

**MINUTES  
ELMHURST PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, January 17, 2017  
Kossmann Room, 7:00 p.m.**

President Marsha Baker, called the January 17, 2017 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, Susan Sadowski, Teresa Menolascino, Carol Jacobsen, William Shanklin and Francesca Irion. William Ryan was absent. Also in attendance were Library Director Mary Beth Harper, Assistant Director Marcy Rodriguez and Administration/HR Manager Rita Andreuccetti.

Visitor in attendance was League of Women Voters representative Annette Armstrong.

There was no public comment.

The first order of business was the approval of the Minutes of the December 20, 2016 Regular Board of Trustees Meeting. Monica Iacono moved:

**THEREFORE BE IT RESOLVED:**

That the Minutes of the December 20, 2016 Regular Board of Trustees Meeting be approved as presented.

Carol Jacobsen seconded the motion. The motion carried.

The next order of business were the approvals of the December 31, 2016 and January 17, 2017Accounts Payables. Monica Iacono moved:

**THEREFORE BE IT RESOLVED:**

That the December 31, 2016 and January 17, 2017Accounts Payables be approved as presented.

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

Director Harper distributed the monthly credit card statements and the small check register. Ms. Harper presented the revenue and expenditure reports and recapped the year. On the revenue report, she noted that the Library received 101% both in property taxes and replacement taxes. Copier revenue was up due to fees from the 3D printer and poster printer copies. The City transferred in \$63,363 from the Gavin Fund to the General Fund. The Gavin Fund was closed out. Reserves in the Working Cash Fund were transferred to the General Fund and the Working Cash

Fund was closed. A transfer occurred early in the year and a second transfer was done at the end of the year.

On the expenditure report, Ms. Harper went over each of the lines. She reminded the board that the City reports on an accrual basis of accounting, while the Library reports on a cash basis. She went over the budget lines that were overspent including, the Auto Circ System, programs, telephone, water, other non-print, grounds, and rental. Overall the budget will not crest over and next year's budget lines have been adjusted accordingly. Ms. Harper answered several questions from the Board.

In the Director's Report, Ms. Harper provided a review of usage statistics for the year. Circulation statistics were down 1% and visitor counts were up by 3%. Meeting room usage was up 35% and program attendance up 28%.

Trustee Becton asked about study for finals. Director Harper stated that staff will change the program to make it more manageable.

Ms. Harper updated the board on the financial study. In December the board asked for a second proposal of a Financial Plan/Capital Plan. Director Harper stated that there is not another company that does this work for libraries. Libraries are a small niche compared to schools and municipalities. She will have a sample engineering study and other information next month.

She went on to say that next month there will also be a formal presentation on becoming a passport facility. Head of Circulation, Sam Cresswell will be at the board meeting to discuss it.

There was no President's report.

The first order of Unfinished Business was the Makerspace policy. Monica Iacono moved:

THEREFORE BE IT RESOLVED THAT the Makerspace policy be approved as amended.

**Library Makerspace**

3.19

The Makery at the Elmhurst Public Library provides a hands-on creative space for patrons to invent, collaborate, and design as they transform their ideas into reality. The Makery is reserved specifically for the use of creating. Patrons may use other areas in the Library to read, relax, or do other work not related to DIY projects.

**Eligibility**

The Makery is open to Elmhurst Public Library patrons only. Elmhurst Public Library Makery patrons are defined as: Elmhurst residents, District 205 students, District 205 teachers, Work Perks cardholders, business cardholders, and Elmhurst College students. Guests accompanying Elmhurst patrons may use the space for certain programs, clubs, and activities at the discretion of Library staff.

Adult supervision is required for anyone below the age of middle school.

### **Use of Machinery/Equipment**

Patrons may check out machines and equipment for use in the Makery with a valid Elmhurst Public Library card. Patrons are required to bring their own materials to use in the Makery. Some materials will be available for purchase to use with specific equipment in order to maintain the integrity of the machinery.

### **Projects**

The Library is not responsible for failed projects. We reserve the right to halt, delete, or disallow the creation of items that violate Elmhurst Public Library policies.

Susan Sadowski seconded the motion carried. The motion carried.

The first order of New Business was the Salary Scale Adjustment. Ingrid Becton moved:

THEREFORE BE IT RESOLVED that the 2017 Salary Schedule will be adjusted by 2.0% to stay current with market movements. The new salary schedule will be effective on January 1, 2017.

