

**MINUTES  
ELMHURST PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, November 18, 2014  
Kossmann Room, 7:00 p.m.**

President Linda Wheaton called the November 18, 2014 meeting of the Board of Trustees to order at 7:03 p.m. in the Kossmann Room.

Board members in attendance included Marsha Baker, Carol Jacobsen, Monica Iacono, Ingrid Becton, Teresa Menolascino, William Ryan, and Susan Sadowski. William Shanklin was absent. Also in attendance were Library Director, Mary Beth Campe, Assistant Director of Administration Services, Marcy Rodriguez, Assistant Director of Public Services, Catherine Ingram, and Public Information Coordinator, Cheryl Moore.

Visitor in attendance was Fiona McMahon.

The first order of business was the approval of the Minutes of the October 21, 2014 Regular Board Meeting. Susan Sadowski moved:

**THEREFORE BE IT RESOLVED:**

That the Minutes of the October 21, 2014 Regular Board Meeting be approved as presented.

Monica Iacono seconded the motion. The motion carried.

President Wheaton read a letter from Mr. Junie Simson. He voiced his concern about the removal of the Quiet Reading Room. Director Campe stated that she understands his frustration and feels that there will be a quiet spaces after the renovation. She will be in contact with Mr. Simson and inform the Board accordingly.

The next order of business was the approval of the November 18, 2014 Accounts Payable. Marsha Baker moved:

**THEREFORE BE IT RESOLVED:**

That the November 18, 2014 check registers be approved for payment.

Monica Iacono seconded the motion. Director Campe responded to several questions about the invoices. She talked about the new display units that were ordered from Displays2Go for the program wall outside of the Kossmann Room. The motion carried.

Director Campe presented the Financial Reports. She reviewed the revenue and expenditure reports with the Trustees. She noted that another property tax payment was received this month.

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In the expenditure report, she noted that health and dental crest higher this time of year. Fuel continues to crest high due to cold winter and spring. Ms. Campe reminded the Board that the City will make an adjustment to the budget to transfer unused funds from the Alterations line in Capital Outlay for the Adult Services Renovation Project to the 2015 budget in December. This is standard practice when projects span two fiscal years.

In her Director's Report, Ms. Campe stated that for the fifth year in a row, the Library received a national ranking in Library Journal's annual review of public libraries. This year 9,305 libraries were rated and only 258 qualified as star libraries. Libraries were rated on visits, circulation, program attendance, and public internet usage.

October was the first month to month comparison for statistics since leaving SWAN. Circulation statistics were almost the same this month compared to last year in October. Digital materials continue to see the greatest increase.

Ms. Campe discussed the upcoming strategic planning retreat. She stated that next month she will bring a schedule and include a few dates. The meeting will be held at the Library. Ms. Campe stated that she will meet with the staff to review the plan before the Board retreat.

There was no President's Report

Cheryl Moore presented the Public Information Report.

Ms. Campe reviewed the cost accrual of the Adult Services Department Reconfiguration Project as of the 11/14 in Unfinished Business. Director Campe responded to several questions.

The first item of New Business was the approval of the Staff Holiday Luncheon. Monica Iacono moved:

**THEREFORE BE IT RESOLVED**

That the Administrative Staff is authorized to host a holiday luncheon for staff at a cost not to exceed \$1,200.

Ms. Campe reminded the Board that the event is catered by an Elmhurst business, and the funds for payment of the luncheon are taken from the Library 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. Ingrid Becton seconded the motion. The motion carried.

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The next item of New Business was the approval to accept the bid for Library insurance. Marsha Baker moved:

**THEREFORE BE IT RESOLVED**

That administrative staff is authorized to accept the bid for Library insurance coverage for November 2014 through November 2015 from Chubb Insurance for a total of \$47,151 for property, liability and worker's compensation coverage.

Susan Sadowski seconded the motion. The motion carried.

The next item of New Business was the press release from the City of Elmhurst regarding IMET investments. The press release states that City funds in the amount of \$806,937 are frozen as a result of fraudulent activity in IMET funds. Of the \$806,937 that has been affected, \$121,561.85 is the Library's money. There is no immediate issue with funding as the Library has enough liquid assets to sustain. The City will continue to monitor IMET's fund recovery efforts. Ms. Campe will keep the Board informed.

There being no other business, the meeting adjourned at 7:52 p.m.