

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, January 19, 2016
Kossmann Room, 7:00 p.m.**

Vice President, Marsha Baker, called the January 19, 2016 Regular meeting of the Board of Trustees to order at 7:00 p.m. in the Kossmann Room.

Board members in attendance included, Marsha Baker, Ingrid Becton, Monica Iacono, Teresa Menolascino, Carol Jacobsen, and Susan Sadowski. Linda Wheaton, William Ryan and William Shanklin were absent. Also in attendance were Library Director, Mary Beth Campe, Assistant Director of Administration Services, Marcy Rodriguez, Assistant Director of Public Services, Catherine Ingram, and Administration/HR Manager, Rita Andreuccetti.

There was no public in attendance.

The next order of business was the approval of the Minutes of the December 15, 2015 Regular Board Meeting. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the December 15, 2015 Regular Board Meeting be approved as presented.

Teresa Menolascino seconded the motion. The motion carried.

The next order of business was the approval of the December 31, 2015 & January 19, 2016 Accounts Payables. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the December 31, 2015 & January 19, 2016 check registers be approved for payment.

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

Director Campe distributed the monthly credit card statements and the small check register. She stated that the Library received a property tax payment of \$83,848 this month. She went over each of the revenue and expenditure lines. Director Campe then explained the Fund Report.

In the Director's Report, Ms. Campe reviewed Library accomplishments achieved in 2015. The accomplishments included: a 1.7 million dollar renovation of the Adult Services Department, a

30% increase in programming attendance, a 7% increase in visits to the Library, the addition of several alternative collections, and several added staff positions.

There was no President's report.

There was no Unfinished Business.

The first item of New Business was the approval of Public Conduct Policy. Susan Sadowski moved:

THEREFORE BE IT RESOLVED that Public Conduct Policy be approved as presented.

PUBLIC CONDUCT POLICY

Policy:

The staff and Board of the Elmhurst Public Library are committed to providing our patrons with a positive, satisfying experience when they use the Library's facilities, services, and materials. While in the Elmhurst Public Library or on Library property, members of the public are to conduct themselves at all times in a manner that does not interfere with others. Anyone who disregards this Public Conduct Policy is subject to restrictions of Library privileges and/or removal from Library property.

Conduct guidelines include but are not limited to the following:

- Behaving in a way that disrupts or interferes with the normal operation of the Library or disturbs Library users or staff is not allowed. This includes, but is not limited to, rowdiness, running, throwing objects, cursing, using threatening language or other inappropriate behaviors.
- Harassing Library staff or users, including verbal or physical harassment or abuse is not permitted.
- Obeying requests of Library staff members or security monitors is expected.
- Noise level should be maintained at a level that is neither disturbing to other patrons nor disruptive to Library service.
- The Kids' area is a dedicated space specially designed to serve the needs of minors and their caregivers. Unaccompanied adults may be asked to relocate by Library staff.
- The Teen Area is a space specially designed for teens in grades 9-12. Library users who are not in this demographic may be asked to relocate by Library staff.
- Defacing or damaging Library property or committing any other act of vandalism is strictly prohibited.
- As per Illinois Public Act 095-0017, smoking is not allowed anywhere in the Library and is banned within 15 feet of building entrances and air intakes. E-

Cigarettes are also not permitted. Smoking is also prohibited in the John Carroll Reading Garden.

- Disturbing others with strong odors to the extent that the use of Library facilities, collections, or services is disrupted is not allowed.
- Patrons must wear shoes and shirts in the Library.
- Personal items are not to be left unattended. The Library is not responsible for items left unattended, and may report suspicious items to law enforcement.
- Use of skateboards, roller blades, and other sporting equipment is not allowed in the Library.
- Any type of weapon, explosive, or destructive material is banned from Library property.

