

**MINUTES  
ELMHURST PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, September 15, 2020  
Video Zoom Meeting, 7:00 p.m.**

This meeting was held virtually via Zoom.

President Susan Sadowski called the September 15, 2020 Regular Meeting of the Board of Trustees to order at 7:01 p.m. via Zoom.

Board members in attendance included: Marsha Baker, Ingrid Becton, Carol Jacobsen, Teresa Menolascino, William Ryan (7:07 p.m.), and William Shanklin.

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

Director Harper introduced Library Trustees Jane Chornij and Taylor Holop. Susan Sadowski administered the oath of office.

There were no visitors.

There was no correspondence.

There were no public comments.

The first order of business was the approval of the Minutes of the August 18, 2020 Regular Board of Trustees Meeting. Carol Jacobsen moved:

**THEREFORE BE IT RESOLVED:**

That the Minutes of the August 18, 2020 Regular Board of Trustees Meeting be approved as presented.

Ingrid Becton seconded the motion.

Roll call vote:

Ayes: Baker, Becton, Chornij, Holop, Jacobsen, Menolascino, Ryan, Shanklin, and Sadowski

Nays: None

Absent: None

The motion carried.

The next order of business was the approval of the September 15, 2020 Accounts Payable. William Shanklin moved:

THEREFORE BE IT RESOLVED:

That the September 15, 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, Chornij, Holop, Jacobsen, Menolascino, Ryan, Shanklin, and Sadowski

Nayes: None

Absent: None

The motion carried.

Director Harper discussed the financial reports. On the revenue report, she noted that a property tax payment of \$ 652,189 was received. A replacement tax payment of \$ 27,456 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 part-time salary line continues to be under spent this month. The reason for the decrease is due to several people recently leaving the Library. Although the Library remains under a hiring freeze, some staff hours are being replaced by giving a few staff members more hours. Ms. Harper answered several questions from the Board.

In the Director's Report, Ms. Harper stated that it's been two and half months since we reopened. The Makery will reopen with reduced hours on September 17. We hope to reopen the study rooms and the creative studios in October. Patrons will need reservations for the Makery, the study rooms, and the creative studios. We're also discussing allowing patrons to stay longer than an hour from 7:00-9:00. This time slot is consistently our least busy time. We're also going to try ending the reservation requirement and moving to a hybrid model. Regular visits will be on a walk-in basis but the 60 person/hour limit will still be in effect.

The new phone system was installed at the end of July. The system is fairly intuitive and therefore has been easy to use. It has many new features that we're still learning about. The enhanced 911 features will be installed within the next month.

In the President's report, Trustee Sadowski welcomed Trustees Chornij and Holop to the Board. She also noted that circulation statistics were down only 2%, while digital content statistics were up 18%. Director Harper noted that the statistics included both check-outs and auto renewals.

There was no Unfinished Business.

The first item of New Business was the review of closed session meeting minutes. Bill Shanklin moved:

THEREFORE BE IT RESOLVED:

That the closed session meeting minutes remain closed.

Carol Jacobsen seconded the motion. Director Harper stated she would bring the closed session minutes back to the Trustees in six months.

Roll call vote:

Ayes: Baker, Becton, Chornij, Holop, Jacobsen, Menolascino, Ryan, Shanklin, and Sadowski

Nays: None

Absent: None

The motion carried.

The next order of New Business was the destruction of executive session recordings. Director Harper stated that according to State statute, the Board can vote to destroy closed meeting recordings 18 months after the closed meeting as long as the Library has approved written minutes from that meeting. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That recording of Executive Session dated August 21, 2018 is approved for destruction.

Carol Jacobsen seconded the motion.

Roll call vote:

Ayes: Baker, Becton, Chornij, Holop, Jacobsen, Menolascino, Ryan, Shanklin, and Sadowski

Nays: None

Absent: None

The motion carried.

The next order of New Business was the Per Capita Grant Requirements for 2021. Assistant Director Rodriguez discussed the requirements.

The next order of New Business were policy reviews. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the Time off Policy be approved as presented.

Director Harper reviewed the changes to the policy. Ingrid Becton seconded the motion.

Roll call vote:

Ayes: Baker, Becton, Chornij, Holop, Jacobsen, Menolascino, Ryan, Shanklin, and Sadowski

Nays: None

Absent: None

The motion carried.

Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the Performance Appraisal Policy be approved as presented.

Director Harper reviewed the changes to the policy. Carol Jacobsen seconded the motion.

Roll call vote:

Ayes: Baker, Becton, Chornij, Holop, Jacobsen, Menolascino, Ryan, Shanklin, and Sadowski

Nays: None

Absent: None

The motion carried.

The next order of New Business was the acceptance of the annual audit. Director Harper reviewed the Comprehensive Annual Financial Report dated December 31, 2019. Bill Shanklin moved:

THEREFORE BE IT RESOLVED:

That the Elmhurst Public Library Board of Trustees accepts the Comprehensive Annual Financial Report for the Elmhurst Public Library, December 31, 2019.

Carol Jacobsen seconded the motion.

Roll call vote:

Ayes: Baker, Becton, Chornij, Holop, Jacobsen, Menolascino, Ryan, Shanklin, and Sadowski

Nays: None

Absent: None

The motion carried.

The first order of Other Business was a reminder from Admin/HR Manager Rita Andreuccetti about the upcoming Illinois Library Association virtual Conference. She asked the Trustees to let her know if they would like to attend.

There being no Other Business, the meeting was adjourned 8:18 p.m.