

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, January 19, 2021
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 7:05 p.m. via Zoom.

Board members in attendance included: Marsha Baker, Ingrid Becton, Jane Chornij, Taylor Holop, Carol Jacobsen (7:09 p.m.), Teresa Menolascino, William Ryan, and William Shanklin.

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

Head of Facilities Will Cotton was also in attendance.

There were no public comments.

There was no correspondence.

The first order of business was the approval of the Minutes of the December 15, 2020 Regular Board of Trustees Meeting. Marsh Baker moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the December 15, 2020 Regular Board of Trustees Meeting be approved as presented.

Bill Shanklin seconded the motion.

Roll call vote:

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

Nays: None

Absent: Jacobsen

The motion carried.

The next order of business was the approval of the December 31, 2020, January 19, 2021 (Period 14 & January 19, 2021 Accounts Payable. Bill Shanklin moved:

THEREFORE BE IT RESOLVED:

That the December 31, 2020, January 19, 2021 (Period 14 & January 19, 2021 Accounts Payable be approved as presented.

Director Harper responded to questions about the invoices. Marsha Baker seconded the motion.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Director Harper discussed the financial reports. In 2020, the Library collected 100% of property and 108% of replacement taxes. On the revenue report, she noted that the final property tax payment for 2020 of \$42,309.00 and a replacement tax payment of \$9,009 were received. Income revenue that is generated for service charges such as fines and copier revenue, came in 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 was not be needed in 2020.

Director Harper reviewed the expenditure report. The overall salary line is under spent. The lines that are 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 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. The Governor stated that our area will remain in the tier 3 phase. Therefore, we will continue to limit visits to 30 minutes and all other services will remain the same. We are averaging about 435 visits per day. Patrons are still generally happy to have access to the collection and the computers are still used for brief sessions. Although we all wish that we could lift some of the restrictions, we are grateful to continue to provide services and are hopeful that more will be restored as the vaccine becomes available

In the President's report Ms. Sadowski congratulated the staff for the 5 star award.

There was no Unfinished Business.

The next order of New Business was the discussion on the Capital Reserve Study. Director Harper along with Head of Building & Grounds, Will Cotton, reviewed the study with the Board. The study was done by Engberg Anderson Architectural firm. The condition the building and major building systems were evaluated for life expectancy, maintenance and repairs. A

Minutes
Elmhurst Public Library Board of Trustees
January 19, 2021
page 3

comprehensive maintenance schedule was provided. The schedule identifies appropriate funding levels for replacements and repairs. Overall, the building is in very good condition.

THEREFORE BE IT RESOLVED

That Administrative staff is authorized to purchase the wall graphic from Sir Speedy at a cost not to exceed \$3,760.00.

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 New Business were policy reviews: Borrowing Policy and the Emergency Closing Policy. Bill Ryan moved:

THEREFORE BE IT RESOLVED:

That the Borrowing Policy and the Emergency Closing Policy be approved as presented.

Bill Shanklin 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 approval of closing dates for 2021. Bill Shanklin moved:

The following is a list of the days the Library will be closed.

Easter (Sunday, April 4, 2021)

Memorial Day (Monday, May 31, 2021)

Independence Day (Sunday, July 04, 2021)

Independence Day observed (Monday, July 05, 2021)

Staff Institute Day (Friday, August 06, 2021)

Labor Day (Monday, September 06, 2021)

Thanksgiving (Thursday, November 25, 2021)

Christmas Eve (Friday, December 24, 2021)

Christmas (Saturday, December 25, 2021)

Minutes
Elmhurst Public Library Board of Trustees
January 19, 2021
page 4

New Year's (Saturday, January 1, 2022)

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.

There being no Other Business, the meeting was adjourned at 8:43 p.m.