

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, October 19, 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 October 19, 2021 Regular Meeting of the Board of Trustees to order at 7:03 p.m. via Zoom.

Board members in attendance in the Kossmann Room included: Jane Chornij, Taylor Holop, Carol Jacobsen, Susan Sadowski, and William Shanklin.

Trustee Bill Ryan was in attendance via Zoom.

Trustees Marsha Baker, Ingrid Becton, and Teresa Menolascino were absent.

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

Head of Adult Services, Bryan Blank was in attendance virtually.

There was no correspondence.

There was no public comment.

The first order of business was the approval of the Minutes of the September 21, 2021 Annual Board of Trustees Meeting. William Shanklin moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the September 21, 2021 Annual Board of Trustees Meeting be approved as presented.

Carol Jacobson seconded the motion.

Roll call vote:

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

Nays: None

Absent: Baker, Becton, and Menolascino

The first order of business was the approval of the Minutes of the September 21, 2021 Regular Board of Trustees Meeting. William Shanklin moved:

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THEREFORE BE IT RESOLVED:

That the Minutes of the September 21, 2021 Regular Board of Trustees Meeting be approved as presented.

Carol Jacobson seconded the motion.

Roll call vote:

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

Nayes: None

Absent: Baker, Becton, and Menolascino

The motion carried.

The next order of business was the approval of the October 19, 2021 Accounts Payable. William Shanklin moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the October 19, 2021 Accounts Payable be approved as presented.

Carol Jacobson seconded the motion.

Roll call vote:

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

Nayes: None

Absent: Baker, Becton, and Menolascino

The motion carried.

Director Harper discussed the financial reports. She noted that a property tax payment of \$2,765,360 was received. The last property tax payment for the year is expected in December.

Under the expenditure report, Director Harper noted that the personnel budget continues to be underspent this year due to staff resignations. Several positions are being re-hired but the hiring process takes time. She also noted that lines under Employee Benefits will also be underspent this year.

In the Director's Report, Ms. Harper stated the new drinking fountains were installed. They include water bottle filling stations, an amenity that has been frequently requested by patrons. The fountains are located in the lobby and upstairs in ADS.

She noted that EPL is a food drop-off location for the UCCA annual drive again this year. The large bin will be in the lobby from November 1 – 17.

Director Harper also mentioned that EPL participated in a virtual author visit with 49 other Chicago Area libraries. Richard Rothstein, author of *The Color of Law: A Forgotten History of How Our Government Segregated America*, presented on policies that led to racial segregation. More than 800 people attended overall.

There was no President's Report.

There was no Unfinished Business.

The first item of New Business was the approval of the Strategic Plan RFP. Director Harper stated that the Library received seven strategic plan proposals in response to the RFP. After carefully reviewing each proposal, Ms. Harper suggested the Board accept the proposal from Measurement Resources Company (MRC.) She noted that MRC has partnered with government, nonprofits, and community collaboratives for over 12 years. MRC proposed a collaborative work plan to develop a comprehensive data-driven, strategic plan. Their work plan is based on community engagement research and collaborative strategic planning. MRC has partnered with Elaina Norlin, DE&I Consultant, to emphasize diversity, equity, and inclusion. Director Harper answered several questions from the Board of Trustees.

Taylor Holop moved:

THEREFORE BE IT RESOLVED:

That Elmhurst Public Library accepts the proposal for strategic planning services from Measurement Resources Company for a cost of \$45,250.00. There may be other expenses for travel or contingency with the total cost not to exceed \$50,000.00.

Jane Chornij seconded the motion.

Roll call vote:

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

Nays: None

Absent: Baker, Becton, and Menolascino

The motion carried.

The next order of New Business was the Person in Charge Visual Manual. Head of Building and Grounds, Will Cotton, created a visual manual for staff to use when they are in charge of the building. Director Harper reviewed it with the Trustees.

The next order of New Business was the Mobile App. Director Harper talked about the Library's newest platform. Features include: access to the online collection, the ability to reserve rooms, and

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access to the Digital Library Card. The new app may be downloaded from the App Store or Google Play.

The next order of New Business was the Per Capita Grant Requirements for 2022. Assistant Director Rodriguez discussed the requirements.

There being no Other Business, the meeting was adjourned at 8:07 p.m.