Enforcement:

Individuals who fail to abide by the Public Conduct Policy may be asked to leave the premises. Elmhurst Public Library staff is trained to call the police for assistance with any conduct violation that is escalating to ensure the safety of Library patrons and staff. Library staff is authorized to ban individuals who repeatedly or egregiously violate the Public Conduct Policy. Any individual who has been banned, may have the decision reviewed by the Board of Trustees.

Ingrid Becton seconded the motion. The motion passed.

The next order of New Business was the approval of Food and Drink Policy. Susan Sadowski moved:

THEREFORE BE IT RESOLVED that Food and Drink Policy be approved as presented.

Teresa Menolascino seconded the motion. The motion passed.

Next order of New Business was the approval of Volunteer and Community Service Positions. Susan Sadowski moved:

THEREFORE BE IT RESOLVED that Volunteer and Community Service Positions be approved as presented.

**POLICY ON VOLUNTEER AND
COMMUNITY SERVICE POSITIONS**

The Library will maintain a volunteer program as needed to supplement the functions performed by regular staff and to provide opportunities for individuals to fulfill service requirements for school or other organizations. Individuals referred

by the courts, the Elmhurst Police or the Elmhurst Peer Jury may also perform Community Service at the Library.

4.9.1 Application

All applicants for volunteer or Community Service positions shall file applications on forms provided by the Library.

4.9.2 Background Checks

Depending on the volunteer position, applicants who are age 16 or older may be required to pass a criminal background check

All applicants who are age 16 or older must pass a criminal background check prior to being offered a volunteer position at the Library. Applicants with any offenses involving theft, violence, arson, or sexual misconduct will not be accepted as volunteers or for Community Service. Other offenses will be evaluated relative to the position in question.

4.9.3 Motor Vehicle Use

On an annual basis, all volunteers using personal vehicles for Library business must present proof of liability insurance with minimum coverage of \$100,000 per individual and \$300,000 per accident and must authorize the Library to obtain a motor vehicle report concerning their driving record. The following infractions will disqualify a volunteer from driving on library business: DUI, leaving the scene of an accident, fleeing, reckless driving, multiple speeding tickets, and license revocation. No volunteer who has not provided the above information may drive on Library business. ~~Volunteers are prohibited from transporting Library patrons in their personal vehicles.~~

Community Service positions will not entail the use of motor vehicles.

4.9.4 Insurance

The Library will carry the necessary insurance coverage to provide insurance to volunteers who are injured while performing a task assigned by Library staff as part of a formal program of volunteerism. This coverage is provided to the same level as accidental injury coverage is provided to employees of the Library.

Monica Iacono seconded the motion. The motion passed.

The next order of New Business was the approval of Closing Dates for 2016. Susan Sadowski moved:

THEREFORE BE IT RESOLVED that Volunteer and Community Service Positions be approved as presented.

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

- Easter (Sunday, March 27, 2016)
- Memorial Day (Monday, May 30, 2016)
- Independence Day (Monday, July 04, 2016)
- Staff Institute Day (Friday, August 19, 2016)
- Labor Day (Monday, September 05, 2016)
- Thanksgiving (Thursday, November 24, 2016)
- Christmas (Saturday, December 24, 2016, Sunday, December 25, 2016)
- New Year's (Sunday, January 01, 2017)

Monica Iacono seconded the motion. The motion passed.

The next order of New Business was the Makerspace. Director Campe stated that she will be visiting Winnetka-Northfield Public Library to see their makerspace. She will report on it next month.

The next order of New Business was the approval of new surveillance system server. Ingrid Becton moved:

THEREFORE BE IT RESOLVED that Administrative staff has the authority to purchase a new server for the surveillance system at a cost not to exceed \$6,200.

Director Campe stated that the new surveillance server will provide a web interface as well as storage for video recordings.

Susan Sadowski seconded the motion. The motion passed.

The next order of New Business was to meet Sharon Karpel, Head of the Kids' Department. Director Campe stated that Ms. Karpel was unable to attend the meeting.

There being no Other Business, the meeting was adjourned at 8:29 p.m.