

ELMHURST PUBLIC LIBRARY

BOARD OF TRUSTEES

October 18, 2016

Kossmann Room, 7:00 p.m.

LWV observer: B. Lipton

Note: All starred items can be accessed at the EPL website, URL listed below

1. **Call to Order** Marsha Baker, President

All Trustees present (Trustee Ryan 10 minutes late). 2 visitors; 3 staff (Library Director, Assistant Director, Ms. Andreuccetti)

2. **Public Comment** None

3. **Approval of the Minutes of the September 20, 2016 Regular Meeting **ATTACHMENT A** **Approval of the Minutes of the September 20, 2016 Executive Session Meeting**

Both approved unanimously

4. **Approval of the October 18, 2016 Accounts Payable ** ATTACHMENT B**

Trustee Sadowski noted that \$496 was spent on legal fees. She asked about expenditures for the new upstairs furniture and architectural fees for downstairs. Report approved unanimously

5. **Reports**

a. **Financial **ATTACHMENT C**

With 75% of the year elapsed, financials are about where they were expected to be. Donations are down at 44% of expected, but that is partly due to the fact that several large anonymous donations typically come in at the end of the year.

b. **Director **ATTACHMENT D**

She led three book discussions this and found it an enlightening experience. It was unique to be able to see the dynamics of three different groups and see how each group and each person's perspective is different.

Both check out statistics and visitor counts were down this month, but we are still up 5% for the year in visitor counts. It is interesting to note the increase in digital material checkout. Digital material circulation continues to increase about 10% each month, confirming the library's commitment to provide more digital content.

The Director is exploring adding new services; making the library fine free and/or processing passport applications at the library. Several libraries have done this and have found it to be a welcome service. Patrons like the expanded hours over going to the Post Office, and passport services have provided a source of revenue.

The Illinois Library Assoc. meeting is going on this week. Several staff attended today, and the Director will attend tomorrow. The Friends of the Library annual meeting will be Nov. 10 at the Wilder Mansion. Finally, the staff Maker Faire is on Thursday, Nov. 3.

c. **President** She also attended a library conference recently, where there was a presentation on libraries that provide passport services.

6. **Unfinished Business: Makerspace**

The bids came in much higher than expected; the lowest total was \$46,000 over expected, so the Director didn't bring any bids to the meeting. The plumbing bid was unusually high. The staff will reconsider plans and figure out where cuts or substitutions can be made to save costs. At the next meeting the Board will need to formally reject the current bids and then the new plans can go out for bids hopefully in a more widely circulated paper. This should set the project back by only about 6 weeks if the new RFPs go out in mid-December.

7. **New Business:**

a. **Confidentiality of Records, Complaints from the Public **ATTACHMENT E**

The result of these Policy Reviews was some changed language to align with current practice.

b. Meet Rita Andreuccetti who manages human resources, payroll, and other key administrative functions. She explained her many roles in the Library.

8. Other

a. Immaculate Conception parish invited the Library community to attend the re-dedication of the Dyer Family Resource Center, Sunday, Nov. 5

b. The Asst. Director requested that Trustees review Board policies as a requirement for ProCapita; these will be discussed next meeting.

c. The Director has not heard anything from Mr. McCampbell since the Library's attorney reached out to him. Apparently his son has not been seen in the library this month.

d. The Director would like to get a start on the new Kids Project; she will bring the architectural consultant to the next meeting to just begin to talk through what is thought to be needed/ wanted.

ADJOURNMENT 8:10 pm

** All Board minutes, agenda and attachments can be accessed online at:

<http://elmhurstpubliclibrary.org/about-us/administration-board/board-information/>