

ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 20, 2016
Kossmann Room, 7:00 p.m.

LWV observer: A. Armstrong

1. Call to Order Marsha Baker, President
Elmhurst Public Library Board meeting

December 20, 2016

1.Meeting was called to order by President Marsha Baker at 7:00 pm. Three of nine board members were absent thus leaving a quorum.

2.Introductions - Visitors introduced themselves.

3.Public Comment - No public comment.

4.Correspondence - A letter was received but was addressed to an absent trustee.

5.Approval of The Minutes of the November 15 Regular Meeting**. There was unanimous approval of the minutes.

6.Accounts Payable for December 20, 2016 was unanimously approved.

7.REPORTS:

a. Financial - budget will be "under" for the year. The Library will no longer apply for e-rate grant money. It's not worth the staff time to apply.

b. Director - Director Harper has created a marketing committee to promote major, overarching programs. Banners will be purchased to promote the Library in general. They will be displayed outside.

c. President' Report - no report.

8.Unfinished Business

Maker Space - the Director brought an interactive brochure developed to promote the Maker Space. Policy will be reviewed next month. No additional insurance is necessary; it's covered in general liability.

9.New Business –

a. Approval of bids for Makerspace - Bids were reviewed by the Board. Bidders were all prequalified. Trustee Shanklin stated that the lowest bid is not necessarily the best. Director Harper noted that the Library must choose the lowest qualified bid. **Attachment E**** (total bid of \$193,185.49) was unanimously approved.

b. Attachment F for the Approval to Proceed with a Financial/Capital Plan** was presented to the Board. This plan could justify a tax increase down the road if necessary. Trustee Iaconno thought the fee (\$13,750) was high and asked for an additional proposal. Most trustees agreed. The Board will vote next month. I think my presence (LWV Observer) resulted in the trustees agreeing to wait for an additional proposal to have a comparison. Clearly someone watching makes a difference.

c. Attachment G** - Travel Reimbursement Policy in Accordance with the Local Control Travel Expense Control Act. - Trustee Shanklin noted that the meal reimbursement (based on U.S. GSA regulations) was not realistic and would be too low. Director Harper explained that this law has come about because of abuses by employees and trustees of local government entities. The Secretary read the Ordinance aloud. - a motion was made and seconded to establish this ordinance. All Board members present voted "aye."

d. The Board unanimously approved the renewal of the Directors & Officers insurance (Attachment H).**

e. Transfer of LEA fund Annual Interest to the Operating Fund - Board unanimously approved **Attachment I**.**

- f. Approval of Sale of Nonresident Library Cards - Attachment J** was unanimously approved.
- g. Trustee Iaconno read a Resolution (Attachment K)** of Appreciation to the Elmhurst Garden Club.
- h. Approval of staff holiday greeting** - the Board approved the annual recognition of the staff (Attachment L).
- i. The board voted unanimously to approve the 2017 dates for Regular Board Meetings (Attachment M).**
- j. Other** - The Library Director showed pictures of other children's departments & encouraged trustees to visit other libraries to see the remodeling that's been recently done. There may be a group visit to at least one other library next year.

The meeting was adjourned by President Baker at 8:03 pm.

** All Board minutes, agenda and attachments can be accessed online at:
<http://elmhurstpubliclibrary.org/about-us/administration-board/board-information/>