguez will continue to track spending, but it will be reported differently on the Expenditure Report. Director Harper answered several questions about the budget.

Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the 2021, 2022 budget be approved as presented.

William Shanklin seconded the motion.

Roll call vote:

Ayes: Baker, Jacobsen, Ryan, Shanklin, and Sadowski

Nays: None

Absent: Menolascino and Becton

The motion carried.

The next order of new business was the approval to postpone the Annual Meeting until October 2020. William Shanklin moved:

Minutes
Elmhurst Public Library Board of Trustees
August 18, 2020
page 4

THEREFORE BE IT RESOLVED:

That the Annual Meeting be postpone until October 2020.

Carol Jacobsen seconded the motion.

Roll call vote:

Ayes: Baker, Jacobsen, Ryan, Shanklin, and Sadowski

Nayes: None

Absent: Menolascino and Becton

The motion carried.

There being no Other Business, the meeting was adjourned 7:50 p.m.