

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, July 20, 2021
ELMLIB.ORG/VIRTUAL, 7:00 PM**

This meeting was held both virtually via Zoom and in-person in the Kossmann 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.

Trustee Ingrid Becton was in attendance via Zoom included.

Trustees Taylor Holop and Bill 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.

The first order of business was the approval of the Minutes of the June 15, 2021 Regular Board of Trustees Meeting. Carol Jacobsen moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the June 15, 2021 Regular Board of Trustees Meeting be approved as presented.

Teresa Menolascino seconded the motion.

Roll call vote:

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

Nays: None

Absent: Holop and Ryan

The motion carried.

The next order of business was the approval of the July 20, 2021 Accounts Payable. Marsha Baker moved:

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THEREFORE BE IT RESOLVED:

That the July 20, 2021 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, Jacobsen, Menolascino, Shanklin, and Sadowski

Nays: None

Absent: Holop and Ryan

The motion carried.

Director Harper discussed the financial reports. She noted that a property tax payment of \$3,416,300 was received. Ms. Harper stated that revenue from fine collection will decrease due to the newly adopted Fine Free Policy.

Under the expenditure report, she noted that the salary lines continue to crest under. Ms. Harper mentioned that the Library recently hired eight positions, replacing staff who retired or resigned.

In the Director's Report, Ms. Harper stated that the Library continues to see more patrons visiting the Library. A number of positive comments were received from patrons about the newly resurfaced parking lot. A section of the lot was reconfigured during the project to add 8 new parking spaces. Brewpoint is scheduled to re-open on August 9. Ms. Harper also noted that fall programming will be in-person with some virtual options.

In the President's Report, Ms. Sadowski mentioned that she really likes the statistical report.

The first order of Unfinished Business was the draft of the 2022 budget. Mrs. Harper resumed the budget discussion from the June Board meeting. She highlighted two changes under expenditures: a 17% reduction in the levy and a \$10,000 reduction in Fines 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 \$25,000 in the Auto Circ System line for the lease a new automated materials handling system and self-check stations, an increase of \$55,000 in the Professional Services line for strategic planning consultants, and a \$55,000 increase to the Materials line.

Director Harper answered several questions about the budget. She will ask the Board to approve the 2022 and 2023 budget at the August meeting.

The first order of New Business was the acceptance of the 2020 Annual Audit. Bill Shanklin moved:

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THEREFORE BE IT RESOLVED:

That the Elmhurst Public Library Board of Trustees accepts the Comprehensive Annual Financial Report for the Elmhurst Public Library, December 31, 2020.

Director Harper reviewed the Comprehensive Annual Financial Report dated December 31, 2020. Marsha Baker seconded the motion.

Roll call vote:

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

Nays: None

Absent: Holop and Ryan

The motion carried.

The next order of New Business were policy reviews: Social Media Policy, Missing Children Policy.

Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That Social Media Policy be approved as presented.

Bill Shanklin seconded the motion.

Roll call vote:

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

Nays: None

Absent: Holop and Ryan

The motion carried.

Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the Missing Children Policy be approved as presented.

Bill Shanklin seconded the motion.

Roll call vote:

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

Nays: None

Absent: Holop and Ryan

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The motion carried.

The next order of New Business was the approval of the Request for Proposal (RFP) for Strategic Planning Consultants.

Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the Request for Proposal for Strategic Planning Consultants be approved as presented.

Director Harper stated that the Library will embark upon the strategic planning process in 2022. The proposal includes a comprehensive community survey component. Carol Jacobsen seconded the motion.

Roll call vote:

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

Nays: None

Absent: Holop and Ryan

The motion carried.

The next order of New Business was the approval to purchase furniture, lighting, & shelving for the Book Discussion Nook. Bill Shanklin moved:

THEREFORE BE IT RESOLVED:

That administrative staff is authorized to purchase furniture, lighting and shelving with installation to complete the second floor book discussion nook renovation at a cost not to exceed 17,500.

Director Harper stated that the Library received a \$10,000 donation in 2019 earmarked to improve the Book Discussion Nook on the second floor. The project was not completed last year, due to the pandemic. The total amount of the project is \$ 17,500. The additional \$7,500 will come from the furniture budget. Carol Jacobsen seconded the motion.

Roll call vote:

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

Nays: None

Absent: Holop and Ryan

The motion carried.

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There being no Other Business, at 8:13 p.m. President Sadowski took a roll call vote to convene into Executive Session under 5 ILCS 120/2(c)(1) for the review of the Director.

Roll call vote:

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

Nays: none

Absent: Holop, Ryan

The motion carried.

The Board moved into executive session at 8:13 p.m.

The Board moved back into regular session at 8:42 p.m.

In regular session, The Board took a roll call vote to approve an increase to Director Harper's salary by 3.5%.

Roll call vote:

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

Nays: none

Absent: Holop, Ryan

The motion carried.

Director Harper was called into the meeting and the Board discussed the performance review with her.

There being no Other Business, the meeting was adjourned 9:01p.m.