

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, August 21, 2012
7:30 p.m., Kossmann Room**

President Susan Sadowski called the August 21, 2012 meeting of the Board of Trustees to order at 7:32 p.m. in the Kossmann Room.

Board members in attendance included Linda Wheaton, Marsha Baker, Ingrid Becton, Monica Iacono, William Ryan and Jan Vanek. Also in attendance were Library Director Mary Beth Campe, Assistant Director of Public Services Catherine Ingram, Assistant Director of Administrative Services Marcy Rodriguez and Public Information Coordinator Cheryl Moore.

Visitors in attendance were Bryan Blank, Dina Jijina, Mary Milling, Susan Nester and Anne Swanson. There were no comments from visitors.

The first order of business was the approval of the Minutes of the July 17, 2012 Regular Board Meeting. Ingrid Becton moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the July 17, 2012 Regular Meeting be approved as presented.

William Ryan seconded the motion. The motion passed.

The next order of business was the approval of the Minutes of the July 17, 2012 Annual Board Meeting. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the July 17, 2012 Annual Meeting be approved as presented.

Linda Wheaton seconded the motion. The motion passed.

The next order of business was the approval of the Minutes of the July 17, 2012 Executive Session. Jan Vanek moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the July 17, 2012 Executive Session be approved as presented.

Linda Wheaton seconded the motion. The motion passed.

The next order of business was approval of the August 21, 2012 Accounts Payable. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the August 21, 2012 check register be approved for payment.

Linda Wheaton seconded the motion. Director Campe responded to several questions about the check register. The motion carried.

Director Campe reviewed the financial statements, noting that the second installment of property taxes and replacement tax were received in July. Ms. Campe stated she will present the Board with an eight month budget next month. The City is moving to a calendar year budget in 2014. Director Campe answered several questions.

In her Director's Report, Ms. Campe noted that July circulation statistics were down overall, but visitor count was up. The three days that the Library was closed account for the 3% decrease. The Library introduced a Blu-Ray collection this month, 449 Blu-Rays were checked out. The new 3M Cloud e-book database will be debuting in the fall. The process to download books should be much simpler than the My Media Mall model.

The Library had a booth at the Farmer's Market on August 1. People checked out books, and staff answered questions and talked about programs. The Library will be at the Farmer's Market again on September 5 and October 3.

In her President's report, Ms. Sadowksi reminded the Board that Staff Institute Day is on Friday August 24. Professor Michael Stephens will be presenting.

The first item of Unfinished Business was overtime pay on Sundays. Ms. Campe presented a comprehensive analysis of Sunday hours, staffing and pay. The analysis included a comparison of 8 similar libraries and one large size library. Currently, the Library does not include Sunday as part of the regular work week. Ms. Campe expressed the concern from some part-time staff members that overtime pay on Sundays is their only benefit. This discussion will continue at the next Board meeting.

The first item of New Business was the Approval of the Purchase of Meraki Wireless Access Point and License. Linda Wheaton moved:

THEREFORE BE IT RESOLVED:

That Administrative Staff is authorized to purchase 7 Meraki Wireless Access Points for a cost not to exceed \$8,400, and 7 Meraki Licenses for a cost not to exceed \$2,100 to improve wireless access in the Library.

Marsha Baker seconded the motion. The motion carried.

The next order of New Business was a request for a full-time in-house IT position. Director Campe stated that there was no need for Board action, at this time. Additional information will be presented at next the Board meeting.

Cheryl Moore presented the Public Information Report.

There being no Other New Business, the meeting was adjourned at 9:31 p.m.

Marsha Baker, Secretary