

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, February 15, 2022
ELMLIB.ORG/VIRTUAL, 7:00 PM**

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

President Susan Sadowski called the February 15, 2022 Regular Meeting of the Board of Trustees to order at 7:00 p.m.

Board members in attendance in the Large Meeting Room included: Marsha Baker, Ingrid Becton, Jane Chornij, Teresa Menolascino, and William Shanklin.

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

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

There were no visitors in attendance.

Director Harper stated that she received a public comment via email.

Patrice Gallagher provided public comment via email. Director Harper read the email aloud:

Hello MaryBeth,

I would like to see a quiet, low lit room created for stretching, yoga and meditation. Self directed. SF Airport has 2 quiet rooms, dimly lit right at the gates where you can enter and quietly meditate, stretch, do yoga. My request is in alignment with the forward trajectory that libraries across the U.S. are becoming community oriented centers.

It would help students study better, patrons taking a brain break from reading and concentrating enough to come back and begin again refreshed and able to comprehend materials greater. Could you respond and let me know if this idea will be presented at the Board Meeting? And what the initial interest is? I would be happy to assist in making this happen.

Thank you,

Patrice Gallagher

The first order of business was the approval of the Minutes of the January 18, 2022 Regular Board of Trustees Meeting. William Shanklin moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the January 18, 2022 Regular Board of Trustees Meeting be approved as presented.

Teresa Menolascino seconded the motion.

Roll call vote:

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Ayes: Baker, Becton, Chornij, Holop, Menolascino, Ryan, Shanklin, and Sadowski
Nays: None
Absent: None

The motion carried.

The next order of business was the approval of the February 15, 2022 Accounts Payable. Ingrid Becton moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the February 15, 2022 Accounts Payable be approved as presented.

Jane Chornij seconded the motion.

Roll call vote:
Ayes: Baker, Becton, Chornij, Holop, Jacobsen, Menolascino, Ryan, Shanklin, and Sadowski
Nays: None
Absent: None

The motion carried.

Director Harper discussed the financial reports. She stated that the Library will not receive property tax payments until June. There are sufficient funds in reserves to cover expenses until tax payments are received. She stated that a replacement tax payment of \$83,290 was received.

Ms. Harper reviewed the expenditure report. She noted that the Group Health line under Employee Benefits is cresting at 15%. She stated that the Library makes an annual contribution to staff members that participate in the Health Savings Plan. The Library pays the health insurance a month in advance at the beginning of the year. There was not much else to report since it is so early in the year.

In the Director's Report, Ms. Harper stated that that one of the busiest days in the Library since the pandemic began was on February 6. We actually had a patron tell us the lot was full! It's refreshing to see more patrons enjoying the space. She also stated that the Marketing Department debuted videos to promote library services, collections, and inside scoops. The videos are on the Library's YouTube page.

There was no President's Report.

There was no Unfinished Business.

The next order of New Business was the Fund Balance Report 2021. Director Harper reviewed the updated Fund Balance Report. She stated that the Library did not take any transfers from Special Reserves for the parking lot project. This was due in part because several lines were underspent, including the salary line. There were a number of vacant positions due to retirements and resignations. She mentioned that the

Library hired to replace some of the positions. The Library also collected more money than anticipated. She noted that even though the levy was reduced, the Library's financial outlook is strong.

The next order of New Business was the adoption of Annual Resolution for Reserve Funds. Marsha Baker moved:

ADOPTION OF ANNUAL RESOLUTION FOR RESERVE FUNDS

Illinois law requires that the Board designate a purpose for reserve funds each year.

THEREFORE BE IT RESOLVED:

That the **Library Employee Appreciation Fund** be continued for the Elmhurst Public Library in FY 2022, to be used for employee appreciation as outlined in the agreement between the Library and the donor.

That the **Capital Replacement Fund** be continued for the Elmhurst Public Library in FY 2022, to be used to provide funds for the replacement of all items listed on the Capital Replacement Schedule.

That the **Bond and Interest Fund** be continued for the Elmhurst Public Library in FY 2022, to be used for payment of debt service.

Teresa Menolascino seconded the motion.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

The next item of New Business was to approve the Library Borrowing Policy. Bill Shanklin moved:

THEREFORE BE IT RESOLVED:

That the Library Borrowing Policy be approved as presented.

Director Harper proposed a few changes to the Library Borrowing Policy. Ingrid Becton seconded the motion.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

The next item of New Business was the approval of 2022 Annual Report. Ingrid Becton moved:

THEREFORE BE IT RESOLVED,

That the 2022 Illinois Public Library Annual Report for the Elmhurst Public Library is approved as presented. Director Harper reviewed the report.

Bill Shanklin seconded the motion.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

In the first item of Other Business, Director Harper asked about the strategic planning session in June. Would the Board prefer to meet one day for eight hours or split meeting up into two days with a four-hour meeting on each day? There was a consensus to schedule a meeting on one day for eight hours.

There being no Other Business, the meeting was adjourned at 7:34 p.m.