

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

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

Trustee Becton called the November 16, 2021 Regular Meeting of the Board of Trustees to order at 7:02 p.m.

Board members in attendance in the Kossmann Room included: Carol Jacobsen and William Shanklin and President Pro Tem, Ingrid Becton.

Trustees Taylor Holop and Bill Ryan were in attendance via Zoom.

Trustees Marsha Baker, Jane Chornij, Teresa Menolascino, and Susan Sadowski were absent.

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

There was no correspondence.

There was no public comment.

The first order of business was the approval of the Minutes of the October 19, 2021 Regular Board of Trustees Meeting. William Shanklin moved:

THEREFORE BE IT RESOLVED:

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

Carol Jacobsen seconded the motion.

Roll call vote:

Ayes: Becton, Holop, Jacobsen, Ryan, and Shanklin,

Nays: None

Absent: Baker, Chornij, Menolascino, and Sadowski

The motion carried.

The next order of business was the approval of the November 16, 2021 Accounts Payable. Carol Jacobsen moved:

THEREFORE BE IT RESOLVED:

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That the Minutes of the November 16, 2021 Accounts Payable be approved as presented.

William Shanklin seconded the motion.

Roll call vote:

Ayes: Becton, Holop, Jacobsen, Ryan, and Shanklin,

Nays: None

Absent: Baker, Chornij, Menolascino, and Sadowski

The motion carried.

Director Harper discussed the financial reports. She noted that a property tax payment of \$108,667 and a replacement tax payment of \$109,377 were 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.

In the Director's Report, Ms. Harper invited the Board of Trustees to attend an author visit on November 17 at 7 p.m. with Douglas Tallamy who wrote *Nature's Best Hope*, our One Book selection for this year. She mentioned that The Friends of Library will also host their annual meeting in conjunction with the event.

She also noted that strategic planning sessions will begin with a kickoff meeting to be planned for mid-January.

There was no President's Report.

There was no Unfinished Business.

The first item of New Business was the approval to amend the 2022 annual budget. Director Harper stated that the Board-approved 2022 Budget includes an additional \$25,000 in the Auto Circ System Line (30.04) to lease a new sorter and self-checkout stations. The annual maintenance contract for the system is funded from the Building Line (50.01). The money to fund the maintenance contract is no longer needed because maintenance is included in the lease. The \$43,000 in the Building Line needs to be budgeted in the 30.04 line for the lease of new equipment. The amendment requested for the Board to approve is:

Line 30.04 Auto Circ System from \$115,000 to \$158,000

Line 50.01 Building from \$589,000 to \$546,000.

William Shanklin moved:

THEREFORE BE IT RESOLVED:

That the 2022 Annual Budget be approved as amended.

Carol Jacobsen seconded the motion.

Roll call vote:

Ayes: Becton, Holop, Jacobsen, Ryan, and Shanklin,

Nays: None

Absent: Baker, Chornij, Menolascino, and Sadowski

The motion carried.

The next order of New Business was the Library insurance approval. Director Harper reviewed the insurance bids for 11/21/21 – 11/21/22. The Library's Insurance Agent went out to bid this year and received two quotes. The policy is currently held by CNA Insurance. CNA bid \$35,438 and Hanover bid \$32,174. The coverage is equal and both insurance companies are rated excellent by A.M. Best. Carol Jacobsen moved:

THEREFORE BE IT RESOLVED:

That administrative staff is authorized to accept the bids for Library insurance coverage for November 2021 through November 2022 from Hanover Insurance for property, liability coverage, and workers compensation for a total of \$32,174.

William Shanklin seconded the motion.

Roll call vote:

Ayes: Becton, Holop, Jacobsen, Ryan, and Shanklin,

Nays: None

Absent: Baker, Chornij, Menolascino, and Sadowski

The motion carried.

The next order of New Business was the review of Public Relations policy. Director Harper reviewed the changes to the policy. Taylor Holop moved:

THEREFORE BE IT RESOLVED:

That the Elmhurst Public Library Board of Trustees accept the Public Relations policy as revised.

Bill Ryan seconded the motion.

Roll call vote:

Ayes: Becton, Holop, Jacobsen, Ryan, and Shanklin,

Nays: None

Absent: Baker, Chornij, Menolascino, and Sadowski

The motion carried.

The next order of New Business was the approval of the Staff Holiday Luncheon. Director Harper stated that traditionally, the Board approves the staff holiday luncheon each year. The date for the luncheon is December 14, 2021. The event is catered by an Elmhurst business, and the funds for payment of the luncheon are taken from the Library Employee Appreciation Fund, or the LEA Fund. The LEA Fund was established by an anonymous donor who specified that the money must be spent on staff training or appreciation events. Bill Ryan moved:

THEREFORE BE IT RESOLVED that the Administrative Staff is authorized to host a holiday luncheon for staff at a cost not to exceed \$1,600.

Taylor Holop seconded the motion.

Roll call vote:

Ayes: Becton, Holop, Jacobsen, Ryan, and Shanklin,

Nays: None

Absent: Baker, Chornij, Menolascino, and Sadowski

The motion carried.

The next order of New Business was the approval to purchase a new laser cutter. Director Harper reviewed the attached report, prepared by Assistant Makery Manager Bryan Bednarek.

Bill Ryan moved:

THEREFORE BE IT RESOLVED that the Administrative Staff is authorized to purchase a new laser cutter at a cost not to exceed \$20,975.

Carol Jacobsen seconded the motion.

Roll call vote:

Ayes: Becton, Holop, Jacobsen, Ryan, and Shanklin,

Nays: None

Absent: Baker, Chornij, Menolascino, and Sadowski

The motion carried.

The next order of New Business was the date for strategic plan kickoff meeting. Director Harper stated that the strategic planning consultants would like to schedule a kickoff meeting the third week in January. The meeting will take approximately 1.5 hours and will include Trustees and management level staff. After some discussion, the Board agreed to schedule the meeting on Tuesday, January 18 at 5 p.m.

There being no Other Business, the meeting was adjourned at 7:30 p.m.