

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, December 15, 2020
ELMLIB.ORG/VIRTUAL, 7:00 PM**

This meeting was held virtually via Zoom.

President Susan Sadowski called the December 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, Jane Chornij, Carol Jacobsen, Taylor Holop, and William Shanklin. Teresa Menolascino and William Ryan were absent.

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 November 17, 2020 Regular Board of Trustees Meeting. Marsh Baker moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the November 17, 2020 Regular Board of Trustees Meeting be approved as presented.

Carol Jacobsen seconded the motion.

Roll call vote:

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

Nayes: None

Absent: Menolascino and Ryan

The motion carried.

The next order of business was the approval of the Minutes of the November 17, 2020 Executive Session Board of Trustees Meeting. Marsh Baker moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the November 17, 2020 Executive Session Board of Trustees Meeting be approved as presented.

Ingrid Becton seconded the motion.

Roll call vote:

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

Nays: None

Absent: Menolascino and Ryan

The motion carried.

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

THEREFORE BE IT RESOLVED:

That the December 15, 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, Chorni, Holop, Jacobsen, Shanklin, and Sadowski

Nays: None

Absent: Menolascino and Ryan

The motion carried.

Director Harper discussed the financial reports. On the revenue report, she noted that a property tax payment of \$95,955.00 was received. Income revenue that is generated for service charges such as fines and copier revenue, continue to be less than projected because the Library is operating under a service model that promotes social distancing and limits capacity. She also restated that the planned \$170,000.00 transfer from the Capital Replacement fund will not be needed this year.

During the expenditure review, Director Harper stated that at year end, the salary line will be under budget while other lines will be over budget. The lines that will come in over budget include: janitorial supplies, digital content, and computer supplies/software. However, overall expenses are significantly less than projected due to pandemic related changes in service. Ms. Harper answered several questions from the Board.

In the Director's Report, Ms. Harper stated that patrons have adjusted to the new 30 minute visit limit. Most are happy to have access to the collection and limited computer usage. The drive-up continues to be busy with holds pickup. Craft kits are also distributed at the drive-up.

Ms. Harper indicated that a plan is in place to continue to act as a warming center during the pandemic. The Kossmann Room will be used as a space where patrons may stay if needed. We do not expect that there will be an overwhelming need. The local PADS shelter is not operating and DuPage PADS is housing individuals in hotels during the pandemic.

There was no President's report.

There was no Unfinished Business.

The first item of New Business was the approval of the Cards for Kids Act. Director Harper stated that the Cards for Kids Act became law in Illinois June 5, 2020. Marsh Baker moved:

THEREFORE BE IT RESOLVED:

That staff is authorized to work with D205 to identify kids who would qualify for a library card under the Cards for Kids Act.

Carol Jacobsen seconded the motion. Taylor Holop suggested that a letter of understanding be sent to District 205. Trustees were in agreement to move forward with letter.

Roll call vote:

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

Nays: None

Absent: Menolascino and Ryan

The motion carried.

The next order of New Business was the approval of Directors and Officers Insurance Renewal. Ingrid Becton moved:

THEREFORE BE IT RESOLVED

That Administrative staff is authorized to renew the Directors and Officers Insurance Policy from Philadelphia Insurance Companies for the period of January 9, 2021 to January 9, 2022 for a premium of \$5,761.00.

Director Harper reviewed the Directors and Officers Insurance Policy from Philadelphia Insurance. Carol Jacobsen seconded the motion.

Roll call vote:

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

Nays: None

Absent: Menolascino and Ryan

The motion carried.

The next order of New Business was the Approval to transfer the annual interest from the Library Employee Appreciation Fund to the Operating Fund. Marsh Baker moved:

THEREFORE BE IT RESOLVED.

That the interest earned in the Library Employee Appreciation Fund for FY 2021 be transferred to the Operating Fund to cover expenditures this fiscal year.

Director Harper stated that to date, LEA expenses are \$2,833.58. As of October 31, 2020 the interest was \$522.27. The annual interest has been spent on staff enrichment. Bill Shanklin seconded the motion.

Roll call vote:

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

Nayes: None

Absent: Menolascino and Ryan

The motion carried.

The next order of New Business was the Approval of the Sale of Nonresident Library Cards. Ingrid Becton moved:

THEREFORE BE IT RESOLVED:

That, effective January 1, 2021, the Elmhurst Public Library will provide library cards to people without public library service living within the boundaries of Elmhurst Community Unit School District 205 by applying the same tax rate paid by Elmhurst homeowners to the equalized assessed valuation of nonresident property. For this same service, renters will pay a fee equal to 20% of one month's rent.

Taylor Holop seconded the motion.

Roll call vote:

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

Nayes: None

Absent: Menolascino and Ryan

The motion carried.

The next order of New Business was the Establishment of 2021 Regular Monthly Board Meetings. Carol Jacobsen moved:

THEREFORE BE IT RESOLVED:

That, the 2021 Regular Monthly Board Meetings be approved as presented.

Tuesday, January 19, 2021	7:00 p.m.	Elmlib.org/virtual
Tuesday, February 16, 2021	7:00 p.m.	Elmlib.org/virtual
Tuesday, March 16, 2021	7:00 p.m.	Elmlib.org/virtual
Tuesday, April 20, 2021	7:00 p.m.	Elmlib.org/virtual
Tuesday, May 18, 2021	7:00 p.m.	Kossmann Room
Tuesday, June 15, 2021	7:00 p.m.	Kossmann Room
Tuesday, July 20, 2021	7:00 p.m.	Kossmann Room
Tuesday, August 17, 2020	7:00 p.m.	Kossmann Room
Tuesday, September 21, 2021	7:00 p.m.	Kossmann Room
Tuesday, October 19, 2021	7:00 p.m.	Kossmann Room
Tuesday, November 16, 2021	7:00 p.m.	Kossmann Room
Tuesday, December 21, 2021	7:00 p.m.	Kossmann Room

Bill Shanklin seconded the motion.

Roll call vote:

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

Nayes: None

Absent: Menolascino and Ryan

The motion carried.

The next order of New Business was the discussion on the Financial Planning Consulting Services. Director Harper stated that she is going to work with Jamie Rachlin, of Meristem Advisors, to prepare a comprehensive report about the Library's financial management. The report will provide information to support the Library's financial position so that stakeholders have a clear picture about the Library's resources. The report will be supported by the Capital Reserve Study (CRS) that was performed in November. Engberg Anderson will deliver the final version of the CRS in December and the Board will receive a copy for review at the January Board Meeting.

Under Other Business, Director Harper stated that there will be no staff luncheon this year due to the pandemic. She also indicated that she would send the Board holiday greeting to staff on Friday.

There being no Other Business, the meeting was adjourned at 8:31 p.m.