

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, January 18, 2022
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 January 18, 2022 Regular Meeting of the Board of Trustees to order at 7:00 p.m.

Board members in attendance in the Kossmann Room included: Jane Chornij, Teresa Menolascino, and William Shanklin.

Trustees Marsha Baker, Ingrid Becton, Carol Jacobsen, and Bill Ryan were in attendance via Zoom.

Trustee Taylor Holop was 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 December 21, 2021 Regular Board of Trustees Meeting. William Shanklin moved:

THEREFORE BE IT RESOLVED:

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

Teresa Menolascino seconded the motion.

Roll call vote:

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

Nays: None

Absent: Holop

The motion carried.

The next order of business was the approval of the December 31, 2021 and January 18, 2022 Accounts Payable. Carol Jacobsen moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the December 31, 2021 and January 18, 2022 Accounts Payable be approved as presented.

Marsha Baker seconded the motion.

Roll call vote:

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

Nays: None

Absent: Holop

The motion carried.

Director Harper discussed the financial reports. On the revenue report, she noted that the Library received 101% in property taxes and 118% in replacement taxes. She stated that a property tax payment of \$34,689 and a replacement tax payment of \$22,696 were received. Ms. Harper also noted that copier revenue was down due to fewer patrons in the Library. EPL also did not collect any rental income from BrewPoint this year.

Under the expenditure report, Director Harper pointed out that the Auto Circ System budget line came in higher than expected by about \$10,000. The circulation system contract is negotiated after the Library approves the budget and there was an increase this year that was not accounted for.

In the Director's Report, Ms. Harper stated that the Library is continuing to proceed as usual during this latest COVID surge with some minor changes to programming. Specifically, some kids' programming has been moved to virtual-only presentation due to lower vaccination rates among kids.

EPL required all staff to let us know their vaccination status in order to prepare for mandates if enacted. Most of the staff (94%) are vaccinated. We have KN95 masks available for staff also.

The Library joined the Illinois Libraries Present programming consortium. The consortium consists of several Illinois libraries whose mission is to provide high-quality online events for participating members. Member libraries pay a yearly fee based on their operating budget. Thus far, the group has contracted with several well-known authors. Procuring best-selling authors for programs is often very cost prohibitive. The consortium allows EPL to participate in virtual author visits for a fraction of the amount it would cost if we were to contract with the author ourselves.

In the President's Report, Ms. Sadowski reminded the Board about the strategic plan kick-off meeting on February 15 at 5 p.m.

There was no Unfinished Business.

The next order of New Business was the approval of the 2022 Salary Scale. Bill Ryan moved:

THEREFORE BE IT RESOLVED that the 2022 Salary Schedule will be adjusted by 3.5% to stay current with market movements and comply with Illinois minimum wage requirements. The new salary schedule will be effective retroactively to January 1, 2022.

Director Harper stated that the Board reviews the salary schedule annually and adjustments are made to maintain competitive salaries. Administration is proposing a 3.5% increase to the salary scale. The Cost of Living Adjustment (COLA) is 5.9% this year. The pay scale also includes the minimum wage increase of \$12.00 per hour for 2022. The pay scale is regularly monitored in comparison to other libraries.

Carol Jacobsen seconded the motion.

Roll call vote:

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

Nays: None

Absent: Holop

The motion carried.

The next order of New Business was the approval of Closing Dates for 2022. Bill Shanklin moved:

THEREFORE BE IT RESOLVED.

That the following is a list of the days the Library will be closed.

- Easter (Sunday, April 17, 2022)
- Memorial Day (Monday, May 30, 2022)
- Independence Day (Monday, July 04, 2022)
- Staff Institute Day (Friday, August 05, 2022)
- Labor Day (Monday, September 05, 2022)
- Thanksgiving (Thursday, November 24, 2022)
- Christmas Eve (Saturday, December 24, 2022)
- Christmas (Sunday, December 25, 2022)
- The Day after Christmas (Monday, December 26, 2022)
- New Year's (Sunday, January 1, 2023)
- The Day after New Year's (Monday, January 2, 2023)

Carol Jacobsen seconded the motion.

Roll call vote:

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

Nays: None

Absent: Holop

The motion carried.

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The next order of New Business were policy reviews: Sale/Disposition of Library Materials and the Makerspace Policy. Bill Shanklin moved:

THEREFORE BE IT RESOLVED:

That the Sale/Disposition of Library Materials Policy be approved as presented.

Teresa Menolascino seconded the motion.

Roll call vote:

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

Nays: None

Absent: Holop

The motion carried.

Marsha moved:

THEREFORE BE IT RESOLVED:

That the Makerspace Policy be approved as presented.

Ingrid Becton seconded the motion.

Roll call vote:

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

Nays: None

Absent: Holop

The motion carried.

Under Other Business Bill Shanklin stated that he and a local business owner met with Business Librarian Cheryl Fortman and were given a tour of the Library. Mrs. Fortman went over databases and other resources available to him with his EPL Library card. Mr. Shanklin said Mrs. Fortman did a fantastic job.

Carol Jacobsen stated that she recently attended EPL's Culture Club program. She attended the program virtually and was very complimentary of the program and the presenter.

There being no Other Business, the meeting was adjourned at 7:38 p.m.