

MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
Tuesday, March 20, 2012
Kossmann Room, 7:30 p.m.

President Susan Sadowski called the January 17, 2012 meeting of the Board of Trustees to order at 7:30 p.m. in the Kossmann Room.

Board members in attendance included Susan P. Sadowski, Marsha M. Baker, Ingrid Becton, Monica Iacono, Jan Vanek and Rose Walsh. John Morrissey, William E. Ryan, and Linda Wheaton, Vice President were absent. Also in attendance were Library Director Mary Beth Campe, Assistant Director of Public Services Catherine Ingram and Public Information Coordinator Cheryl Moore.

The first order of business was swearing in the new Elmhurst Public Library board member. Board Secretary Marsha Baker administered the Oath of Office to Monica Iacono.

There were no comments from visitors.

The next order of business was approval of the Minutes of the February 21, 2012 Regular Meeting. Jan Vanek moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the February 21, 2012 Regular Meeting be approved as presented.

Rose Walsh seconded the motion. The motion passed.

The next order of business was approval of the March 20, 2012 Accounts Payable. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the March 20, 2012 check register be approved for payment.

Ingrid Becton seconded the motion. The motion passed.

In connection with the Financial Report, Director Campe distributed the monthly credit card statements and check registers. Ms. Campe noted all projected property tax revenues have been received, interest on investments is far under budget, as is to be expected. She stated that expense lines were generally on target, although material spending is trending under budget. Adjustments have been made to next year's budget to address this. We have made our last payment for insurance in this budget year. The Alterations budget line will be used for the

exterior building cleaning that is proposed (attachment F). The equipment expenditures are related to the RFID project. There were no questions from the Trustees.

In her Director's Report, Ms. Campe stated that circulation was up in February even when you considered that we were open 2 extra days compared to last year. Library visits were also up. Use of digital content is increasing greatly. On that note, we just introduced Freegal which provides digital music content and it is starting out strong. She announced that we will debut the 3M Cloud service for ebooks in the next budget year. Ms. Campe reported that the Elmhurst City Council had questions about the overtime line in the library budget. She explained that the overtime line really reflects all Sunday pay. Staff are paid "premium pay" for Sundays, it is not technically overtime. Aldermen Levin and York met with Mary Beth Campe and Susan Sadowski to discuss the issue. The aldermen were pleased to learn that the Library always carefully monitors the library budget and spending. Campe stated that lengthy discussion of this issue will need to wait for a future meeting where the topic can be formally included on the agenda. Planning for the 2013-2014 budget will kick off in the fall of 2012.

Jan Vanek inquired about technical and content aspects of the Freegal service.

Susan Sadowski mentioned her interest in the Thursday night Drop-in eReader help!

Susan Sadowski inquired about the difference between a magazine being checked out and being "browsed in the library".

In her President's report, Ms. Sadowski informed the Trustees that there would be a Friends of the Library benefit on Thursday, April 26. The benefit is an intimate cocktail hour with author Sara Paretsky that immediately precedes her talk that is open to the public. Sadowski stated that John Morrissey would be attending the Illinois Library Association's Illinois Library Day, which is a day of advocacy held in Springfield, IL. Others are welcome to go. All attendees should be frugal when making their travel plans. Trustees (and staff) are reimbursed after travel. Ms. Sadowski informed the Trustees that she and Mary Beth Campe attended the Elmhurst College President's Breakfast. The Elmhurst Public Library has a representative on the Elmhurst Art Museum Board of Directors. Marsha Baker is the current Library representative. Ms. Sadowski spoke about the commitment and there was some discussion about someone else stepping into the role. This topic will be included as a future agenda item for further discussion.

Under Unfinished Business, Director Campe gave an update on the RFID project. The construction wall will remain up for a bit longer. We are waiting for the delivery of mill work. One change is that our self checks are not going to have the fines and fees "credit card swipe" system. However, patrons will still be able to pay for fines with a credit card in the lobby. We will still be adding a stand-alone self check in the Kids' Department. The sorter will arrive in May. Ms. Campe praised staff for their excellent work during this time of change. The tagging of the Library collection by temporary workers is moving forward although there have been some issues with the staffing. Ms. Campe complimented Kathleen Murphy, Head of Technical Services, for her work above and beyond in working on the tagging project and with the tagging staff. "Kudos to the staff with this entire project," exclaimed Mary Beth Campe. Ms. Campe also noted that patrons have done a great job adjusting to the changes.

The first item of New Business was Approval of the Disposal of Electronic Devices by Recycling. Marsha M. Baker moved:

THEREFORE BE IT RESOLVED:

That Library staff is authorized to dispose of the old or obsolete electronic devices on the attached list by bringing them to the electronic recycling event at Elmhurst College.

Rose Walsh seconded the motion. The motion passed.

The next item of New Business was Approval of Areas to Be Cleaned on the Building. Marsha M. Baker moved:

THEREFORE BE IT RESOLVED:

That Administrative staff is authorized to hire Q.C. Enterprises, Inc. to clean and pressure wash the building above the drive-up area for a cost not to exceed \$6,200.00.

Jan Vanek seconded the motion. The motion passed.

The next item of New Business was Approval of the Purchase of Public Information Laptop.

THEREFORE BE IT RESOLVED:

That Administrative staff is authorized to purchase a MacBook Pro, to be used for PR and programming functions, for a cost not to exceed \$2,117.00.

The motion passed.

The next item of New Business was Internet Access Policy Review. Rose Walsh moved:

THEREFORE BE IT RESOLVED:

That the Internet Access Policy was reviewed and approved as presented.

The motion passed.

There was no other New Business.

Cheryl Moore presented the Public Information report. Ms. Moore remarked that in February we got a lot of press about the "Alert today, alive tomorrow" program, which was a collaboration with the Elmhurst Historical Museum. A Yelp.com button has been added to the EPL homepage. Yelp.com is a website where people can rate places and write reviews. Currently the Elmhurst Public Library has a 4.56 rating on Yelp.com (which is very good). EPL has also

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unveiled a Pinterest.com page. Pinterest.com is a social networking site that lets you organize and share visual images. We “own” the Elmhurst Public Library accounts on foursquare.com and linkedin.com even if we don’t actively use them for promotion. The Kids’ Winter reading program was a huge success. The increase in promotion via social networking and display really paid off. There was a 34% increase in program registration.

There being no Other New Business, the meeting was adjourned at 8:32 p.m.

Ingrid Becton, Secretary pro tem