

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, February 21, 2023
Kossmann Room
or Virtual at [ELMLIB.ORG/VIRTUAL](https://elmlib.org/virtual), 7:00 PM**

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

President Marsha Baker called the February 21, 2023 Regular Meeting of the Board of Trustees to order at 7:00 p.m.

Board members in attendance in the Kossmann Room included: Marsha Baker, Ingrid Becton, Jane Chornij, Carol Jacobsen, Sue Sadowski, and Bill Ryan.

Trustees Taylor Holop, Teresa Menolascino, and Bill Shanklin were absent.

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

There was no correspondence.

The first order of business was the approval of the minutes of the January 17, 2023 Regular Board of Trustees Meeting. Sue Sadowski moved:

THEREFORE BE IT RESOLVED:

That the minutes of the January 17, 2023 Regular Board of Trustees Meeting be approved as presented.

Carol Jacobsen seconded the motion.

The motion carried.

The next order of business was the approval of the February 21, 2023 Accounts Payable. Sue Sadowski moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the February 21, 2023 Accounts Payable be approved as presented.

Director Harper responded to questions about the invoices. Jane Chornij seconded the motion.

The motion carried.

Director Harper stated that the City's Finance Department did not close January. Since the numbers did not come by the time of this meeting, we may have to approve January and February financial reports at the March meeting.

In the Director's Report, Ms. Harper noted that almost all usage statistics increased this month over last year. Circulation, visitor counts, program attendance, database usage, and even reference questions were up. One area that decreased was drive-up service.

Ms. Harper also stated that the EPL Social Committee planned a pizza party and craft activity in the Makery to celebrate the 5-Star award.

There was no President's Report.

The first order of Unfinished Business was the Strategic Plan. Director Harper discussed the plan with the Trustees. Bill Ryan moved:

THEREFORE BE IT RESOLVED:

That the Strategic Plan be approved with the amended changes.

Director Harper stated that she will work with the Marketing Department to roll it out to the public. Ingrid Becton seconded the motion.

The motion carried.

The next order of New Business was the Fund Balance Report 2022. Director Harper reviewed the updated Fund Balance Report. She noted that the Library's financial outlook is strong.

The next order of New Business was the adoption of Annual Resolution for Reserve Funds. Bill Ryan moved:

ADOPTION OF ANNUAL RESOLUTION FOR RESERVE FUNDS

Illinois law requires that the Board designate a purpose for reserve funds each year.

THEREFORE BE IT RESOLVED:

That the **Library Employee Appreciation Fund** be continued for the Elmhurst Public Library in FY 2023, 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 2023, to be used to provide funds for the replacement of all items listed on the Capital Replacement Schedule.

That the **Bond and Interest Fund** be continued for the Elmhurst Public Library in FY 2023, to be used for payment of debt service.

Sue Sadowski seconded the motion.

The motion carried.

The next item of New Business was to approve the Purchasing Policy. Sue Sadowski moved:

THEREFORE BE IT RESOLVED:

That the Purchasing Policy be approved as presented.

Director Harper stated that there were no proposed changes to the Purchasing Policy. Ingrid Becton seconded the motion.

The motion carried.

The next item of New Business was the approval of 2023 Annual Report. Ingrid Becton moved:

THEREFORE BE IT RESOLVED,

That the 2023 Illinois Public Library Annual Report for the Elmhurst Public Library is approved as presented. Director Harper reviewed the report.

Carol Jacobsen seconded the motion.

The motion carried.

There being no Other Business, the meeting was adjourned at 8:21 p.m.