

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, December 15, 2015
Kossmann Room, 7:00 p.m.**

Vice President, Marsha Baker, called the December 15, 2015 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, Monica Iacono, Teresa Menolascino, Susan Sadowski and William Shanklin. William Ryan and Carol Jacobsen 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, and Administration/HR Manager, Rita Andreuccetti.

Visitor Rebecca Lipton from the League of Women Votes was in attendance.

The Board received a holiday card from the Kids' Library.

The next order of business was the approval of the Minutes of the November 17, 2015 Regular Board Meeting. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the November 17, 2015 Regular Board Meeting be approved as presented.

Teresa Menolascino seconded the motion. The motion carried.

The next order of business was the approval of the December 15, 2015 Accounts Payable. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the December 15, 2015 check register be approved for payment.

Ingrid Becton 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 stated that the Library received another property tax payment of \$104,491 this month. Other incomes were overall on target.

She also reviewed the expenditure lines. She pointed out that the Part Time line under Personnel incorrectly shows an unexpended amount of \$15,628. The reason for the discrepancy is that four

full time staff members were mistakenly coded into the Part Time budget line. This caused the part time line to be overspent and the full time line to be underspent. City staff will make the adjustment and you will see it in the December financial report.

In her Director's Report, Ms. Campe stated that the Library was able to help some of our service men and women from the Great Lakes Naval Station on Thanksgiving by letting them use the Library's laptops. Trustee Shanklin thanked the Library on behalf of the Elmhurst American Legion.

There was no President's report.

There was no Unfinished Business.

The first item of New Business was the approval of Directors and Officers Insurance Renewal. Susan Sadowski moved:

THEREFORE BE IT RESOLVED that Administrative staff is authorized to renew the Directors and Officers Liability Insurance Policy at a renewal cost of \$4,970 for the policy period of 1/9/2016 to 1/9/2017.

Director Campe stated that the policy includes workplace violence and internet liability coverage along with directors and officers liability and employment practice liability. William Shanklin second motion. The motion carried.

The next item of New Business was the approval to transfer LEA Fund annual interest to the Operating Fund. Ingrid Becton moved:

THEREFORE BE IT RESOLVED:

That the interest earned in the Library Employee Appreciation Fund for FY 2015 be transferred to the Operating Fund to cover expenditures this fiscal year.

Monica Iacono seconded the motion. Director Campe stated that under the terms of the agreement with the anonymous donor, the Board of Trustees must spend, at a minimum, all of the annual interest from the Library Employee Appreciation Fund. This year's interest as of 11/30/2015 is approximately \$100. A small amount of additional interest will be received in December. To date, LEA expenses are \$3115.04. The annual interest has been spent on staff enrichment. The motion carried.

The next item of New Business was the approval of the sale of Nonresident Library Cards. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That, effective January 1, 2016, the Elmhurst Public Library will provide library cards to people without public library service living within the boundaries of Elmhurst Community Unit School District 205 by applying the same tax rate paid by Elmhurst homeowners to the equalized assessed valuation of nonresident property. For this same service, renters will pay a fee equal to 20% of one month's rent.

Susan Sadowski seconded the motion. The motion carried.

The next order of New Business was a Resolution of Appreciation to the Elmhurst Garden Club. Susan Sadowski moved:

Whereas, members of the Elmhurst Garden Club have continued their tradition of decorating the Library for the holiday season for the 63rd year with an elegant theme featured throughout the building; and

Whereas, the Elmhurst Garden Club contributed to the spirit of the holiday season for Library staff and visitors; and

Whereas, members of the Elmhurst Garden Club generously and consistently have given of their time and talent in service to the Elmhurst community through their creative, charitable and educational projects year round;

THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees of the Elmhurst Public Library offers its sincerest gratitude and commendation to the Elmhurst Garden Club on behalf of the Library's patrons and staff and all the citizens of Elmhurst.

Ingrid Becton seconded the motion. The motion passed.

The next order of New Business approval of the Staff Holiday Greeting. Ingrid Becton moved:

THEREFORE BE IT RESOLVED that the Board of Trustees of the Elmhurst Public Library would like to thank the Library staff for your contributions to the Elmhurst Public Library this past year. Your dedication and commitment to providing outstanding library service truly enrich life in Elmhurst. We congratulate you on achieving another four-star rating in the Library Journal Star Library Rankings and look forward to another year of outstanding programs, innovative services and community involvement at EPL! We wish you and your families a happy and peaceful Holiday Season.

Susan Sadowski seconded the motion. The motion carried.

The next order of New Business was the Establishment of the 2016 Regular Monthly Board Meetings. Ingrid Becton moved:

THEREFORE BE IT RESOLVED:

That, the 2016 Regular Monthly Board Meetings be approved as presented.

Tuesday, January 19, 2016	7:00 p.m.	Kossmann Room
Tuesday, February 16, 2016	7:00 p.m.	Kossmann Room
Tuesday, March 15, 2016	7:00 p.m.	Kossmann Room
Tuesday, April 19, 2016	7:00 p.m.	Kossmann Room
Tuesday, May 17, 2016	7:00 p.m.	Kossmann Room
Tuesday, June 21, 2016	7:00 p.m.	Kossmann Room
Tuesday, July 19, 2016	7:00 p.m.	Kossmann Room
Tuesday, August 16, 2016	7:00 p.m.	Kossmann Room
Tuesday, September 20, 2016	7:00 p.m.	Kossmann Room
Tuesday, October 18, 2016	7:00 p.m.	Kossmann Room
Tuesday, November 15, 2016	7:00 p.m.	Kossmann Room
Tuesday, December 20, 2016	7:00 p.m.	Kossmann Room

Monica Iacono seconded the motion. The motion carried.

There being no Other Business, the meeting was adjourned at 7:39 p.m.