

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, June 21, 2016
Kossmann Room, 7:00 p.m.**

President Linda Wheaton, called the June 21, 2016 Regular meeting of the Board of Trustees to order at 7:02 p.m. in the Kossmann Room.

Board members in attendance included, Marsha Baker, Ingrid Becton, Teresa Menolascino, William Ryan, Monica Iacono, Carol Jacobsen, Susan Sadowski, and William Shanklin. Also in attendance were Library Director, Mary Beth Harper, Assistant Director, Marcy Rodriguez, and Administration/HR Manager, Rita Andreuccetti.

Digital Librarian and Special Projects Manager, Rita Perona, Patron Experience Curator and Technology Assistant, Anne Swanson, Product Architects, Dan Pohrte, Matthew Jones, League of Women Voters representative, Annette Armstrong and were in attendance.

Annette Armstrong stated that she was very impressed with the summer programs, especially the musical events.

The first order of business was the approval of the Minutes of the May 17, 2016 Regular Board Meeting. William Ryan moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the May 17, 2016 Regular Board Meeting be approved as presented.

Susan Sadowski seconded the motion. The motion carried.

The next order of business was the approval of the June 21, 2016 Accounts Payables Ingrid Becton moved:

THEREFORE BE IT RESOLVED:

That the June 21, 2016 check registers be approved for payment.

Susan Sadowski seconded the motion. Director Harper responded to questions about the invoices. The motion carried.

Director Harper distributed the monthly credit card statements and the small check register. Mrs. Harper presented the revenue and expenditure reports. On the revenue report, she noted that there was replacement tax payment of \$87,725 in May.

On the expenditure report, she noted that overall, the lines are on target. Ms. Harper answered several questions from the Board.

In the Director's Report, Mrs. Harper stated that the Library is very busy and the summer reading program well is underway. Visitor counts and program attendance were up again in May. Meeting rooms and study rooms continue to be busy. Group study room usage increased by 43 percent this month over last year. The Creative Studio rooms were used 120 times in May. Director Harper noted that it's great to see that patrons are embracing the new amenities that were added during the renovation.

In the President Report, Mrs. Wheaton reminded the Library Trustees that evaluations are due in a few weeks.

The first order of Unfinished Business was the makerspace. Director Harper noted that there were a few staff members that are in attendance for the presentation from Product Architects. Mrs. Harper directed the Board to the budget for the makerspace project and noted that although it was significantly over the \$155,000 that was initially ear-marked for the project, it had everything that the staff originally wanted. She stated that would like to have Dan Pohrte from Product Architects go over the makerspace and then discuss the budget. The Board agreed.

Mr. Pohrte gave a power point presentation of the lower level makerspace build-out. Mrs. Harper and Mr. Pohrte answered several questions throughout the presentation. Director Harper noted that there is \$35,000 in this year's budget from the second floor lighting project and the furniture project came in under budget. She stated that the additional costs could be covered by reserves to fund the makerspace project. As the discussion wrapped up, President Wheaton asked if anyone was ready to make a motion. Bill Shanklin moved:

THEREFORE BE IT RESOLVED:

That the Makerspace project be approved as outlined for a cost of \$315,000.

Marsha Baker seconded the motion. The motion carried.

The first order of New Business was the presentation by Anne Swanson, Patron Experience Curator and Technology Assistant.

The next order of New Business was the Fund Balance Report. Director Harper reviewed the spreadsheet with the fund balances.

The next item of New Business was the Draft of the 2017 Budget. Mrs. Harper reviewed the preliminary budget numbers for the upcoming year. She asked the Board to prepare for further discussion at the July meeting.

The next item of New Business was the approval to close the Library for Staff Institute Day. Ingrid Becton moved:

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THEREFORE BE IT RESOLVED:

That the Library will be closed to the public for a staff institute training day on Friday, August 19, 2016.

Susan Sadowski seconded the motion. The motion carried.

There being no Other Business, the meeting was adjourned at 9:13 p.m.