ATTACHMENT A

MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, October 20, 2026
Kossmann Room
7:00 PM

President Cindy Wellwood called the October 20, 2026 Regular Meeting of the Board of Trustees to order at 7:00 p.m.

Board members in attendance included Jane Chornij, Taylor Holop, Carol Jacobsen, Bill Ryan, Susan Sadowski, and Bill Shanklin.

Trustees Marsha Baker and Ingrid Becton were absent.

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

There were no visitors in attendance.

There was no other correspondence.

The first order of business was the approval of the Minutes of September 15, 2026 Regular Board of Trustees Meeting. Trustee Shanklin moved:

THEREFORE BE IT RESOLVED:

> That the Minutes of the September 15, 2026 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 October 20, 2026 Accounts Payable. Trustee Shanklin moved:

THEREFORE BE IT RESOLVED:

> That the October 20, 2026 Accounts Payable be approved as presented.

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

Director Harper reviewed the financial reports and stated that a property tax payment of $2,929,366 was received. She noted that under Other Income, in the Donation line, there was an entry of $22,361, which is a disbursement from Elmhurst's North York Street TIF 4 District. This is for the years 2024, 2025, and 2026.

Director Harper pointed out that under Contractual Services, the Auto Circ Syst line is over budget. It will be corrected by journal entries before the end of the year. Under Other Expenses, the Contingency line shows it's over budget. This is due to credit card fees from Square, which are difficult to predict and will be adjusted during next year's budget process. She also noted Under Capital Outlay, in the Equipment Line, an entry for $8,505 for the embroidery machine. Director Harper then answered several questions from the Board.

In the Director's Report, Ms. Harper stated that One Book, One Elmhurst is off to a great start, with copies of the book checking out more than 600 times so far. The virtual author visit will take place in November. She also thanked the Friends of the Library for their continued sponsorship of this popular community reading program.

Director Harper noted that the new embroidery machine has arrived and staff are busy testing it and learning how to use it before introducing it to patrons. The new café chairs for the Lobby also arrived. The chairs are sturdy enough to withstand the heavy use of this busy area. She also attended a meeting with the Backyard Caucus where the Library received a $500 donation.

In the President's Report, Ms. Wellwood stated that she and Mary Beth will be at the budget presentation on November 2 to City Council.

The first order of Unfinished Business was the approval of Commissioning Services for HVAC Project. Director Harper stated that commissioning needs to be done by a 3rd party hired directly by the Library. Commissioning could not be included in the scope of work that was included in the bid documents. Director Harper also gave an update on the project, which is projected to be completed in November. Trustee Sadowski moved:

THEREFORE BE IT RESOLVED

> That Administrative staff accept the bid for commissioning from Alpha Commissioning Engineers INC. for a cost not to exceed $12,500.

Trustee Jacobsen seconded the motion.

The next order of Unfinished Business was the approval to purchase cottonwood screens for the rooftop unit chiller. Director Harper stated that the original bid for the new HVAC system did not include screens to block cottonwood debris from collecting on the rooftop air handler units or the chiller. Due to the amount of cottonwood debris that collects on our current system, it is prudent to install screens. Trustee Jacobsen moved:

THEREFORE BE IT RESOLVED

That Administrative staff is authorized to approve Change Order #1 to purchase and install cottonwood screens on the air handler and chiller at a cost not to exceed $14,126.

Trustee Shanklin seconded the motion. After further discussion, the cost for the chiller screens is $14,126 and the cost for the rooftop unit screens is $3,268. Trustee Holop moved:

THEREFORE BE IT RESOLVED

That Administrative staff is authorized to approve Change Order #1 to purchase and install cottonwood screens for an additional $3,268 to cover the rooftop unit screens.

Trustee Chornij seconded the motion. The motion carried.

The first order of New Business was the insurance renewal and quotes. Director Harper reviewed the quotes. After some discussion, Trustee Ryan moved:

THEREFORE BE IT RESOLVED:

That the administrative staff is authorized to accept the bids for Library insurance coverage for November 2026 through November 2027 from Hanover Insurance for property, liability coverage and workers compensation for a total of $48,851.

Trustee Jacobsen seconded the motion. The motion carried. Trustee Holop asked about cyber insurance. Director Harper stated that it was discussed during the meeting with the insurance agent. She will have more information at next month's meeting.

The next order of New Business was the review of the Community Information and Internet policies. Director Harper reviewed each policy. Trustee Ryan moved:

THEREFORE BE IT RESOLVED that the Community Information-Distribution and Posting policy be approved as presented.

Trustee Jacobsen seconded the motion. The motion carried.

Trustee Sadowski moved:

THEREFORE BE IT RESOLVED that the Internet Access policy be approved as presented.

Trustee Jacobsen seconded the motion. The motion carried.

There being no Other Business, the meeting was adjourned at 7:40 p.m.