

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, September 20, 2016
Kossmann Room, 7:00 p.m.**

President Marsha Baker, called the September 20, 2016 Regular meeting of the Board of Trustees to order at 7:00 p.m. in the Kossmann Room.

Board members in attendance included, Monica Iacono, Ingrid Becton, Carol Jacobsen, Teresa Menolascino (arrived at 7:26 p.m.), Susan Sadowski, and William Shanklin. William Ryan was absent. Also in attendance were Library Director Mary Beth Harper, Assistant Director Marcy Rodriguez, and Administration/HR Manager Rita Andreuccetti.

Visitors in attendance were Head of Adult Services Bryan Blank, Outreach and Assistive Technology Librarian Kristin Sanderson, and League of Women Voters representative Annette Armstrong.

The first order of business was the approval of the Minutes of the August 16, 2016 Annual Board of Trustees Meeting. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the August 16, 2016 Annual Board of Trustees Meeting be approved as corrected.

Monica Iacono seconded the motion. The motion carried.

The next order of business was the approval of the Minutes of the August 16, 2016 Regular Board of Trustees Meeting. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the August 16, 2016 Regular Board of Trustees Meeting be approved as presented.

Ingrid Becton seconded the motion. The motion carried.

The next order of business was the approval of the September 20, 2016 Accounts Payable. William Shanklin moved:

THEREFORE BE IT RESOLVED:

That the September 20, 2016 Accounts Payable be approved as presented.

Director Harper responded to questions about the invoices. The motion carried.

Director Harper distributed the monthly credit card statements and the small check register. Ms. Harper presented the revenue and expenditure reports. On the revenue report, she noted that the Library received another property tax payment and a replacement tax payment.

On the expenditure report, Ms. Harper noted that most of the lines are cresting on target. Ms. Harper answered several questions from the Board.

In the Director's Report, Ms. Harper stated that the League of Women Voters will host a Community Leaders event on Thursday at the Library. Director Harper noted that the Illinois Library Association Conference will be October 18-20. Circulation statistics were down 3% in August. She noted that this trend is happening across libraries. Program attendance continues to increase, up 33% in this month. Ms. Harper followed up with a suggestion from Trustee Jacobsen about starting a "One Book One Community" book club. She noted that in the next *Fine Print*, patrons will be given an opportunity to vote to choose the 2017 "One Book One Community" title from a list of six books. The selection will be announced in the spring.

There was no President's report.

The first order of Unfinished Business was the makerspace and not Adult Services Renovation. Director Harper noted that there was a walk-through of the basement with contractors today.

The first order of New Business was the review of training that staff members have participated in to help them provide better service to patrons with special needs. Director Harper went over her report. She stated that the Library will continue to seek out more staff training. Outreach and Assistive Technology Librarian, Kristin Sanderson, talked about the various programs and special collections available for people with disabilities. Ms. Harper and Ms. Sanderson answered several questions.

The next order of New Business was the presentation of the Head of Adult Services, Bryan Blank.

The next order of New Business were policy reviews. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That the Materials Availability be approved as presented.

5.4

MATERIALS AVAILABILITY

When material needed by an eligible borrower* is not available (not owned or not on shelf) at the Elmhurst Public Library (EPL), the borrower may place a request for this material. When the material is available for checkout, the borrower will be notified that the material will be held for a specified period of time to be determined by Library staff.

The loan period for items received from other libraries is determined by the lending library. The borrower is responsible for overdue fines and charges for lost or damaged materials received from other libraries. These fines and fees, determined by the lending library, may be higher those charged by EPL. All interlibrary loan requests filled within Illinois will be at no charge to the requesting patron. Individuals will be charged a reasonable fee (to be determined by administrative staff) for out-of-state interlibrary loan requests to cover lending library fees and mailing expenses for this material. Individuals will be charged a reasonable fee (to be determined by administrative staff) for all photocopy requests.

**Eligible borrowers are EPL cardholders and cardholders from libraries with reciprocal borrowing privileges who work or own taxable property in Elmhurst.*

EPL participates in the statewide Reciprocal Borrowing (RBP) which allows an EPL cardholder to check out materials from other participating libraries throughout the state. ~~A list of those libraries that do not participate is available at the Circulation Desk.~~ Individuals are responsible for charges and fees for lost, damaged, or late returned RBP materials.

Elmhurst Public Library honors reciprocal borrower cards from cooperating intersystem and intrasystem libraries.

Ingrid Becton seconded the motion. The motion carried.

Ingrid Becton moved:

THEREFORE BE IT RESOLVED:

That the Overdue and/or Claimed Returned Materials be approved with no changes.

