

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, October 21, 2014
Kossmann Room, 7:00 p.m.**

President Linda Wheaton called the October 21, 2014 meeting of the Board of Trustees to order at 7:00 p.m. in the Kossmann Room.

Board members in attendance included, Carol Jacobsen, Monica Iacono, Ingrid Becton, Teresa Menolascino, Susan Sadowski, and William Shanklin. Marsha Baker and William Ryan 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 Public Information Coordinator, Cheryl Moore.

Visitor in attendance was Fiona McMahon.

The first order of business was the approval of the Minutes of the September 16, 2014 Regular Board Meeting. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the September 16, 2014 Regular Board Meeting be approved as presented.

William Shanklin seconded the motion. The motion carried.

The next order of business was the approval of the October 21, 2014 Accounts Payable. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the October 21, 2014 check registers be approved for payment.

Carol Jacobsen seconded the motion. Director Campe responded to several questions about the invoices. The motion carried.

Director Campe presented the Financial Reports. She reviewed the revenue and expenditure reports with the Trustees. She noted that another property tax payment was received this month. In the revenue report, she reported that the Donation line reflects the Ruth Christensen Trust donation. The discussion on how to use the Christensen funds will continue at future Board Meetings.

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In the expenditure report, she indicated that the funds in the Alterations line in Capital Outlay are for the Adult Services Renovations Project. Since December is the end of the fiscal year, the City will make an adjustment to the budget to transfer unused funds for the Adult Services Renovation Project to the 2015 budget. This is standard practice when projects span two fiscal years. She also noted that significant savings were realized with the bond payment this year due to refinancing. There will be substantial increases in the bond payment starting in 2019. The bonds will be paid off in 2022.

In her Director's Report, Ms. Campe discussed the presentation of the 2015 budget to City Council. The City Council asked several questions about the bond payment and the working cash fund.

Trustee Shanklin talked about the Economic Development Commission. He asked if businesses in Elmhurst are eligible for a Library card. Ms. Campe stated that they are eligible to receive a business card, which gives them many of the same privileges that Elmhurst residents have.

Ms. Campe discussed circulation statistics. She reminded the Board that last September circulation was very high. Next month will be the first real comparison of month to month statistics since the catalog change. She also highlighted recent programs and talked about the book club event at Wilder Mansion. The Library received many positive comments about the event.

There was no President's Report

Cheryl Moore presented the Public Information Report.

Ms. Campe reviewed the cost accrual of the Adult Services Department Reconfiguration Project in Unfinished Business. Director Campe noted that most of the bills thus far are for architectural services. The first phase of the project is underway. Collections are being moved and construction on the Teen Lounge has begun.

The next item in Unfinished Business was a tour of Adult Services Department. Ms. Campe asked the tour be moved to the end of the meeting. The Trustees agreed.

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The first item of New Business was the review of the Emergency Closings Policy. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That the Emergency Closings Policy be approved as presented.

EMERGENCY CLOSINGS

POWER FAILURE

The person-in-charge of the building is directed to close the Library to the public in the event of a power failure 1/2 hour after the lights have gone out or sooner if the emergency lights fail or the level of natural light in the building is unsafe.

Depending upon the time of day, staff should remain in the building until power is restored or until it is obvious that power will not be restored in a reasonable amount of time. The person-in-charge of the building is responsible for contacting Commonwealth Edison to determine the extent of the outage and the outlook for restoring power.

SEVERE WEATHER

In cases of severe weather, the safety of the staff getting to and home from work is of great importance. The person-in-charge of the building is responsible for evaluating weather conditions and deciding when to close the Library.

A decision to close the Library before the workday begins should be made by the Director or designee. Staff should be notified as outlined in the Emergency Procedures Manual.

Any time the Library is closed, the Board President or designee should be notified.

If the Library is closed for unusual circumstances such as a snowstorm or power failure, salaried employees will receive compensation for the time they would normally have been scheduled to

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work. (NOTE: Employees will not receive compensation for emergency closings if the closings occur on their normally scheduled day off, during vacation or illness.) Hourly employees who are working at the time of an emergency closing will be paid for a maximum of four hours of downtime or until the end of their shifts, whichever comes first.

Iacono seconded the motion. The motion carried.

The first item of Other Business was the letter and follow-up correspondences from a concern citizen regarding a Library staff member that has traveled to Senegal in West Africa. The Library has consulted with the DuPage County Health Department and they have assured us the Senegal is not one of the countries they are concerned about. The Library considers patron and staff safety its top priority and will continue to handle this situation with the utmost care and consideration. If any new direction is given from the CDC or the DuPage County Health Department, the Library will follow their instructions.

Director Campe gave a tour to of the Adult Services Department. After the tour, the Trustees returned to the Kossmann Room.

There being no other business, the meeting adjourned at 8:10 p.m.