

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

President Linda Wheaton called the February 18, 2014 meeting of the Board of Trustees to order at 7:00 p.m. in the Kossmann Room.

Board members in attendance included Ingrid Becton, Monica Iacono, Carol Jacobsen, Teresa Menolascino, William Ryan, Susan Sadowski, and William Shanklin. Marsha Baker was absent. 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.

Visitors Tiffany Nash and Justin Pathmann were in attendance.

The first order of business was the approval of the Minutes of the January 21, 2014 Regular Board Meeting. William Shanklin moved:

THEREFORE BE IT RESOLVED:

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

Susan Sadowski seconded the motion. The motion carried.

The next order of business was the approval of the February 18, 2014 Accounts Payable. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

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

William Shanklin seconded the motion. Director Campe responded to several questions about the invoices. The motion carried.

Director Campe presented the Financial Reports. She noted that the financial statements reflected 8% of the year that has lapsed. The Library received a tax payment in January. Ms. Campe reiterated that there are sufficient funds in the Operating Fund to cover expenses until tax payments are received in June. The majority of property tax payments are received in June and August. Ms. Campe answered several questions from the Board.

Ms. Campe provided an explanation as to why the Library did not receive all of its tax payments in 2013. She reminded the Board that the new property where Elmhurst Hospital was built was

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on tax rolls. The Library included this amount in the levy and placed the funds in reserve so that it could be repaid if required. She went on to state that the hospital applied for and received tax exempt status. The City assumed that the Library would be billed for the amount; instead the money was taken out of the 2013 levy.

In her Director's Report, Ms. Campe stated that circulation statistics were down again in January. The month was filled with extreme weather episodes. The Library remained open even on the coldest of days. Ms. Campe noted that new magazine format of Fine Print would be mailed out soon.

There was no President's Report

Cher Moore presented the Public Information Report.

The first order of Unfinished Business was the approval of the ADS Reconfiguration Project. William Shanklin moved:

THEREFORE BE IT RESOLVED:

That Administrative staff at the Elmhurst Public Library are authorized to implement the master plan for reconfiguration of the Adult Services Department with ideas as presented for a cost not to exceed \$1,565,830. The funds for the implementation of the master plan and reconfiguration will be drawn from Library reserves.

Ms. Campe stated that the Board expressed an interest last month in approving the project. She asked Tiffany Nash from Product Architecture + Design and Justin Pathmann of Pathmann Construction Management to attend this meeting to discuss time line, explain project phases, and answer questions. Justin explained each of the four phases. Ms. Nash and Mr. Pathmann answered several questions.

Susan Sadowski seconded the motion.

Marsha Baker	Absent
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.

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The first order of New Business was the approval of 2013 Annual Report. Ingrid Becton moved:

THEREFORE BE IT RESOLVED:

That the 2013 Illinois Public Library Annual Report for the Elmhurst Public Library is approved as presented. Furthermore, the Board President, Secretary, and Library Director are authorized to sign the document and submit it to the Illinois State Library no later than February 28, 2014.

Monica Iacono seconded the motion. The motion carried.

The next order of New Business was the approval of the Bid for Apple Computers. Carol Jacobsen moved:

THEREFORE BE IT RESOLVED:

that the Board of Trustees of the Elmhurst Public Library accepts the bid from CDW for \$14,863 for Apple Computers.

Monica Iacono seconded the motion. The motion carried.

The next order of New Business was the Resolution to Reject Late Bids. The Library received two bids for the computer replacement project, which arrived after the specified delivery time. Susan Sadowski moved:

THEREFORE BE IT RESOLVED

that the Board of Trustees of the Elmhurst Public Library rejects the bid for Apple Computers from En Pointe Technologies Sales, Inc. for \$14,281 for failure to have the bid delivered by the specified time.

William Ryan seconded the motion. The motion carried.

Susan Sadowski moved:

THEREFORE BE IT RESOLVED that the Board of Trustees of the Elmhurst Public Library rejects the bid for computer switches from Dell for \$23,622 for failure to have the bid delivered by the specified time.

William Ryan seconded the motion. The motion carried.

There being no Other New Business, the meeting was adjourned at 8:12 p.m.