The Board reviews the salary schedule annually and adjustments are made to maintain competitive salaries. The salary schedule has not been adjusted since 2014. Susan Sadowski seconded the motion. The motion carried.

The next order of New Business was the WiFi Upgrade. Susan Sadowski moved:

THEREFORE BE IT RESOLVED

that administrative staff is authorized to purchase thirteen more wifi access points to increase wifi capabilities at a cost not to exceed \$15,500.

Teresa Menolascino seconded the motion. The motion carried.

The next order of New Business was the Approval of Closing Dates for 2017. Monica Iacono moved:

THEREFORE BE IT RESOLVED

that the Library Holidays and Scheduled Closings be approved as presented.

## Library Holidays and Scheduled Closings

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

- Easter (Sunday, April 16, 2017)
- Memorial Day (Monday, May 29, 2017)
- Independence Day (Tuesday, July 04, 2017)
- Staff Institute Day (Friday, August 18, 2017)
- Labor Day (Monday, September 04, 2017)
- Thanksgiving (Thursday, November 23, 2017)
- Christmas Eve (Sunday, December 24, 2017)
- Christmas (Monday, December 25, 2017)
- New Year's (Monday, January 1, 2018)

William Ryan seconded the motion. The motion carried.

The next order of New Business was the Approval to Purchase Artwork for the Gathering Room. Director Harper went over the artwork for the gathering. Several trustees asked Ms. Harper to explore other ideas. No vote was taken.

The next order of New Business were policy reviews.

The approval of the Group Study Rooms policy. Susan Sadowski moved:

THEREFORE BE IT RESOLVED THAT  
the Group Study Rooms policy be approved as presented.

### **GROUP STUDY ROOMS**

The Elmhurst Public Library provides group study rooms in the Kids' Library and Adult Services Departments for individuals or small groups. ~~At least one user of the study room must have an Elmhurst Public Library card.~~ Patrons must have an Elmhurst Public Library card to reserve a study room.

The Library will establish reasonable rules for the use of the rooms.

Ingrid Becton seconded the motion. The motion carried.

The approval of the Donations and Partnerships policy. Monica Iacono moved:

THEREFORE BE IT RESOLVED THAT  
the Donations and Partnerships policy be approved as presented.

## **DONATIONS AND PARTNERSHIPS**

Elmhurst Public Library welcomes donations from individuals and organizations to enhance or improve Library collections and programs. Donations may take the form of monetary gifts or in-kind donations of materials or services. The Library may also enter into partnerships to develop specific services or programs.

### **Friends of the Elmhurst Public Library**

The Friends of the Elmhurst Public Library is a 501 (c) (3) organization established to support the Elmhurst Public Library. The Friends solicit donations through a variety of fundraising activities and each year make contributions to specific Library programs as determined by their Board. The Library Director is an ex officio member of the Friends Board, and Library staff may provide limited assistance to the Friends in the fulfillment of their mission.

### **Commemorative Donations**

The Library offers opportunities to name building elements such as end panels, rooms, or landscape features in return for a cash donation. Administrative staff will maintain a list of available naming opportunities and associated costs, and will establish procedures for recognizing such donations.

Cash gifts donated as memorials or for other purposes are also accepted for the dedication of library materials. The general nature or subject area of the materials to be dedicated may be based upon the wishes of the donor. Selection of specific titles, however, will be made by Library staff in accordance with the needs and selection policy of the Library. These commemorative gifts will be acknowledged by a bookplate.

### **Gift Materials**

The Library accepts donations of materials on a selective basis. The same criteria that are used for purchasing decisions will be applied by Library staff in deciding whether or not to accept proposed gifts. Materials not meeting these guidelines will not be accepted. Receipts will not be given for any donated materials.

The Library cannot accept special collections of materials that are to be kept together as a separate physical entity, nor can it accept gifts with restrictions as to use, permanence and/or location. Gift material will **may** be integrated into the general collection or sold.

### **Fine Art**

The mission and goals of the Library support the development of collections of library materials, and the Library building is designed to accommodate those types of collections. While the Library Board is grateful for donations from citizens, there are limited facilities in the building to display, protect and preserve fine art, including furniture, paintings, and sculpture. Therefore acceptance of these objects will be subject to the donor's permission to sell the object for the benefit of the Library either immediately or in the future. Donors desiring permanent retention and/or display of their fine art gift will be referred to a more appropriate venue.

