

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, August 20 2013
Kossmann Room**

President Linda Wheaton called the August 20, 2013 meeting of the Board of Trustees to order at 7:00 p.m. in the Kossmann Room.

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

There were no visitors in attendance.

The first order of business was the approval of the Minutes of the July 16, 2013 Annual Board Meeting. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the July 16, 2013 Annual Meeting be approved as presented.

Sue Sadowski seconded the motion. The motion carried.

The next order of business was the approval of the Minutes of the July 16, 2013 Regular Board Meeting. Sue Sadowski moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the July 16, 2013 Regular Meeting be approved as presented.

Monica Iacono seconded the motion. The motion carried.

The next order of business was the approval of the August 20, 2013 Accounts Payable. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the August 20, 2013 check register be approved for payment.

Monica Iacono seconded the motion. Director Campe distributed the monthly credit card statements and small check register. She responded to several questions about the invoices. The motion carried.

Director Campe presented the Financial Reports. Director Campe pointed out that the Personnel line continues to crest over as well as IMRF Contributions under Employee Benefits. Ms. Campe predicts that some lines will be over and other lines will be under, and overall the eight month budget will be fine. She answered several questions from the Board.

In her Director's Report, Ms. Campe stated that circulation was up 8% over last year and people counts were up 4%. She noted that the website is up and running. There is some fine-tuning that is being worked out. Ms. Campe mentioned that the Library would be closed on Friday, August 23 for Staff Institute Day. She extended an invitation to the Board if they wish to attend.

Ms. Campe discussed that the Library was invited to participate in the soft launch of the Edge Initiative. Edge is funded by the Bill and Melinda Gates Foundation and is a national initiative that provides libraries with strategies and tools to help align digital and technology services.

There was no President's Report

The first item of Unfinished Business was the discussion on the Adult Services Department Future Service Model. Director Campe confirmed the tour of Arlington Heights Memorial Library and Vernon Area Public Library for September 19.

The next order of Unfinished Business was the update on the catalog project. Staff is working very hard to make the transition to the new catalog. Ms. Campe noted that the catalog should be up and running by September 6.

The next order of Unfinished Business was the review of the proposed operating budgets for the next two years. Ms. Campe stated that the FY 2015 budget is an estimate. The Board will review and revise next October in preparation for the FY 2014 tax levy. Director Campe resumed the discussion from the July Board meeting. She highlighted the completed capital projects. Ms. Campe went over the fund balances and noted that the Library will need to carry money in the Operating Fund to bridge the gap between one fiscal year to another since the Library is now operating on a January – December fiscal year. Most of the Library's operating revenue is received in the summer. Ms. Campe stated that there is a only .317% increase in the Operating Budget from fiscal year 2012-2013 and the upcoming 2014 budget year. This is due in part to reallocating funds as needed and staff retirements. Ms. Campe responded to several questions.

Ingrid Becton moved:

THEREFORE BE IT RESOLVED:

That the FY 2014 and 2015 operating budgets are approved as presented. Administrative staff is directed to submit this information to the Mayor and the City Council for their approval.

Susan Sadowski seconded the motion. The motion carried.

The first item of New Business was the acceptance of the Meeting Room Audio Visual Equipment Upgrade Bid. Marsha Baker moved:

THEREFORE BE IT RESOLVED that the Administrative staff of the Elmhurst Public Library is authorized to accept the bid from Pentegra Systems, for an amount not to exceed \$184,375, for the purchase and installation of audio visual equipment for the Kossmann Meeting Room, the Large Meeting Rooms A & B, the Storyroom, and the staff meeting room located in the Administration Department.

Ms. Campe stated that the lowest bid came in approximately \$34,000 over what the Board had budgeted for the project. She noted that there are other budgeted projects that can be held off to cover the overage. She also explained that the Board could delay upgrading the storyroom until the next fiscal year budget however; the cost to upgrade this room will increase because economies of scale will not be realized. There was a general consensus among the Board that the project should be completed as specified during the current fiscal year. Carol Jacobsen seconded the motion.

Marsha Baker	Aye
Ingrid Becton	Aye
Monica Iacono	Aye
Carol Jacobsen	Aye
Teresa Menolascino	Aye
William Ryan	Aye
Susan Sadowski	Aye
William Shanklin	Aye
Linda Wheaton	Aye

The motion carried.

The next item of New Business was Capital Replacement Plan. Ms. Campe discussed the Capital Replacement Plan and the need to develop a Technology Plan. Ms. Campe is going to bring this back to the Board in a few months.

The next item of New Business was approval of the bid to sealcoat the parking lot. The parking lot will be resealed on Labor Day Weekend. The bid is for \$7,445.00 from JSI Ltd. Marsha Baker moved:

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THEREFORE BE IT RESOLVED that Administrative staff is authorized to accept the bid proposal from JSI Ltd. for an amount not exceed \$7,445.00 to sealcoat the parking lot.

Carol Jacobsen seconded the motion. The motion carried.

The next item of New Business was the Public Information Report presented by Cher Moore.

The Board held a recess at 8:39 p.m. before moving into Executive Session.

8:42 p.m. Susan Sadowski moved that the Board go into Executive Session for the purpose of the review of the Executive Director. Ingrid Becton seconded the motion, and a roll call vote was taken:

Marsha Baker	Aye
Ingrid Becton	Aye
Monica Iacono	Aye
Carol Jacobsen	Aye
Teresa Menolascino	Aye
William Ryan	Aye
Susan Sadowski	Aye
William Shanklin	Aye
Linda Wheaton	Aye

The motion carried.

The Board moved back to Regular Session at **9:00 p.m.**

There being no Other New Business, the meeting was adjourned at **9:30 p.m.**