

**MINUTES  
ELMHURST PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, February 16, 2021  
ELMLIB.ORG/VIRTUAL, 7:00 PM**

This meeting was held virtually via Zoom.

President Susan Sadowski called the February 16, 2021 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, Taylor Holop, Carol Jacobsen, Teresa Menolascino, and William Shanklin. William Ryan was absent.

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

Visitors in attendance were John Stern and Daniel Maziarz. James Rachlin from Meristem Advisors attended the meeting.

Chris and Chuck Hunka provided public comment via email. Director Harper read the email aloud:

Dear Mary Beth Harper,

Please extend our thanks to your wonderful staff for all they've done to keep things going during the pandemic. I appreciate their extra hard work to keep patrons safe and to provide materials, giving us an enriched more normal experience during difficult times.

With gratitude,  
Chris and Chuck Hunka

The first order of business was the approval of the Minutes of the January 19, 2021 Regular Board of Trustees Meeting. Carol Jacobsen moved:

**THEREFORE BE IT RESOLVED:**

That the Minutes of the January 19, 2021 Regular Board of Trustees Meeting be approved as presented.

William Shanklin seconded the motion.

Roll call vote:

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

Nays: None

Absent: Ryan

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The motion carried.

The next order of business was the approval of the February 16, 2021 Accounts Payable. Bill Shanklin moved:

THEREFORE BE IT RESOLVED:

That the February 16, 2021 Accounts Payable be approved as presented.

Director Harper responded to questions about the invoices. Teresa Menolascino seconded the motion.

Roll call vote:

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

Nays: None

Absent: Ryan

The motion carried.

Director Harper discussed the financial reports. The Library received a property tax payment of \$29,415. She noted that it is the last tax collection payment for 2020. She stated that a replacement tax payment of \$42,845 was received. Ms. Harper reviewed the expenditure report. She noted that there was not much to report since it is so early in the year.

In the Director's Report, Ms. Harper reviewed the new Circulation Statistical Report. Trustees offered praise for the new format. She also discussed the expanded online magazine service on the Libby or Overdrive app. Patrons now have access to over 2,400 titles, which they can check out on their favorite digital device.

Ms. Harper also talked about a new service called Media Match. The Library is repackaging traditional reader's advisory to include listening and watching recommendations. There's also Media Match Jr. for kids. Patrons fill out an online application and are paired with a selector. Selectors will suggest media options including movies, podcasts, and TV shows.

She also indicated that EPL is watching what other Illinois libraries are doing to mitigate the risks of spreading the COVID virus. Most libraries closed again in early December and a handful of libraries remained open like us. We will continue to evaluate operating procedures as new data is produced by the County and State. Director Harper stated that each time EPL makes a change regarding service, a letter is included in our weekly eNewsletter and posted on the website to keep the community informed.

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In the President's report, Ms. Sadowski asked if there was any feedback from the community when the Library closed early on 2/15 and opened later on 2/16 due to inclement weather. Director Harper stated that she did not receive any feedback.

There was no Unfinished Business.

The next order of New Business was the discussion on the Financial Outlook. James Rachlin from Meristem Advisors reviewed the report with the Board. This was a comprehensive look at all of the Library's financials. Mr. Rachlin's report confirms Administration's analysis of the Library's finances.

The next order of New Business was the approval of 2020 Annual Report. Marsha Baker moved:

THEREFORE BE IT RESOLVED, that the 2020 Illinois Public Library Annual Report for Elmhurst Public Library is approved as presented.

Ingrid Becton seconded the motion. The motion carried.

Roll call vote:

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

Nays: None

Absent: Ryan

The motion carried.

The next order of New Business was the Adoption of Annual Resolution for Reserve Funds. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the Library Employee Appreciation Fund be continued for Elmhurst Public Library in FY 2021, to be used for employee appreciation as outlined in the agreement between the Library and the donor.

That the Capital Replacement Fund be continued for Elmhurst Public Library in FY 2021, to be used to provide funds for the replacement of all items listed on the Capital Replacement Schedule.

That the Bond and Interest Fund be continued for Elmhurst Public Library in FY 2021, to be used for payment of debt service.

Bill Shanklin seconded the motion.

Roll call vote:

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

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Nayes: None  
Absent: Ryan

The motion carried.

The next item of New Business were policy reviews: Outreach Services Policy and the Services to Elmhurst Schools. Carol Jacobsen moved:

THEREFORE BE IT RESOLVED:  
That the Outreach Services Policy be approved as presented.

Ingrid Becton seconded the motion.

Roll call vote:  
Ayes: Baker, Becton, Chornij, Holop, Jacobsen, Menolascino, Shanklin, and Sadowski  
Nayes: None  
Absent: Ryan

The motion carried.

Bill Shanklin moved:

THEREFORE BE IT RESOLVED:  
That the Services to Elmhurst Schools Policy be approved as presented.

Marsha Baker seconded the motion.

Roll call vote:  
Ayes: Baker, Becton, Chornij, Holop, Jacobsen, Menolascino, Shanklin, and Sadowski  
Nayes: None  
Absent: Ryan

The motion carried.

The next order of New Business was the Strategic Plan Timeline. Director Harper reviewed the timeline with the Board. There was a consensus among the Board to proceed with the timeline.

Carol Jacobsen seconded the motion.

Roll call vote:  
Ayes: Baker, Becton, Chornij, Holop, Jacobsen, Menolascino, Shanklin, and Sadowski  
Nayes: None  
Absent: Ryan

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The motion carried.

There being no Other Business, the meeting was adjourned at 8:29 p.m.