

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, August 15, 2023
Kossmann Room
7:00 PM**

This meeting was held in the Kossmann Room.

President Marsha Baker called the August 15, 2023 Regular Meeting of the Board of Trustees to order at 7:00 p.m.

Board members in attendance included: Marsha Baker, Ingrid Becton, Cindy Wellwood Burke, Jane Chornij, Carol Jacobsen, Bill Ryan, Susan Sadowski, and Bill Shanklin.

Trustee Taylor Holop was absent.

Also in attendance were Library Director Mary Beth Harper and Assistant Director Marcy Rodriguez.

President Baker administrated the oath of office to Secretary Jane Chornij.
Secretary Chornij administered the oath of office to Cindy Wellwood Burke.

Visitor in attendance were Carol Pavlik and Eva Pavlik.

There was no correspondence.

The first order of business was the approval of the Minutes of the July 18, 2023 Regular Board of Trustees Meeting. Trustee Sadowski moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the July 18, 2023 Regular Board of Trustees Meeting be approved as presented.

Trustee Becton seconded the motion. The motion carried.

The next item of business was the approval of the Executive Session Minutes.

Director Harper distributed the minutes. Trustee Shanklin moved:

THEREFORE BE IT RESOLVED:

That the Executive Session Minutes dated July 18, 2023 be approved as presented.

Trustee Sadowski seconded the motion. The motion carried.

The next order of business was the approval of the August 15, 2023 Accounts Payable. Trustee Shanklin moved:

THEREFORE BE IT RESOLVED:

That the August 15, 2023 Accounts Payable be approved as presented.

Trustee Becton seconded the motion. Director Harper answered several questions about the invoices.

The motion carried.

Director Harper discussed the financial reports.

In the revenue report, a property tax payment of \$70,471 and a replacement tax payment \$124,860 were received. The Per Capita Grant for \$67,534 was also received this month.

Ms. Harper reviewed the expenditure report. Ms. Harper answered several questions from the Board.

In the Director's Report, Ms. Harper welcomed new Trustee, Cindy Burke. She also stated that EPL had another successful Staff Institute Day. Staff enjoyed learning about various library-related issues and also participated in enrichment sessions. Walking field trips to the Elmhurst History Museum and the Elmhurst Art Museum were well received. Getting to know the Elmhurst community is part of the new strategic plan and visiting local institutions helps meet those goals.

There was no President's Report.

The first order of Unfinished Business was the approval of the 2024, 2025 budget. Bill Shanklin moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the 2024, 2025 budget be approved as presented.

Trustee Chornij seconded the motion. The motion carried.

Mrs. Harper resumed the budget discussion from the July Board meeting. She stated that the 2025 numbers have been added for presentation to City Council. Director Harper answered several questions about the budget.

The first order of New Business was the approval to purchase a new screen for the Administration Conference Room. Trustee Shanklin moved:

THEREFORE BE IT RESOLVED:

That Administrative Staff is authorized to purchase a new display screen for the Administration Conference Room for a cost not to exceed \$4,300.

Trustee Sadowski seconded the motion. The motion carried.

The next order of New Business was the approval of destruction of Executive Session Recording.

Trustee Sadowski moved:

THEREFORE BE IT RESOLVED:

That Administrative Staff is authorized to destroy the executive session recording dated 7/20/2021 is approved for destruction.

Trustee Becton seconded the motion. The motion carried.

The next order of New Business were policy reviews: Electronic Communications Among Library Trustees, Hours of Service and Holidays, Contractor Liability, and Donations Policy. Director Harper answered several questions from the Board. There were no changes recommended at this time. Trustee Ryan moved:

THEREFORE BE IT RESOLVED:

That the Hours of Service Policy be approved as presented.

Trustee Chornij seconded the motion. The motion carried.

Trustee Ryan moved:

THEREFORE BE IT RESOLVED:

That the Contractor Liability Policy be approved as presented.

Trustee Becton seconded the motion. The motion carried.

Trustee Ryan moved:

THEREFORE BE IT RESOLVED:

That the Donations Policy be approved as presented.

Trustee Becton seconded the motion. The motion carried.

Trustee Sadowski moved:

THEREFORE BE IT RESOLVED:

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That the Electronic Communications Among Trustees Policy be approved as presented.

Trustee Becton seconded the motion. The motion carried.

There being no Other Business, the meeting was adjourned at 7:50 p.m.