

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, February 17, 2015
Kossmann Room, 7:00 p.m.**

President Monica Iacono called the February 17, 2015 meeting of the Board of Trustees to order at 7:02 p.m. in the Kossmann Room.

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

There were no visitors in attendance.

The first order of business was the approval of the Minutes of the January 20, 2015 Regular Board Meeting. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the January 20, 2015 Regular Board Meeting be approved as presented.

William Shanklin seconded the motion. The motion carried.

The next order of business was the approval of the February 17, 2015 Accounts Payable. Carol Jacobsen moved:

THEREFORE BE IT RESOLVED:

That the February 17, 2015 check register be approved for payment.

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

Director Campe distributed the monthly credit card statements and the small check register. She noted 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 there was a replacement tax payment from the City.

She also reviewed the expenditure lines. She reported that due to the timing of the closing for the month a second payment was taken out of the Group Health line under Employee Benefits and that was in part why the line was cresting at 19%.

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In her Director's Report, Ms. Campe stated that even with all the construction, the Library continues to be very busy. The stairs are now complete. The new display shelving has also arrived. She noted that on January 22, she met with staff members who volunteered to work on the strategic plan. The staff will meet February 12 to revise the mission, vision, and values. She stated that the information discussed with staff members will be presented to the Board at the retreat on March 10.

There was no President's Report

Cheryl Moore presented the Public Information Report.

The first item of Unfinished Business was the Adult Services Department Reconfiguration Project. Ms. Campe reviewed the cost accrual of the project. She stated the project is on schedule to be completed by the end of April or beginning of May. Ms. Campe responded to several questions.

The next item of Unfinished Business was the Tour of ADS Construction Area. The Board agreed to take the tour at the end of the meeting.

The first item of New Business was the approval of the 2014 Annual Report. Susan Sadowski moved:

THEREFORE BE IT RESOLVED

That the 2014 Annual Report (IPLAR) be approved as presented.

William Shanklin seconded the motion. The motion carried.

The next order of New Business was the Adoption of the Annual Resolution for Reserve Funds. Illinois law requires that the Board designate a purpose for reserve funds each year. Ingrid Becton moved:

THEREFORE BE IT RESOLVED:

That the **Gavin Fund** be continued for the Elmhurst Public Library in FY 2015, to be used for visual education as outlined in the terms of Edith Gavin's will, and as approved by the Board of Trustees.

That the **Library Employee Appreciation Fund** be continued for the Elmhurst Public Library in FY 2015, 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 2015, to be used to provide funds for the replacement of all items listed on the Capital Replacement Schedule.

That the **Working Cash Fund** be continued for the Elmhurst Public Library in FY 2015, to be used by the Library Board as the Board determines.

That the **Bond and Interest Fund** be continued for the Elmhurst Public Library in FY 2015, to be used for payment of debt service.

Susan Sadowski seconded the motion. The motion carried.

The Board toured the ADS construction area.

There being no other business, the meeting adjourned at 8:04 p.m.