

**MINUTES  
ELMHURST PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, February 20, 2024  
Kossmann Room  
7:00 PM**

President Pro Temp Ingrid Becton called the January 16, 2024 Regular Meeting of the Board of Trustees to order at 7:00 p.m.

Board members in attendance in the Kossmann Room included: Cindy Wellwood Burke, Jane Chornij, Taylor Holop, Carol Jacobsen, Sue Sadowski, Bill Ryan, and Bill Shanklin.

Trustee Marsha Baker was absent.

Also in attendance were Library Director Mary Beth Harper, Assistant Director Marcy Rodriguez, Head of Marketing Brianna Bone, and Marketing Specialist Eva Bialecki.

There were no visitors in attendance.

There was no correspondence.

The first order of business was the approval of the minutes of the January 16, 2024 Regular Board of Trustees Meeting. Trustee Sadowski moved:

**THEREFORE BE IT RESOLVED:**

That the minutes of the January 16, 2024 Regular Board of Trustees Meeting be approved as presented.

Trustee Jacobsen seconded the motion.

The motion carried.

The next order of business was the approval of the February 20, 2024 Accounts Payable. Trustee Shanklin moved:

**THEREFORE BE IT RESOLVED:**

That the Minutes of the February 20, 2024 Accounts Payable be approved as presented.

Director Harper responded to questions about the invoices. Trustee Sadowski seconded the motion.

The motion carried.

Director Harper discussed the financial reports. A replacement tax payment of \$71,024 was received. The Library will receive the majority of property tax payments in June. There are sufficient funds in reserves to cover expenses until tax payments are received. Donations received this month were \$50,212. Ms. Harper answered several questions from the Board.

In the Director's Report, Ms. Harper talked about two new services in the Kids' Department. The Nest opened in January and is a place for those who need a quieter, calming space or privacy to nurse. The other new service caters to families with kids who need a quieter atmosphere to be able to visit the Library. Once a month on Sundays, the Kids' Library will open to these families for one hour before the Library opens at 1 pm.

There was no President's Report.

There was no Unfinished Business.

The first order of New Business was the My EPL Campaign and Merchandise. Director Harper along with Head of Marketing Brianna Bone and Marketing Specialist Eva Bialecki talked about the new campaign.

The next order of New Business was the adoption of Annual Resolution for Reserve Funds. Illinois law requires that the Board designate a purpose for reserve funds each year. Trustee Sadowski moved:

THEREFORE BE IT RESOLVED:

That the **Library Employee Appreciation Fund** be continued for the Elmhurst Public Library in FY 2024, to be used for employee appreciation as outlined in the agreement between the Library and the donor.

That the **Capital Replacement Fund** be continued for the Elmhurst Public Library in FY 2024, to be used to provide funds for the replacement, repair, or improvement of the building and its components.

Trustee Chornij seconded the motion. The motion carried.

The next order of New Business was the building valuation proposals. Director Harper stated that Industrial Appraisal Company and CBIZ Valuation Group submitted proposals for a property insurance valuation. She reviewed the proposals with the Board. She stated that Industrial Appraisal Company includes an inspection and appraisal of the building and equipment/contents associated with the property, excluding collection materials. After some discussion, Trustee Shanklin moved:

THEREFORE BE IT RESOLVED:

That the Administrative staff is authorized to accept the proposal from Industrial Appraisal Company at a cost not to exceed \$5,935.00.

Trustee Wellwood Burke second the motion. The motion carried.

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The next order of New Business was the review of the Programming Policy and Safety of Children in the Library. Director Harper reviewed each policy with the Trustees. Trustee Sadowski moved:

THEREFORE BE IT RESOLVED:

That the Programming Policy be approved as presented.

Trustee Shanklin seconded the motion. The motion carried.

Trustee Sadowski moved:

THEREFORE BE IT RESOLVED:

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

Trustee Holop seconded the motion. The motion carried.

The next item of New Business was the approval of 2024 Annual Report. Trustee Ryan moved:  
THEREFORE BE IT RESOLVED:

That the 2024 Illinois Public Library Annual Report for the Elmhurst Public Library is approved as presented.

Director Harper reviewed the report. Trustee Jacobsen seconded the motion. The motion carried.

There being no Other Business, the meeting was adjourned at 8:06 p.m.