

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, June 16, 2015
Kossmann Room, 7:00 p.m.**

Vice-President Monica Iacono called the June 16, 2015 meeting of the Board of Trustees to order at 7:00 p.m. in the Kossmann Room.

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

There were no visitors.

The first order of business was the approval of the Minutes of the May 19, 2015 Regular Board Meeting. William Shanklin moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the May 19, 2015 Regular Board Meeting be approved as presented.

Susan Sadowski seconded the motion. The motion carried.

The second order of business was the approval of the June 16, 2015 Accounts Payable. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That the June 16, 2015 check register be approved for payment.

Carol Jacobsen seconded the motion. Director Campe responded to 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 received a replacement tax payment this month. A property tax payment will come next month. She stated that the incomes were on target.

She also reviewed the expenditure lines. She reported that spending was on target. She further noted that group health under employees benefits has crested higher for a few months, and will even out at the end of the year. There were several large expenses out of the capital outlay lines as the 2nd floor renovation project wraps up. The project should come in on budget.

In her Director's Report, Ms. Campe noted that patrons are adapting beautifully to the new spaces on the 2nd floor. The main service desk should be delivered soon. The study rooms were used 1035 times this month, compared to 544 last month before the new rooms were available.

Ms. Campe stated that Summer Reading started in June, with over 1,000 kids signed up on the first day. There are over 3,000 patrons signed up. The FinePrint newsletter contains an abundance of programs to keep patrons coming to the Library.

Ms. Campe noted that circulation statistics now include usage counts for the following databases: Gale Courses, Lynda.com, Transparent Language, and Tutor.com This figure is captured under eLearning and is part of the Digital Audio Media line on the Circulation Report.

Vice-President Iacono reminded the Board that the Director's review is due by June 30.

The first item of Unfinished Business was the Adult Services Department Reconfiguration Project. Ms. Campe reviewed the cost accrual of the project. Ms. Campe responded to several questions. She noted that staff is planning a grand opening celebration on Saturday, September 19. The Board agreed to take a tour of the second floor at the end of the meeting.

The first item of New Business was the approval to close the Library for Staff Institute Day. William Shanklin moved:

THEREFORE BE IT RESOLVED:

That the Library will be closed to the public for a staff institute training day on Friday, August 21, 2015.

William Ryan seconded the motion. The motion carried.

The next item of New Business was the approval to purchase a thermal counting system. Sue Sadowski moved:

THEREFORE BE IT RESOLVED that Administrative Staff is authorized to purchase an IP Thermal counting solution at a cost not to exceed \$3,300.

Ms. Campe noted that the Library would like to purchase a thermal counting solution system to keep track of visits to the Library. Currently a manual counting system is used. Each entrance will be equipped with sensors that will count patrons. Ingrid Becton seconded the motion. The motion carried.

The next item of New Business was the parking survey results. There was a discussion of the results. There was an agreement that parking is a known issue at the Library. Ms. Campe indicated that the next step is to create a report to present to City Hall. She will bring the report to the Board for their review.

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The next item of New Business was the draft of the Fund Balance Report and the Draft of the 2016 Budget. Ms. Campe reviewed the spreadsheet with preliminary budget numbers for the upcoming year. She asked the Board to prepare for further discussion at the August meeting.

The Board toured the ADS construction area.

There being no other business, the meeting adjourned at 8:46 p.m.