

**MINUTES  
ELMHURST PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, November 17, 2020  
ELMLIB.ORG/VIRTUAL, 7:00 PM**

This meeting was held virtually via Zoom.

President Susan Sadowski called the November 17, 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, Jane Chornij (7:10 p.m.), Carol Jacobsen, Taylor Holop, Teresa Menolascino, William Ryan (7:32 p.m.), and William Shanklin.

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

There were no visitors.

There were no public comments.

There was no correspondence.

The first order of business was the approval of the Minutes of the October 20, 2020 Annual Board of Trustees Meeting. Bill Shanklin moved:

**THEREFORE BE IT RESOLVED:**

That the Minutes of the October 20, 2020 Annual Board of Trustees Meeting be approved as presented.

Marsha Baker seconded the motion.

Roll call vote:

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

Nays: None

Absent: Chornij and Ryan

The motion carried.

The next order of business was the approval of the Minutes of the October 20, 2020 Regular Board of Trustees Meeting. Carol Jacobsen moved:

**THEREFORE BE IT RESOLVED:**

That the Minutes of the October 20, 2020 Regular Board of Trustees Meeting be approved as presented.

Marsha Baker seconded the motion.

Roll call vote:

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

Nays: None

Absent: Chornij and Ryan

The motion carried.

Jane Chornij joined the meeting at 7:10 p.m.

The next order of business was the approval of the November 17, 2020 Accounts Payable. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the November 17, 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, Chornij, Holop, Jacobsen, Menolascino, Shanklin, and Sadowski

Nays: None

Absent: Ryan

Director Harper discussed the financial reports. On the revenue report, she noted that a property tax payment of \$ 285,277 was received. A replacement tax payment for \$34,807 was also received. Income revenue that is generated for service charges such as fines, continues to be less than projected because the Library is operating under a service model that promotes social distancing and limits capacity. Fine collection revenue was already expected to decrease because automatic renewals were turned on last year.

Director Harper also indicated the budgeted \$170,000 transfer from the Capital Replacement fund will not be needed this year. Overall expenses are less than projected due to pandemic related changes in service.

Ms. Harper then reviewed the expenditure lines. She indicated that the part-time salary line continues to be under budget. Several staff members retired or decided not to return to work due to the pandemic. She indicated that a few lines under Commodities will be over budget, such as

janitorial supplies, digital content, and computer supplies/software. Ms. Harper answered several questions from the Board.

Bill Ryan joined the meeting at 7:32 p.m.

In the Director's Report, Ms. Harper discussed the presentation of the Library budget to the City Council on November 2. City Council members asked about our general fund balance and Director Harper explained that the Library carries a balance that allows us to operate from January to June when we receive our first tax payment. Ms. Harper also noted that the Library will be 18 years old in 2021 and we are planning our budget accordingly for a building with aging equipment and infrastructure. Also, the Library Board unanimously voted to approve a zero percent levy increase this year. Next year, the Library will reduce the levy to reflect the payoff of the building bonds.

Ms. Harper also talked about facing new pandemic mitigations. The Department Head team is closely monitoring these regulations and will adjust as necessary. There is a plan to shift service, if required. Staff is working under a hybrid model and patrons are encouraged to use the Library as a grab and go model. Director Harper indicated that she would discuss this further under New Business.

In the President's report, Ms. Sadowski reiterated the zero percent levy that was presented to the City Council at the budget meeting. She also praised the staff for their work.

There was no Unfinished Business.

The first item of New Business was an update on COVID related procedures and tier 2 regulations. Director Harper stated that in response to the escalation of COVID-19, the Library is scaling back on services and pivoting to provide different resources to the community. Visits are limited 30 minutes to give patrons access to the physical collection. Computers are also available for 30 minute sessions. Ms. Harper indicated that if circumstances change and the Library is forced to close the building to the public, we will re-implement curbside pickup and continue to make the physical collection and our online services available.

The next order of New Business was the approval to purchase two Simple Scan Machines. Bill Ryan moved:

**THEREFORE BE IT RESOLVED:**

That Administrative Staff is authorized to purchase two Simple Scan Machines for a cost not to exceed \$6,030.

Director Harper stated that staff would like to upgrade the 7 year old Simple Scan Stations located in ADS and Kids Library. These devices allow patrons to scan to email, scan to fax and digitize old pictures. Taylor Holop seconded the motion.

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Roll call vote:

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

Nayes: None

Absent: None

The motion carried.

There being no New Business, Marsha Baker moved to go into Executive Session.  
Sue Sadowski took a roll call vote to convene in Executive Session Board to discuss Personnel matters.

Roll call vote:

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

Nayes: None

Absent: None

The Board moved into Executive Session under 55 ICS 120/2(c)1 at 8:23 p.m. The Board moved back into regular session at 8:45p.m.

In regular session, the Board voted to increase Director Harper's salary by a set amount. Director Harper was called into the meeting and the Board discussed the performance review with her.

Roll call vote:

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

Nayes: None

Absent: None

There being no Other Business, the meeting was adjourned at 8:56 p.m.