

Elmhurst Library Board Meeting
September 16th, 2014
7:00 pm- 7:53 pm

Observer: Fiona McMahon

Present: President Susan P. Thomas-Sadowski, Vice President Linda K. Wheaton, Secretary Marsha M. Baker, Director Mary Beth Campe, Monica Iacono, William E. Ryan, Teresa Menolascino, Carol Jacobson, Sue Sadowski, Bill Shanklin, Marcy Rodriguez, and Public Information Coordinator Cheryl Moore.

1. President Susan P. Thomas-Sadowski called the meeting to order at 7:00 pm.
2. Public Comment
3. Approval of the Minutes of the August 19, 2014 Regular Meeting
 - A. Motion Carried
4. Approval of the September 16, 2014 Accounts Payable
 - A. Fairly routine.
 - B. The Motion Carried.
5. Reports
 - A. Financial
 1. Tax Payment- revenue all in line
 2. Fuel 112% spent – cost more to heat
 3. Office supplies 102% spent
 - a. The software was being put into the office supplies on accident but that was fixed therefore everything should be right on line
 4. STAFF VS Board
 - a. Only 14 percent spent because the shift of the budget year.
 - B. Director
 1. Library Usage only down 2% similar to most libraries
 2. Digital collections are considered hard checkouts
 3. IT has been busy getting new computers
 - a. Compatible with either Word or Apple
 4. Computer lab is going smoothly
 5. Circulation and tech services are most difficult to get running
 6. All computers will be updated by time renovations are through
 7. Offered classes at the library are pretty full
 8. The PR are collecting user stories
 9. Board member questioned about the fine print blurbs on screen
 - a. These blurbs are getting fixed
 - C. President
 1. There was no Presidents Report.
6. Unfinished Business
 - A. Acceptance of Bids for the Adult Services Project
 1. Threw bid out because one ended up being too expensive
 - a. Checked out the lowest qualified bids- took lowest
 - b. Package #3 thrown out
 - c. Bids came in right on target

1. Final bid that was accepted ended up being a couple thousand dollars cheaper
- d. Middle October construction will start
 1. They will start with the stairs
 2. All books will be moving for teen section then major part of construction will begin.
2. Motion carries.
 - a. Library Director Mary Beth Campe will be sending out emails to keep the board updated.
- B. Approval of the 2015/2016 Annual Budget
 1. Motion to approve Annual budget by Marsha M. Baker and seconded by William E. Ryan.
 - a. Board approved .5 % increase in Levi.
 - b. Bond payment is rolled in with the Levi and was refinanced to save about one hundred thousand dollars in the next year.
 - c. If they were to take it out Bond payment, taxpayers would think that they were going way over the ceiling.
 - d. Property should increase slowly and tax should decrease.
 2. Marybeth took a little money out of part-time and into IMRF.
 - a. Did hire new full time librarian which shifted money from IMRF
 1. Looking to hire full time tec person as well.
 - b. Materials took from books put into digital contact
 - c. City council budget approval then they will report mid October to city council
 3. All approved, motion carried.
- c. Ruth Christensen Trust Donation
 1. Transaction finalized
 2. A donation of 155 thousand dollars was made to the library
 - a. Thank You letters were sent
 - b. They have not heard back from the family about what to use the money for or if they would like to name something in the library in her honor.
 3. Press release is not known yet
 4. She was an Elmhurst Patron
 5. Did not budget any of this money yet because it was unexpected
7. New Business
 - A. Approval to Purchase Lounge Chairs & Tables for the Café Area
 1. Motion to approve Purchases by Bill Shanklin and seconded by Carol Jacobsen
 2. Next year they will budget for new tables
 3. They are giving old shelving units to the library in Waukegan
 4. Everyone approved of new furniture
 - B. Acceptance of the Annual Audit

1. Motion of acceptance of Annual Audit by Monica Iacono and seconded by Bill Shanklin

- a. Fund balance pages will match up by the end of the year.
- b. End of year ours is cash based, city is modified approval based, therefore it might look like we don't match up in numbers.
- c. Management letter points out deficiencies, no weakness of us.

2. Motion carries.

C. Other

1. Signing up for study rooms online

a. Problem: Want to only be able to allow cardholders to sign up for study rooms

b. Hoping to hear good news from Program people soon.

8. President Susan P. Thomas-Sadowski called the meeting over at 7:53 pm.