

**MINUTES  
ELMHURST PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, June 18, 2013  
Kossmann Room, 7:30 p.m.**

President Susan Sadowski called the June 18, 2013 meeting of the Board of Trustees to order at 7:31 p.m. in the Kossmann Room.

Board members in attendance included Marsha Baker, Ingrid Becton, Monica Iacono, Carol Jacobsen, Teresa Menolascino, and Linda Wheaton. William Ryan was absent. Also in attendance were Library Director Mary Beth Campe, Assistant Director of Public Services Catherine Ingram, Assistant Director of Administration Services Marcy Rodriguez, Public Information Coordinator Cheryl Moore, and Office Manager Rita Andreuccetti.

Visitor in attendance was Karen Cooney.

There were no visitor comments.

The first order of business was the approval of the Minutes of the May 21, 2013 Regular Board Meeting. Linda Wheaton moved:

**THEREFORE BE IT RESOLVED:**

That the Minutes of the May 21, 2013 Regular Meeting be approved with recommended changes.

Monica Iacono seconded the motion. The motion carried.

The next order of business was the approval of the June 18, 2013 Accounts Payable. Marsha Baker moved:

**THEREFORE BE IT RESOLVED:**

That the June 18, 2013 check register be approved for payment.

Linda Wheaton seconded the motion. Director Campe distributed the monthly credit card statements and small check register. She highlighted an invoice from AV Techsource, Inc. for bid writing for meeting room AV upgrade. She responded to several questions about the invoices. The motion carried.

Director Campe presented the Financial Reports. She mentioned that the Library just finished up the first month of an eight month budget. Tax collections will start to come in July and continue through August. Under Contractual Services, a large payment was made out of the Auto Circ System line for the new standalone catalog system.

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Ms. Campe pointed out that the Program line, also under Contractual Services, is cresting over due to the high volume of programs during Summer Reading.

In her Director's Report, Ms. Campe reported that circulation was down 2% from last May and visitor counts were up 3%. Summer Reading kicked off on Saturday, June 1. The Library received some very special help from the Public Works Department at the City of Elmhurst this year. The Public Works Department loaned us orange vests, hard hats, and construction hoses and cones to set the scene for this year's theme in the Kids' Library: Dig Into Reading.

Cheryl Moore mentioned that the Library replaced plastic Summer Reading bags with new reusable bags. These bags are extremely popular. Also, the Library has a new Instagram Account.

There was no President's Report

The first order of Unfinished Business was the new Catalog System update given by Director Campe and Catherine Ingram.

The next order of Unfinished Business was an update on the meeting room AV project. The invitation to bid will in the newspaper on Friday. There is a mandatory walk through on June 26 at 8 a.m. Bids are due on July 17 at 1 p.m.

The first order of New Business was the approval to close the Library for Staff Institute Day. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the Library will be closed to the public for a staff institute training day on Friday, August 23, 2013.

Ingrid Becton seconded the motion. The motion carried.

The next order of New Business was the approval of the 2012-2013 Annual Report. Linda Wheaton moved:

THEREFORE BE IT RESOLVED:

That the 2012-2013 Illinois Public Library Annual Report for the Elmhurst Public Library is approved as presented. Furthermore, the Board President, Secretary, and

Library Director are authorized to sign the document and submit it to the Illinois State Library no later than June 30, 2013.

Ingrid Becton seconded the motion. The motion carried.

The next order of New Business was the first draft of the 2014 Budget. Ms. Campe began the discussion by talking about a possible renovation project for the second floor. Director Campe discussed in detail, each of budget lines. The fund balances were also reviewed.

The next order of New Business was policy reviews. Ingrid Becton moved:

THEREFORE BE IT RESOLVED:

That the policies be approved as presented.

3.7

### **COMPLAINTS FROM THE PUBLIC**

All complaints from the public will receive a timely and thoughtful response. If an issue cannot be resolved immediately, the person's written complaint and contact information will be forwarded to the appropriate supervisor or the Director for a response.

If the complaint concerns a book or other item in the Library collection, see the Materials Selection Policy - Reconsideration of Library Materials in this manual (6.1.4.4).

Rev. 12/21/04; 7/20/10

3.15

### **SAFETY OF CHILDREN IN THE LIBRARY**

The Library endeavors to provide a suitable environment for children to use and enjoy its materials, programs and other resources. However, parents should be aware that the Library is a public building open to all, and that staff is not able to monitor the safety or whereabouts of each child visiting the Library.

#### **3.15.1 Parental Responsibility**

Parents/legal guardians are solely responsible for their children while they are in the Library. Children under the age of 7 must be attended by a parent or other responsible caregiver age 12 or older at all times while in the Library.

All children must be picked up by closing time.

The Library staff will attempt to contact parents of children whose safety is in doubt. If parents or caregivers are unavailable, the staff will contact the Elmhurst Police Department to provide custody.

### **3.15.2 Adults in the Kids' Library**

To provide an appropriate and safe atmosphere for children, adults (17 and over) who are not accompanied by children are to use the Kids' Library only for the purposes of retrieving materials, speaking with Library staff or using a group study room if none are available on the second floor.

Adopted 12/92; Rev.6/10

3.8

## **CONFIDENTIALITY OF RECORDS**

The Elmhurst Public Library abides by Illinois Law, which states that the records of patron transactions and the identity of registered library patrons are confidential material. The Elmhurst Public Library does not make available patrons' personal information or the records of patron transactions to any party except in compliance with the law. The Elmhurst Public Library does not make available lists of registered library patrons except in compliance with the law.

Staff will access patron accounts only as required for library operations and will require identification before providing any account information to a patron.

Adopted 9/21/93, rev. 5/20/03; 7/20/10

3.9

## **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.

Rev. 3/20/93; Rev. 3/18/97; Rev. 4/20/04; 7/20/10

Marsha Baker seconded the motion. The Board reviewed and discussed the policies. The motion carried.

There being no Other New Business, the meeting was adjourned at 9:04 p.m.