

**MINUTES  
ELMHURST PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, November 15, 2022  
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 November 15, 2022 Regular Meeting of the Board of Trustees to order at 7:01 p.m.

Board members in attendance in the Kossmann Room included: Marsha Baker, Ingrid Becton, Taylor Holop, Carol Jacobsen, Teresa Menolascino, Bill Shanklin, and Sue Sadowski.

Trustees Jane Chornij and Bill Ryan were absent.

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

Staff members in attendance were Civic Engagement Librarian Alyssa Murphy and Head of Kids' Library Mary Smith.

There was no correspondence.

The first order of business was the approval of the minutes of the October 18, 2022 Regular Board of Trustees Meeting. Sue Sadowski moved:

THEREFORE BE IT RESOLVED:

That the minutes of the October 18, 2022 Regular Board of Trustees Meeting be approved as presented.

Taylor Holop seconded the motion. The motion carried.

The next order of business was the approval of the November 15, 2022 Accounts Payable. Sue Sadowski moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the November 15, 2022 Accounts Payable be approved as presented.

Director Harper responded to questions about the invoices. Teresa Menolascino seconded the motion.

The motion carried.

Director Harper discussed the financial reports. She noted that a property tax payment of \$65,396 was received. A replacement tax for \$167,431 and an interest payment for \$7,558 were also received.

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

In the Director's Report, Ms. Harper stated that EPL's management team participated in crisis communication training last month with other community organizations. The training took place at the police station where a crisis management specialist presented us with scenarios and then we discussed how communication channels should work during a crisis. The training was very practical and it was good to get together and learn from each other.

Trustee Ingrid Becton and Director Harper presented the budget to the City Council on Monday, November 7. Director Harper answered a few questions about the Capital Reserve Fund. Mayor Levin commented on how valued the Library is in the community.

The Adult Services re-carpeting project began last week and is expected to be completed sometime in early December. So far, installation is causing minimal disruption to patrons. The Large Meeting Room and Kossmann Room will be completed last.

There was no President's Report.

The first order of Unfinished Business was an update on the Strategic Plan. Department Heads have reviewed the preliminary draft and reworked goals. Director Harper met with Department Heads to go over possible threats to the Library. She went over the threat analysis with the Trustees. Director Harper talked about next steps. The Management Team will meet to synthesize the plan and should have a copy to the Board for review at the January meeting.

The first order of New Business was to meet Mary Smith, Head of the Kids' Department.

The next order of New Business was a Censorship Training with Civic Engagement Librarian, Alyssa Murphy.

The next order of New Business was the approval of the 2023 Salary Scale. Director Harper stated that the Board reviews the salary schedule annually and adjustments are made to maintain competitive salaries. After careful research and analysis, we are proposing a 4% increase to the salary scale in 2023. The minimum wage increase to \$15.00/hour was included in the overall 2023 salary budget that was approved in August. Ingrid Becton moved:

THEREFORE BE IT RESOLVED that the 2023 Salary Schedule will be adjusted by 4.0% to stay current with market movements. The new salary schedule will be effective on January 1, 2023.

Bill Shanklin seconded the motion. The motion carried.

The next order of New Business was the Library insurance approval. Director Harper reviewed the insurance renewal for 11/21/22 – 11/21/23. The Library's Insurance Agent did not go out to bid this

Minutes  
Elmhurst Public Library Board of Trustees  
November 15, 2022  
page 3

year. The policy is currently held by CNA Insurance. There is an increase of \$2,334 over last year. Carol Jacobsen moved:

THEREFORE BE IT RESOLVED:

That administrative staff is authorized to accept the bids for Library insurance coverage for November 2022 through November 2023 from CNA Insurance for property, liability coverage, and workers compensation for a total of \$34,508.

Sue Sadowski seconded the motion.

The motion carried.

The next order of New Business was the approval of staff holiday luncheon. Traditionally, the Board approves the staff holiday luncheon each year. The date for the luncheon is December 13, 2022. The event is catered by an Elmhurst business, and the funds for payment of the luncheon are taken from the Library Appreciation Fund, or the LEA Fund. The LEA Fund was established by an anonymous donor who specified that the money must be spent on staff training or appreciation events. Sue Sadowski moved:

THEREFORE BE IT RESOLVED that the Administrative Staff is authorized to host a holiday luncheon for staff at a cost not to exceed \$1,800.

Ingrid Becton seconded the motion. The motion carried.

There being no Other Business, the meeting was adjourned at 8:31 p.m.