At their discretion, the Library Board may commission or request works of fine art that are appropriate to the building and do not require excessive security or maintenance.

The Library has very limited space available for display, so fine art materials may be displayed on a rotating basis or placed in non-public staff areas. Gifts with restrictions as to permanence and/or location will not be accepted.

All gifts of fine art will be acknowledged, and a signed donation form recording the terms of the gift will be kept on file. However, no monetary value shall be assigned to any gift nor such information included in any receipt.

### **Program Support**

Library staff may solicit support for programs such as Summer Reading in the form of cash donations or prizes for program participants. Solicitation of program support will be coordinated by the Public Information Coordinator to avoid duplication and balance requests in the community. A letter of acknowledgement for gifts of money and in-kind support will be provided, and a copy will be placed on file. Any special recognition agreements will be stipulated in the letter.

The Library will also accept unsolicited donations for public programs that are in compliance with the Library's Programming policy (3.16).

Public acknowledgement of such donations in the Library's promotional materials will normally be restricted to a statement of the donor's name and/or a display of logo. Standards controlling the size, format and location of such acknowledgment will be developed by the Public Information Coordinator to ensure both consistency and quality of appearance. Such acknowledgement will not take precedence or have prominence over the Library's own logo or promotional material.

### **Unrestricted Cash Donations**

~~Cash donations received by the Library without a stipulated purpose will be used to fund public programs and purchase library materials.~~ A letter of acknowledgement **will be provided for cash donations,** and a copy will be placed on file.

### **Partnerships**

Elmhurst Public Library may enter into partnerships to develop specific programs or services that would be enhanced by collaboration with another organization. A partnership with a commercial organization does not imply and may not require Library endorsement of the partner's product or service.

The terms of each partnership will be laid out in a written agreement approved by the Library Director and an executive of the partner organization.

William Ryan seconded the motion. The motion carried.

The review of the Exhibits & Displays policy. Monica Iacono moved:

THEREFORE BE IT RESOLVED THAT  
the Exhibits & Displays policy be approved with no changes.

### **EXHIBITS & DISPLAYS**

#### **EXHIBITS**

The north display case in the vestibule is available to a limited extent for exhibits of general interest to the community. All exhibits are scheduled and coordinated by Library staff. Individuals or groups who have ideas for exhibits are encouraged to suggest them to the Public Information Coordinator. Exhibits will be accepted based upon the following criteria:

- appropriateness to Library services and collections
- general community interest
- timeliness of topic
- suitability of the exhibit to the space available for display
- availability of the exhibit case

The Library is not responsible for the accuracy of exhibit content or for loss or damage to items in the display case.

#### **COMMUNITY PLAQUES AND AWARDS**

Although the Elmhurst Public Library is appreciative of honors received by the various clubs, groups and organizations associated with Elmhurst, it does not have the physical accommodations within the Library to permit acceptance and mounting of plaques, certificates or other awards, which may have been received by the organizations.

Susan Sadowski seconded the motion. The motion carried.

The elimination of the Photocopy Service policy. Francesca Irion moved:

THEREFORE BE IT RESOLVED THAT  
the Photocopy Service policy be eliminated.

### **PHOTOCOPY SERVICE**

The Elmhurst Public Library complies with the ILLINET Interlibrary Loan Code. Photocopies of periodical articles will be provided under the following guidelines:

#### **Responsibility**

Patrons are responsible for photocopying articles available at Elmhurst Public Library. Photocopy machines are available throughout the building.

Patrons are also responsible for photocopying articles available from periodicals held at Elmhurst College Library in any format.

Articles not available at either of these libraries may be requested from another library.

#### **Eligibility for Service**

Photocopies will be provided to Elmhurst Public Library cardholders and patrons of other libraries with EPL Business stickers.

#### **Photocopy Service Fees**

There may be a fee for each photocopy request placed.

Additional fees will be incurred for obtaining an article from a library outside the state of Illinois will be paid by the patron on receipt.

Any fees associated with photocopying will be established by the Library Director and reviewed by the Board of Trustees.

Ingrid Becton seconded the motion carried. The motion carried.

The next order of New Business was the Strategic Plan Review. Director Harper reviewed service initiative accomplishments in 2016.

There being no Other New Business, the meeting was adjourned at 8:41 p.m.