

**MINUTES  
ELMHURST PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, December 20, 2022  
Administration Conference Room  
or Virtual at ELMLIB.ORG/VIRTUAL, 7:00 PM**

This meeting was held both virtually via Zoom and in-person in the Administration Conference Room.

President Marsha Baker called the December 20, 2022 Regular Meeting of the Board of Trustees to order at 7:00 p.m.

Board members in attendance in the Administration Conference Room included: Marsha Baker, Ingrid Becton, Jane Chornij, Carol Jacobsen, Teresa Menolascino, Bill Ryan, Sue Sadowski, and Bill Shanklin.

Trustee Taylor Holop was absent.

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

There were no visitors.

There was no correspondence.

The first order of business was the approval of the minutes of the November 15, 2022 Regular Board of Trustees Meeting. Sue Sadowski moved:

**THEREFORE BE IT RESOLVED:**

That the minutes of the November 15, 2022 Regular Board of Trustees Meeting be approved as presented.

Bill Shanklin seconded the motion. The motion carried.

The next order of business was the approval of the December 20, 2022 Accounts Payable. Sue Sadowski moved:

**THEREFORE BE IT RESOLVED:**

That the Minutes of the December 20, 2022 Accounts Payable be approved as presented.

Director Harper responded to questions about the invoices. Bill Shanklin seconded the motion.

The motion carried.

Director Harper discussed the financial reports. She noted that a property tax payment of \$69,632 was received. An interest payment for \$14,942 was also received.

Under the expenditure report, Director Harper noted that December will be a three-paycheck month. Fuel under Contractual Services is over, due to increased costs to heat the building. Janitorial Supplies under Commodities is also over, due to inflation costs. Ms. Harper answered several questions from the Board.

In the Director's Report, Ms. Harper gave an update on the carpet project, which should be completed by the end of the year. The Teen Room was painted and the new furniture for the space will be delivered next week. She also stated that most of the replacement chairs for the Adult Services Department were delivered last week and the remainder of the order should be delivered next week.

EPL is a Five-Star Library again! The data for this designation is from the 2020 year. Illinois led the Star Library Rankings with 43 libraries receiving designations. This ranking shows how flexible our staff and community were during the period of closure and limited availability. Staff pivoted quickly to make sure patrons had service and it shows in the usage statistics.

There was no President's Report.

The first order of Unfinished Business was an update on the Strategic Plan. Director Harper stated that the Strategic Plan will be completed in first quarter of 2023. A copy of the plan will be prepared for the Board to review at the January meeting.

The first order of New Business was the approval of Directors and Officers Insurance renewal. The D & O Insurance Policy renews on January 9, 2023. The one-year premium is \$6,594 and includes an increase of \$495.00. Last year's premium was \$6,099. Bill Shanklin moved:

THEREFORE BE IT RESOLVED

That the Directors and Officers Insurance Renewal for the period of 1/9/2023 – 1/9/2024 is approved for \$6,594.

Ingrid Becton seconded the motion. The motion carried.

The next order of New Business was transfer of the LEA Fund Annual Interest to Operating Fund. Director Harper 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 12/14/2022 is approximately \$111.12. The annual interest has been spent on staff enrichment. The Board must now approve transferring the interest to the Operating Fund. Ingrid Becton moved:

THEREFORE BE IT RESOLVED

That the interest earned in the Library Employee Appreciation Fund for FY 2022 be transferred to the Operating Fund to cover expenditures this fiscal year.

Sue Sadowski seconded the motion. The motion carried.

The next order of New Business was the approval of the Sale of Nonresident Library cards. Currently, EPL sells nonresident cards to people living in unincorporated areas north and south of Elmhurst within the boundaries of District 205. To calculate a fee for this service, staff apply the library tax rate paid by Elmhurst residents to the equalized assessed valuation on the property tax bill of nonresidents. Bill Ryan moved:

THEREFORE BE IT RESOLVED:

That, effective January 1, 2023, 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.

Jane Chornij seconded the motion. The motion carried.

The next order of New Business was the Establishment of 2023 Regular Monthly Board Meetings. Jane Chornij moved:

THEREFORE BE IT RESOLVED:

That the 2023 Regular Monthly Board Meetings be approved as presented.

Tuesday, January 17, 2023	7:00 p.m.	Kossmann Room
Tuesday, February 21, 2023	7:00 p.m.	Kossmann Room
Tuesday, March 21, 2023	7:00 p.m.	Kossmann Room
Tuesday, April 18, 2023	7:00 p.m.	Kossmann Room
Tuesday, May 16, 2023	7:00 p.m.	Kossmann Room
Tuesday, June 20, 2023	7:00 p.m.	Kossmann Room
Tuesday, July 18, 2023	7:00 p.m.	Kossmann Room
Tuesday, August 15, 2023	7:00 p.m.	Kossmann Room
Tuesday, September 19, 2023	7:00 p.m.	Kossmann Room
Tuesday, October 17, 2023	7:00 p.m.	Kossmann Room
Tuesday, November 21, 2023	7:00 p.m.	Kossmann Room
Tuesday, December 19, 2023	7:00 p.m.	Kossmann Room

Bill Ryan seconded the motion. The motion carried.

The next order of New Business was the approval of Closing Dates for 2023. Sue Sadowski moved:

THEREFORE BE IT RESOLVED.

That the following is a list of the days the Library will be closed.

- Easter (Sunday, April 9, 2023)
- Memorial Day (Monday, May 29, 2023)

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- Independence Day (Tuesday, July 04, 2023)
- Staff Institute Day (Friday, August 04, 2023)
- Labor Day (Monday, September 04, 2023)
- Thanksgiving (Thursday, November 23, 2023)
- Christmas Eve (Sunday, December 24, 2023)
- Christmas (Monday, December 25, 2023)
- New Year's (Monday, January 1, 2024)

Teresa Menolascino seconded the motion.

The next order of New Business was the Resolution of Commendation for Rita Andreuccetti. President Marsha Baker read the resolution.

There being no Other Business, the meeting was adjourned at 7:44 p.m.