

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, November 21, 2023
Kossmann Room
7:00 PM**

This meeting was held in the Kossmann Room.

President Pro Temp Susan Sadowski called the November 21, 2023 Regular Meeting of the Board of Trustees to order at 7:00 p.m.

Board members in attendance included: Cindy Wellwood Burke, Jane Chornij, Taylor Holop, Susan Sadowski, and Bill Shanklin.

Trustees Marsha Baker, Ingrid Becton, Carol Jacobsen, and Bill Ryan were absent.

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

Visitor Teri Mulcahy was in attendance.

There was no public comment.

There was no correspondence.

The first order of business was the approval of the Minutes of the October 17, 2023 Regular Board of Trustees Meeting. Trustee Wellwood Burke moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the October 17, 2023 Regular Board of Trustees Meeting be approved as presented.

Trustee Chornij seconded the motion. The motion carried.

The next order of business was the approval of the November 21, 2023 Accounts Payable. Trustee Shanklin moved:

THEREFORE BE IT RESOLVED:

That the November 21, 2023 Accounts Payable be approved as presented.

Trustee Chornij 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 \$53,111 and a replacement tax payment of \$103,492 were received.

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

In the Director's Report, Ms. Harper talked about the One Elmhurst program on October 26. The program was very well attended with over 170 people enjoying an evening with local author, Dawn Turner. Ms. Turner talked about her writing process, answered questions about her friends and family members, and let the audience know that she is working on another book.

She also stated that four EPL outreach volunteers were recognized with an award at the Elmhurst Senior Commission Volunteer Awards ceremony on November 9.

There was no President's Report.

The first order of Unfinished Business was approval of Paid Leave for All Act. Director Harper reviewed the changes to the Time Off and Leaves of Absence policy due to the new law. Trustee Shanklin moved:

THEREFORE BE IT RESOLVED:

That the Time Off and Leaves of Absence policy be approved as presented.

Trustee Holop seconded the motion. The motion carried.

The first order of New Business was the 2024 Salary Scale. Director Harper reviewed the updated scale. Trustee Wellwood Burke moved:

THEREFORE BE IT RESOLVED:

That the 2024 Salary Scale be approved as presented.

Trustee Chornij seconded the motion. The motion carried.

The next item of New Business was the Library insurance approval. Director Harper reviewed the insurance bids for 11/21/23 – 11/21/24. She stated that there is an increase to the commercial package of \$2,734 in the bid from our current carrier, Hanover. The increase is due to an increased valuation of replacement costs. Trustee Shanklin moved:

THEREFORE BE IT RESOLVED

That administrative staff is authorized to renew the Library insurance coverage for November 2023 through November 2024 with Hanover Insurance for property, liability coverage, and workers compensation for a total of \$37,701.

Trustee Chornij seconded the motion. The motion carried.

Director Harper stated that there is an increase to the management liability policy of \$225.00. The management liability policy renews on January 9 and we normally renew in December but our agent received the quotes early. Trustee Shanklin moved:

THEREFORE BE IT RESOLVED:

That administrative staff is authorized to renew the management liability insurance from January 2024 – January 2025 for a total of \$6,819.00.

Trustee Wellwood Burke seconded the motion. The motion carried.

The next order of New Business was the approval of the Staff Holiday Luncheon. Director Harper stated that the Board approves the staff holiday luncheon each year. The date for the luncheon is December 12, 2023. The event is catered by an Elmhurst business, and the funds for payment of the luncheon are taken from the Library Employee 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. Trustee Wellwood Burke moved:

THEREFORE BE IT RESOLVED that the Administrative Staff is authorized to host a holiday luncheon for staff at a cost not to exceed \$2,000.

Trustee Holop seconded the motion. The motion carried.

The next order of New Business was the approval of the Solicitation & Selling in the Library policy. Director Harper reviewed the policy and stated there were no updates. Trustee Wellwood Burke moved:

THEREFORE BE IT RESOLVED:

Minutes

Elmhurst Public Library Board of Trustees

November 21, 2023

page 4

That the Solicitation & Selling in the Library policy be approved as presented.

Trustee Shanklin seconded the motion. The motion carried.

There being no Other Business, the meeting was adjourned at 7:36 p.m.