

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, June 15, 2021
ELMLIB.ORG/VIRTUAL, 7:00 PM**

This meeting was held both virtually via Zoom and in-person in the Admin Conference Room.

President Susan Sadowski called the June 15, 2021 Regular Meeting of the Board of Trustees to order at 7:01 p.m. via Zoom.

Board members in attendance in the Admin Conference Room included: Marsha Baker, Jane Chornij, Teresa Menolascino, Susan Sadowski and William Shanklin.

Board members in attendance via Zoom included: Taylor Holop, Carol Jacobsen and William Ryan.

Trustee Ingrid Becton was absent.

Also in attendance were Library Director Mary Beth Harper and Assistant Director Marcy Rodriguez.

Visitor John Morrissey was in attendance. Mr. Morrissey stated that he feels he has a right to speak and ask questions at Library programs.

The first order of business was the approval of the Minutes of the May 18, 2021 Regular Board of Trustees Meeting. Carol Jacobsen moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the May 18, 2021 Regular Board of Trustees Meeting be approved as presented.

Teresa Menolascino seconded the motion.

Roll call vote:

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

Nays: None

Absent: Becton

The motion carried.

The next order of business was the approval of the June 15, 2021 Accounts Payable. William Shanklin moved:

THEREFORE BE IT RESOLVED:

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

Nays: None

Absent: Becton

The motion carried.

Director Harper discussed the financial reports. She noted that a property tax payment of \$547,596 and a replacement tax payment of \$90,090 was received. On the expenditure report, Ms. Harper stated that the fees for the annual audit were paid this month under Contractual Services. She reported on various other expenditures and answered questions from the Board.

In the Director's Report, Ms. Harper stated that the Library is seeing an uptick of patron visits and things are slowly getting back to normal. Summer reading is bringing more kids and families into the Library too.

Ms. Harper also mentioned that the Lexicon Cafe is expected to reopen in July.

In the President's Report, Ms. Sadowski thanked staff for completing the parking lot project. She noted that it was seamless.

The first order of Unfinished Business was the parking lot update. Ms. Harper noted that the parking lot is open. The resurfacing project went smoothly thanks to staff planning and good weather. The project allowed the Library to reconfigure part of the lot to get 8 more parking spaces. Director Harper stated that the project took about 2 ½ weeks to complete. She noted that the west entrance will be resurfaced at a later date.

The first order of New Business was the 2020 Tax Rates. Director Harper reviewed the 2020 tax rates. The Library's tax rate is .2889, which includes the bond payment.

The next item of New Business was the Fund Balance Report. Director Harper reviewed the Library's bond fund payment, which is scheduled to be paid in full in 2021. She is suggesting that the 2022 levy be reduced by 17% to reflect the payoff of the building bonds. Ms. Harper worked with an independent advisor, James Rachlin from Meristem Advisors, and City of Elmhurst Finance Director, Tom Trosein, to complete a thorough analysis of Library funding. The analysis included the Capital Reserves Study performed earlier this year by architects, Engbert Anderson.

The next order of New Business was the Draft of the 2022 Budget. Mrs. Harper reviewed the highlights from the Revenue Report, which include a 17% reduction in the levy and a \$10,000 reduction in Fines, under Charges for Service, due to the Library adopting a fine free policy in 2021.

Highlights from the Expenditure Report include: a 2% merit raise increase for staff, an increase of \$55,000 in the Professional Services line for strategic planning consultants, and a \$55,000 increase to the materials line. She asked the Board to prepare for further discussion at the July meeting.

The next order of New Business was the Approval to close the Library for Staff Institute Day. Carol Jacobsen moved:

THEREFORE BE IT RESOLVED that the Library will be closed to the public for a staff institute training day on Friday, August 6, 2021.

Jane Chornij seconded the motion.

Roll call vote:

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

Nays: None

Absent: Becton

The motion carried.

The next order of New Business was the approval to install two drinking fountains with filling stations.

Marsha Baker moved:

THEREFORE BE IT RESOLVED that Administrative Staff is authorized to contract with Elkay to replace two drinking fountains with fountains that include filling stations for a cost not to exceed \$7,800.

Jane Chornij seconded the motion.

Roll call vote:

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

Nays: None

Absent: Becton

The motion carried.

The next order of New Business was the Director Review Materials. President Sadowski asked Trustees to return the completed review forms to her before the July meeting.

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Visitor, James Connolly, stated that he would like to speak with the Board about lowering the outdoor book returns. President Sadowski stated that public comments took place at the beginning of the meeting and he is welcome to come back next month.

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