5.5

OVERDUE AND/OR CLAIMED RETURNED MATERIALS

The Library Director is authorized to set fines for overdue materials. In order to encourage return of long overdue material, moderate maximum fines will be charged. Information on fines is available at the Circulation Desk and on the Library's web site.

Overdue notices are sent to individuals two weeks after material is due. If material has not been returned six weeks after the due date, a final bill for material is mailed. In addition to overdue notices, individuals who add an email address to their Library record may receive notification 3 days before most items are due. This "courtesy notice" is a reminder to renew or return materials before the due date. Individuals are responsible for returning materials on time whether or not notices are received.

Borrowing privileges are suspended when material becomes six weeks overdue. Reinstatement of borrowing privileges occurs when the individual returns the overdue material and pays the accumulated fines or when the price of the item along with the processing fee is paid in full.

Borrowing privileges are also suspended when fines have accumulated to an amount to be set by the Library Director.

Accounts with \$50 or more in billed materials will be referred to a collection agency.

When a person informs the Library that material has been returned that the Library has no record of receiving, the individual will be held responsible for the material until it is returned or until the full price of the material along with the processing fee has been paid. The Library will assist individuals in these cases by searching the shelves for the material and notifying them of the results of the search.

Return of Library materials is of great importance, and any procedure that the Library follows in an individual case will be in keeping with this philosophy.

Bill Shanklin seconded the motion. The motion carried.

Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the Policy on Use of Meeting Rooms be approved with no changes.

3.14

POLICY ON USE OF MEETING ROOMS

The Elmhurst Public Library welcomes the use of its meeting rooms for use by community groups when such use will not interfere with the primary functions of the Library. As a limited public forum, Library meeting room use will not be denied to any person or organization because of race, creed or color. The Library Board subscribes to the tenets of the Library Bill of Rights, which states in part: "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Use of the meeting room does not constitute Library endorsement of the viewpoints expressed by the participants in the programs.

First priority for use of the meeting rooms is given to Library-sponsored meetings or programs. The following groups also may use meeting rooms for cultural, civic, and informal educational purposes:

- Library-related groups
- Elmhurst governmental organizations
- Elmhurst not-for-profit organizations or corporations.
- Elmhurst non-business related local clubs or organizations
- Elmhurst businesses (for a fee).

Meeting rooms may not be used for gatherings of a purely social nature.

In each case, an adult Elmhurst Public Library cardholder must take responsibility for the group's use of the room by signing a reservation and use agreement. All users are responsible for complying with the provisions of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.

All meetings must be open to the public, and groups may not charge admission nor solicit or require donations for their meetings. No products or services may be promoted, solicited or sold except at Library-sponsored events.

Meetings shall not interfere with the public's use of the Library in any way. Examples of such interference include, but are not limited to, excessive size, noise, activity outside the meeting room, or any other disturbance that violates the Public Conduct Policy. Library administrative staff is authorized to deny use of a meeting room at their sole discretion based on the anticipated availability of parking space at the requested time or other factors which may impair the public's access to library services.

The Library reserves the right to modify this policy and to cancel any reservation due to unforeseen circumstances. The Library may also cancel a group's reservation(s) if the meeting room policy is violated.

The Library Director is authorized to establish reasonable regulations governing use of the meeting rooms and related fees.

MEETING ROOM REGULATIONS

Reservations:

- Meeting rooms may be reserved only by a person with an Elmhurst Public Library card in good standing. This contact person is responsible for the room. He or she should be present at the library before staff will open the meeting room to the group, and he or she should be present throughout the scheduled meeting. A second responsible party should be designated on the reservation form to ensure the group's access to the room.
- Meeting rooms should be reserved at least one week in advance.
- The Library will take reservations for the small meeting room starting the first Monday in May for the period September 1 to August 31.
- The large meeting room may be reserved up to 90 days in advance.
- Subject to capacity and the availability of staff to assist, non-profit groups may reserve the Computer Lab for training. Reservations may be made for the Computer Lab no more than 60 days and no less than one week in advance.
- Meeting Room Use Agreement forms must be submitted to the Office Manager through the mail, by fax or in person Monday through Friday from 9 a.m. to 5:30 p.m.
- Reservations are not final until confirmed in writing by Library staff.
- Reservations will be taken on a first come, first served basis.

- A group or individual may reserve a maximum of 12 repeating dates per year in Library meeting rooms (September 1-August 31). Additional dates may be reserved depending upon availability.
- The contact person should notify the Library of a cancellation as soon as possible but no less than 24 hours in advance. Repeated cancellations or unused reservations (2 or more within a 12-month period) will result in denial of meeting room use.

