

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, October 20, 2020
ELMLIB.ORG/VIRTUAL, 7:00 PM**

This meeting was held virtually via Zoom.

President Susan Sadowski called the October 20, 2020 Regular Meeting of the Board of Trustees to order at 7:05 p.m. via Zoom.

Board members in attendance included: Ingrid Becton, Jane Chornij, Carol Jacobsen, Teresa Menolascino (7:07 p.m.), William Ryan, and William Shanklin.

Trustees Marsha Baker and Taylor Holop were absent.

Also in attendance were Library Director Mary Beth Harper, Assistant Director Marcy Rodriguez, and Admin/HR Manager Rita Andreuccetti.

President Susan Sadowski stated that the oath of office will be administered to Teresa Menolascino once she joins the meeting.

There were no visitors.

There was no correspondence.

There were no public comments.

Director Harper stated that this meeting and subsequent virtual meetings will be recorded and made available to the public, as required by law.

The first order of business was the approval of the Minutes of the September 15, 2020 Regular Board of Trustees Meeting. Carol Jacobsen moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the September 15, 2020 Regular Board of Trustees Meeting be approved as presented.

Bill Ryan seconded the motion.

Roll call vote:

Ayes: Becton, Chornij, Jacobsen, Ryan, Shanklin, and Sadowski

Nays: None

Absent: Baker, Holop, and Menolascino

The motion carried.

Teresa Menolascino joined the meeting at 7:07 p.m.

President Susan Sadowski administered the oath of office to Teresa Menolascino.

The next order of business was the approval of the October 20, 2020 Accounts Payable. William Shanklin moved:

THEREFORE BE IT RESOLVED:

That the October 20, 2020 Accounts Payable be approved as presented.

Director Harper responded to questions about the invoices. She reviewed two payments to the City of Elmhurst for the underpass sign and the staff parking lot. Carol Jacobsen seconded the motion.

Roll call vote:

Ayes: Becton, Chornij, Jacobsen, Menolascino, Ryan, Shanklin, and Sadowski

Nays: None

Absent: Baker and Holop

Director Harper discussed the financial reports. On the revenue report, she noted that a property tax payment of \$ 2,591,533 was received. She noted that the Library is on target to receive all tax payments. The Per Capita Grant for \$ 55,151 was also received. Income revenue that is generated for service charges continues to be less than projected because the Library is operating under a new service model that promotes social distancing and limits capacity.

She also indicated that the City transferred \$3,000 from the Library Employee Appreciation (LEA) fund. She reminded the Board 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.

Ms. Harper then reviewed the expenditure lines. She indicated that the part-time salary line continues to be under budget. Several staff members retired or decided not to return to work due to the pandemic. Some staff hours have increased to make up for some of the lost hours. She predicts that all the lines under Commodities will be underspent except for Digital Content. Ms. Harper answered several questions from the Board.

In the Director's Report, Ms. Harper stated that the presentation of the Library budget to the City of Elmhurst will be on Monday, November 2 at 7:00 p.m. She also noted that the engineering study should be completed by the end of this year.

Ms. Harper stated that visitor counts were up slightly per day since we stopped requiring reservations. The Library provides access to the collection, use of computers, and a place to study, work, or read on a limited basis. The study rooms and the Makery are open. The Creative Studios will open next week. Opening up in a controlled way is working to provide service while minimizing the COVID-19 risk to patrons and staff.

In the President's report, Ms. Sadowski encouraged Trustees to attend the upcoming budget presentation to the City of Elmhurst Monday, November 2.

There was no Unfinished Business.

The first item of New Business was the Library Insurance approval, review, and quotes. Director Harper stated that the Library's Insurance Agent goes out every other year to bid. This year the agent did not go out to bid. There is an increase of \$963. Bill Shanklin moved:

THEREFORE BE IT RESOLVED:

That administrative staff is authorized to accept the bids for Library insurance coverage for November 2020 through November 2021 from CNA Insurance for property, liability coverage and workers compensation for a total of \$36,274, and from Axis Pro for cyber liability for \$1,144.

Carol Jacobsen seconded the motion.

Roll call vote:

Ayes: Becton, Chornij, Jacobsen, Menolascino, Ryan, Shanklin, and Sadowski

Nays: None

Absent: Baker and Holop

The motion carried.

The next order of New Business was the discussion to reinstate staff raises for 2020. Director Harper stated that the Board voted to approve a 2% staff raise back 2019. In March, Ms. Harper implemented a hiring freeze and stopped raises. She indicated that now that the Library has received its property tax payments and is in a good financial position, she would like to reinstate staff raises. She feels it is well deserved. Trustees were in agreement to move forward with implementing staff raises.

The next order of New Business was the discussion on Department Head Training: *Equity in Action, Fostering and Anti-Racist Library Culture*. Director Harper talked about the three week training course sponsored by Library Journal. Topics discussed included: hiring practices, equity vs. equality, and collection audits. Department Heads have started meeting weekly to discuss these topics. We plan to expand this training to all staff as Department Heads continue to learn, explore, and take an assessment of the organization. We are also looking to include these topics as part of

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the Library's upcoming strategic plan. Director Harper indicated that more information is forthcoming. Ingrid Becton commended Department Heads for participating in this training.

The next order of New Business were policy reviews: Community Information- Distribution and Posting, Safety of Children in the Library, Electronics Devices, and Internet Access. Director Harper reviewed the changes to the policies. Bill Ryan moved:

THEREFORE BE IT RESOLVED:

That the Community Information- Distribution and Posting Policy be approved as presented.

Bill Shanklin seconded the motion.

Roll call vote:

Ayes: Becton, Chornij, Jacobsen, Menolascino, Ryan, Shanklin, and Sadowski

Nays: None

Absent: Baker and Holop

The motion carried.

Carol Jacobsen moved:

THEREFORE BE IT RESOLVED:

That the Safety of Children in the Library Policy be approved as presented.

Teresa Menolascino seconded the motion.

Roll call vote:

Ayes: Becton, Chornij, Jacobsen, Menolascino, Ryan, Shanklin, and Sadowski

Nays: None

Absent: Baker and Holop

The motion carried.

Ingrid Becton moved:

THEREFORE BE IT RESOLVED:

That the Electronic Devices Policy be removed.

Bill Shanklin seconded the motion.

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Roll call vote:

Ayes: Becton, Chornij, Jacobsen, Menolascino, Ryan, Shanklin, and Sadowski

Nays: None

Absent: Baker and Holop

The motion carried.

Carol Jacobsen moved:

THEREFORE BE IT RESOLVED:

That the Internet Access Policy be approved as presented.

Ingrid Becton seconded the motion.

Roll call vote:

Ayes: Becton, Chornij, Jacobsen, Menolascino, Ryan, Shanklin, and Sadowski

Nays: None

Absent: Baker and Holop

The motion carried.

Bill Ryan moved:

THEREFORE BE IT RESOLVED:

That the Library Programming Policy be approved as presented.

Carol Jacobsen seconded the motion.

Roll call vote:

Ayes: Becton, Chornij, Jacobsen, Menolascino, Ryan, Shanklin, and Sadowski

Nays: None

Absent: Baker and Holop

The motion carried.

The next order of New Business was the Director Review Materials. President Susan Sadowski asked Trustees to fill-out the form and send it back to her.

The next order of New Business was the Per Capita Grant Requirements for 2021. Assistant Director Rodriguez continued her discussion from last month on the requirements.

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There being no Other Business, the meeting was adjourned 8:15 p.m.