

**Elmhurst Public Library**  
BOARD OF TRUSTEES MEETING  
January 16, 2018

League of Women Voters Observer: Terrence Afenya, Elmhurst College  
Kossmann Room: 7:00 pm

NOTE: All attachments referenced below can be accessed at:  
<http://elmhurstpubliclibrary.org/about-us/administration-board/board-information/>

1. **A Quorum Being Present, President Baker called the meeting to order** at 7:01
2. **Introduction of visitors-** there were two visitors
3. **Public Comments-** No comments were made
4. **Approval of regular meeting minutes-** Unanimous. ATTACHMENT A
5. **Approval of December 31, 2017 and January 16, 2018 accounts payable** Unanimous.  
ATTACHMENT B
6. **Reports**
  - a. **Financial-** The financial budget is focused and on target. ATTACHMENT C
  - b. **Director-** Circulation and program attendance statistics were down in December because of the renovations being made in the kids section of the library. A collection of books that are in the same location as the renovations are currently unavailable. To add to that, the staff for the kids section has decreased the number of programs available. ATTACHMENT D
  - c. **President-** There is nothing to report
7. **Unfinished Business-** Renovations for the kids section of the library are ahead of schedule and will be finished very soon.
8. **New Business**
  - a. **Approval to Scan and Archive Board documents-** Administrative Board unanimously decided to authorize the Millenia Group to scan and archive Board documents at a cost that does not exceed \$3,500. ATTACHMENT E
  - b. **Approval Of Closing Dates for 2018-** All dates for closing in 2018 were approved unanimously.
    - Easter (Sunday, April 01, 1028)
    - Memorial Day ( Monday, May 28, 2018)
    - Independence Day (Wednesday, July 04, 2018)
    - Staff Institute Day (Friday, August 17, 2018)
    - Labor Day (Monday, September 03, 2018)
    - Thanksgiving (Thursday, November 22, 2018)
    - Christmas Eve (Monday, December 24, 2018)
    - Christmas (Tuesday, December 25, 2018)
    - New Year's Day (Tuesday, January 1, 2019)
  - c. **Policy Reviews: Loan Rules, Identity Protection, Social Media**

These policies were reviewed and revised as needed by the Board. Elmhurst Public Library does not use social security numbers for library patrons but social security numbers may be collected from volunteers for background checks. The Identity Protection Policy provides details how those numbers are protected. For social media, it will only be permissible for designated EPL employees to change EPL social media content.

**Meeting adjourned at 8:13 pm**