Fees:

- Library-related groups, Elmhurst governmental organizations, non-profit groups (as defined by 805 ILCS 105) and non-business related local clubs and organizations may use the meeting rooms free of charge.
- Elmhurst businesses will be charged a fee of \$25.00 to use the meeting rooms.
- Any group may use the meeting room sound system and microphones free of charge if requested in advance and subject to availability
- The meeting rooms have wireless access and laptop projection capabilities for individuals who bring their laptop.
- Elmhurst non-profit groups will be charged a fee of \$50.00 to use the Computer Lab, and Elmhurst businesses will be charged a fee of \$100.00 to use the Computer Lab.

Hours:

Meetings may be scheduled during the following times:

- Monday – Friday: 9:30 a.m. – 8:30 p.m.
- Saturday: 9:30 a.m. – 4:30 p.m.
- Sunday: 1:30 p.m. – 4:30 p.m.

Groups may arrive at the meeting room up to 30 minutes before the meeting begins and must leave the room no later than 30 minutes after the meeting is scheduled to end. All meeting rooms must be vacated by closing time.

Clean-up:

- The room must be returned to its original condition at the end of the meeting. A fee commensurate with the work required, but not less than \$25, will be charged if the room is not left in its original condition or the pantry and serving utensils are not clean. The organization will be barred from further use of the room and the contact person's library card will be blocked until any such fees are paid.

Damage:

- No alterations may be made to the room, and nothing may be attached to the walls.

- No flames of any kind are permitted, including lit candles and Sterno cooking fuel.
- Costs for damage resulting from use of the meeting room that requires replacement or professional cleaning will be the responsibility of the contact person. The organization will be barred from further use of the room and the contact person's library card will be blocked until such damages are paid.

Publicity:

- All publicity must state that the Elmhurst Public Library is not a sponsor of the organization's program.

Regular Use by Groups:

- Groups may not use the Library's address or phone number as the organization's contact point.
- Groups may not store any items at the Library.

Food:

- Only non-alcoholic beverages and cold food such as light snacks or box lunches may be served in the meeting rooms. Catered meals, other than box lunches, and food preparation are not permitted. Hotplates, Sterno cooking fuel, and other products that are used to heat food are prohibited.
- All supplies must be provided by the organization.
- No food is permitted in the Computer Lab
- Call 630-300-4755 to arrange catering of coffee and/or pastries by More Than Mocha, located in the library lobby.

Pantry:

- Only one group at a time may reserve the pantry.
- Use of the pantry includes use of coffee pot, hot water pot and a limited number of serving trays and utensils.
- You must bring your own coffee grounds and filters.

Supervision:

- Adequate supervision by at least one adult per 10 children must be provided for groups of young people less than 18 years of age.

Staff Assistance:

- Meeting rooms and any equipment will be set up in advance as requested on the Meeting Room Use Agreement form.

- The Large Meeting Room may be divided in half. The room will stay divided throughout the entire meeting. Contact the Office Manager to request that the room be divided.
- Room setups and equipment will not be changed on the day of the meeting.

Penalties:

- Failure to comply with the above regulations will result in loss of meeting room privileges.
- In the case of a serious disturbance, the group will be asked to vacate the room immediately, and the police will be called.

Teresa Menolascino seconded the motion. The motion carried.

Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That the Library Cards policy be approved as presented.

5.1.1

LIBRARY CARDS

Eligibility Requirement

The following persons are eligible for an Elmhurst Public Library card, which provides full borrowing privileges at the Elmhurst Public Library and reciprocal borrowing privileges at cooperating Illinois libraries:

- 1) **Residents** of the City of Elmhurst. Identification with proof of residency is required at the time of application. Post office boxes are not acceptable as mailing addresses without proof of residency. These cards are valid for ~~2~~ **4** years.
- 2) **Elmhurst College Students living on campus.** These students will be issued an Elmhurst Public Library card valid for one semester. This card entitles these students to full borrowing privileges at the Elmhurst Public Library, and the Elmhurst College Library will be responsible for all losses incurred by these students. (Note: Students living in an area served by another public library which has reciprocal borrowing privileges with EPL may use that card.)
- 3) **Elmhurst Businesses and Non-Profit Organizations** that are located in incorporated Elmhurst are issued a specialized local use only card designed to support the local businesses that are part of this dynamic community. Elmhurst Business cardholders are extended many of the privileges of Elmhurst residents. Business cardholders have access to databases, computers, meeting rooms, study rooms, materials, and professional research support. An authorized agent of the business must submit the request for a card on business letterhead, ~~and supply a copy of their lease or property tax bill.~~ **and may be asked to provide further information to verify that their Business**

is in Elmhurst. The business or non-profit corporation is responsible for any overdue or Library item charges that accrue on the account. The card must be renewed annually.

