

ATTACHMENT A

**MINUTES**  
**ELMHURST PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Tuesday, December 16, 2025**  
**Kossmann Room**  
**7:00 PM**

President Cindy Wellwood called the December 16, 2025 Regular Meeting of the Board of Trustees to order at 7:00 p.m.

Board members in attendance included: Marsha Baker, Ingrid Becton, Jane Chornij, Carol Jacobsen, Taylor Holop, Bill Ryan, Sue Sadowski, and Bill Shanklin.

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

There were no visitors.

There was no correspondence.

The first order of business was the approval of the Minutes of the November 18, 2025 Regular Board of Trustees Meeting. Trustee Baker moved:

**THEREFORE BE IT RESOLVED:**

That the Minutes of the November 18, 2025 Regular Board of Trustees Meeting be approved as presented.

Trustee Sadowski seconded the motion. The motion carried.

The next order of business was the approval of the December 16, 2025 Accounts Payable. Trustee Becton moved:

**THEREFORE BE IT RESOLVED:**

That the December 16, 2025 Accounts Payable be approved as presented.

Trustee Shanklin seconded the motion. Director Harper answered several questions about the invoices. The motion carried.

Director Harper reviewed the financial reports and stated that replacement tax collections may be lower than budgeted. She also noted that interest income exceeded budgeted amounts. Director Harper then answered several questions from the Board.

Ms. Harper reviewed the expenditure lines and noted that Health Insurance is projected to be over budget. Additionally, Director & Officers Insurance and Property and Liability Insurance experienced increases due to a universal rise in insurance costs.

In the Director's Report, Ms. Harper stated that Mike Bradley was hired as the new Circulation Manager. He will start on December 31.

She stated that she and Will Cotton, Head of Facilities, met with an engineer to discuss drafting the bid specifications for the HVAC replacement project. The project is expected to take several months, including writing and issuing bids, awarding contracts, and completing the system replacement. If the process begins in January or February, with replacement starting in September, the project may be completed by November.

President Wellwood spoke about the December 2 legislative meetup where she met Illinois Representative and former city council member, Marti Deuter.

The first order of Unfinished Business was the patio renovation. Director Harper stated that the project is just about done. There are a few picnic tables for the kids' side that will be delivered in December. Staff are looking ahead to next spring or early summer for the debut party.

The first order of New Business was the transfer of the LEA Fund Annual Interest to the Operating Fund. Director Harper stated that under the terms of the agreement with the anonymous donor, the Board of Trustees must spend, at a minimum, all of the annual interest from the Library Employee Appreciation Fund. This year's interest as of 12/08/2025 is approximately \$224.49. The annual interest has been spent on staff enrichment. The Board must now approve transferring the interest to the Operating Fund. Trustee Sadowski moved:

**THEREFORE BE IT RESOLVED**

That the interest earned in the Library Employee Appreciation Fund for FY 2025 be transferred to the Operating Fund to cover expenditures this fiscal year.

Trustee Jacobsen seconded the motion. The motion carried.

The next order of New Business was the approval of the Sale of Nonresident Library cards. Currently, EPL sells nonresident cards to people living in unincorporated areas north and south of Elmhurst within the boundaries of District 205. To calculate a fee for this service, staff apply the library tax rate paid by Elmhurst residents to the equalized assessed valuation on the property tax bill of nonresidents. Trustee Baker moved:

THEREFORE BE IT RESOLVED

That, effective January 1, 2026, the Elmhurst Public Library will provide library cards to people without public library service living within the boundaries of Elmhurst Community Unit School District 205 by applying the same tax rate paid by Elmhurst homeowners to the equalized assessed valuation of nonresident property. For this same service, renters will pay a fee equal to 20% of one month's rent.

Trustee Jacobsen seconded the motion. The motion carried.

The next order of New Business was the establishment of the 2026 Regular Monthly Board Meetings. Trustee Ryan moved:

THEREFORE BE IT RESOLVED:

That the 2026 Regular Monthly Board Meetings be approved as presented.

Tuesday, January 20, 2026	7:00 p.m.	Kossmann Room
Tuesday, February 17, 2026	7:00 p.m.	Kossmann Room
Tuesday, March 17, 2026	7:00 p.m.	Kossmann Room
Tuesday, April 21, 2026	7:00 p.m.	Kossmann Room
Tuesday, May 19, 2026	7:00 p.m.	Kossmann Room
Tuesday, June 16, 2026	7:00 p.m.	Kossmann Room
Tuesday, July 21, 2026	7:00 p.m.	Kossmann Room
Tuesday, August 18, 2026	7:00 p.m.	Kossmann Room
Tuesday, September 15, 2026	7:00 p.m.	Kossmann Room
Tuesday, October 20, 2026	7:00 p.m.	Kossmann Room
Tuesday, November 17, 2026	7:00 p.m.	Kossmann Room
Tuesday, December 15, 2026	7:00 p.m.	Kossmann Room

Trustee Shanklin seconded the motion. The motion carried.

The next order of New Business was the approval of Closing Dates for 2026. Trustee Becton moved:

THEREFORE BE IT RESOLVED.

That the following is a list of the days the Library will be closed.

- New Year's Day (Thursday, January 1, 2026)
- Easter (Sunday, April 5, 2026)
- Memorial Day (Monday, May 25, 2026)
- Independence Day (Saturday, July 4, 2026)

- Staff Institute Day (Friday, August 7, 2026)
- Labor Day (Monday, September 7, 2026)
- Thanksgiving (Thursday, November 26, 2026)
- Christmas Eve (Thursday, December 24, 2026)
- Christmas Day (Friday, December 25, 2026)
- New Year's Eve (Thursday, December 31, 2026 at 5:00 PM

Trustee Holop seconded the motion. The motion carried.

The next order of New Business was the Directors and Officers Insurance Renewal. Director Harper stated that the D & O Insurance Policy renews on January 9, 2026. The premium for one year is \$6,751.00. Trustee Ryan moved:

**THEREFORE BE IT RESOLVED**

That the Directors and Officers Insurance Renewal for the period of 1/9/2026 – 1/9/2027 is approved for \$7,153.00.

Trustee Sadowski seconded the motion. The motion carried.

The next order of New Business was the Per Capita Grant. Assistant Director Rodriguez discussed the application and the standards.

There being no Other Business, the meeting was adjourned at 7:25 p.m.