- 4) Any **nonresident**, who as an individual, partner, principal stockholder or joint owner of **taxable property** within Elmhurst This non-resident privilege shall be extended to only one person (the first applicant) for each parcel of taxable property. Personal identification and presentation of a current tax bill receipt are required at the time of application. These cards are valid for one year.

- 5) **Nonresident staff members** of the Elmhurst Public Library may be issued a library card. These cards are valid as long as the person is employed at the library.

- 6) **Nonresidents Living in Unincorporated Areas of Elmhurst Community Unit School District 205.** Under the provisions of state law, the Elmhurst Public Library Board of Trustees has approved issuing library cards to nonresidents living in unincorporated areas of Elmhurst Community Unit School District 205 for a fee. This fee will be determined using the Tax Bill Methods (23 Ad. Code 3050.60(b)) established by the Illinois State Library. In the case of rental property, the fee will be 20% of the monthly rent. This nonresident fee entitles the individual and any immediate family members living at the same address to a library card with full borrowing privileges, including reciprocal borrowing, valid for one year.

All Elmhurst Public Library cardholders are bound by the rules and regulations established by the Board of Trustees. An Elmhurst cardholder accepts full responsibility for all materials checked out on that card. Though there is no minimum age requirement to receive a library card, a child below high school age who applies for a library card must have the application signed by a parent or guardian who agrees to take financial responsibility for lost, damaged or overdue materials. Parents or guardians are responsible for determining the suitability of library materials for their children.

Ingrid Becton seconded the motion. The motion carried.

Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the Payment for Goods and Services policy be approved as presented.

4.4

PAYMENT FOR GOODS AND SERVICES

All invoices for goods and services received by the Library must be reviewed and approved by designated staff to verify receipt and price. The associated vouchers for payment will be reviewed and approved by the Director or Assistant Director. In order for invoices to be paid promptly and necessary purchases to be made in a timely manner, the following procedures will apply:

Primary Check Run

Whenever possible, invoices will be paid through the primary check run, which is closed out the week before the monthly Board meeting. The list of checks in the primary check run is presented to the Board for approval prior to payment.

Secondary Check Run

Invoices under \$250 may be included in a secondary check run scheduled to coincide with City of Elmhurst accounts payable processing. The list of checks in the secondary check run is presented to the Board for review at their monthly meeting.

Interim Checks

Invoices or prepayments which are due immediately may be paid by interim check authorized by the Director or Assistant Director and processed by the City of Elmhurst. These checks will be listed in the next check run for Board review. Due to the extra work required of City of Elmhurst staff, interim checks will be used only when absolutely necessary.

Credit Card

The Director, Assistant Director, **Head of ADS**, and Head of Technical Services are authorized to make purchases for the Library with City of Elmhurst credit cards in cases where a vendor will not accept a purchase order or payment cannot be made by check in a timely manner. Documentation of all such purchases will be provided to the City of Elmhurst Finance Department and also retained in the Administrative Office for review. A list of all credit card charges will be presented to the Library Board at their monthly meeting.

Petty Cash

The Library will maintain a petty cash fund of \$500 for small purchases. The funds will be in the safekeeping of the ~~Office Manager~~ **Administration and HR Manager**, who will record all payments and replenish the fund each month. All payments will be approved by the Director or Assistant Director prior to disbursement.

Ingrid Becton seconded the motion. The motion carried.

The next order of New Business was the Approval to Destroy Closed Session Recordings: 7/19/2012, 8/20/2013, and 7/15/2014. Ingrid Becton moved:

THEREFORE BE IT RESOLVED:

That the recordings of Executive Sessions Dated: 7/19/2012, 8/20/2013, and 7/15/2014 are approved for destruction.

Susan Sadowski seconded the motion. The motion carried.

The next order of New Business Other was the administration of the oath of office to newly reappointed Trustee member William Shanklin. Secretary Ingrid Becton administered the oath.

At 8:16 p.m. President Marsha Baker asked for a motion to go into Executive Session. Susan Sadowski moved:

To go into Executive Session under 5 ILCS 120/2(c)(1) to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

Teresa Menolascino seconded the motion, and roll call vote was taken:

Susan Sadowski Aye
Bill Shanklin Aye
Ingrid Becton Aye
Monica Iacono Aye
Teresa Menolascino Aye
Carol Jacobsen Aye
Marsha Baker Aye
William Ryan Absent

Motion carried.

The Board moved back to Regular Session at 8:21 p.m.

The next order of Other New Business was the Staff Maker Faire on November 3, 2016 in the Kossmann Room. Director Harper welcomed the Board of Trustees to participate.

There being no Other New Business, the meeting was adjourned at 8:26 p.m.