

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, January 20, 2015
Kossmann Room, 7:00 p.m.**

President Linda Wheaton called the January 20, 2015 meeting of the Board of Trustees to order at 7:03 p.m. in the Kossmann Room.

Board members in attendance included, Carol Jacobsen, Monica Iacono, Teresa Menolascino, Susan Sadowski, and William Ryan. Marsha Baker, Ingrid Becton, 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, Administration/HR Manager, Rita Andreuccetti and Public Information Coordinator, Cheryl Moore.

There were no visitors in attendance.

There was no correspondence.

The first order of business was the approval of the Minutes of the December 16, 2014 Regular Board Meeting. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the December 16, 2014 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, 2014 and January 20, 2015 Accounts Payable. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the December 31, 2014 and January 20, 2015 check registers be approved for payment.

William Ryan seconded the motion. Director Campe responded to several questions about the invoices. The motion carried.

Director Campe distributed the monthly credit card statements and small check register. She reviewed the revenue and expenditure reports with the Trustees. Year-end expenditures were lower than projected mostly due to significant savings that were realized with the bond refinancing.

She noted that a small property tax payment was received this month.

In her Director's Report, Ms. Campe stated that circulation statistics were up 6% this month compared to December 2013. She noted that the increase came from digital materials. The Kids' Department held another Frozen sing-along in January. Families enjoyed and evening of singing along with Anna, Elsa, and Olaf. Volunteers and staff members dressed up as characters and led the kids in song. Ms. Campe reminded the Board that the Friends of the Library Trivia Contest would be held Saturday, February 7, at the Knights of Columbus Hall.

There was no President's Report

Cheryl Moore presented the Public Information Report. She stated that Elmhurst patrons can now reserve 2nd floor study rooms online. They can book half hour, one hour, 1.5 hour, or two hour reservations up to seven days ahead with their valid EPL card and email address. Director Campe noted that this new service has been very well received by patrons.

The first item of Unfinished Business was the Adult Services Department Reconfiguration Project. Ms. Campe reviewed the cost accrual of the project. She responded to several questions.

The next item of Unfinished Business was the Tour of ADS Construction Area. The Board agreed to take the tour at the end of the meeting.

The first item of New Business was the approval of the Sale Disposition of Library Material. Susan Sadowski moved:

THEREFORE BE IT RESOLVED

That the Sale Disposition of Library Material be approved at presented.

SALE/DISPOSITION OF LIBRARY MATERIAL

At the discretion of Administrative staff, the Library will dispose of withdrawn Library materials in any of the following ways:

~~Withdrawn items may be placed at locations such as Elmhurst Memorial Hospital or the METRA station to publicize the Library.~~ Appropriate materials may also be offered to District 205 and other Elmhurst schools or to not-for-profit/charitable organizations at the discretion of the Library Director or Assistant Library Directors. Remaining titles will be

placed in the Book Sale Room for the public. When this is not feasible, the Library will dispose of any remaining unsold and unwanted material.

If there is reason to believe that gift or withdrawn material may be of particular value to collectors, dealers may be contacted to bid on them.

~~Unsold or unwanted materials may be offered to such organizations as the Salvation Army who will pick up and take all material without being selective. When this is not feasible, the Library will dispose of any remaining unsold and unwanted material.~~

All materials placed in the Sale Room will be available on a first come/first served basis. The Library will not hold materials for specific individuals.

The Library will accept gift material to be considered for addition to the collection or to be placed in the Book Sale Room. See section 4.3 for policy on gift material. Items in the Book Sale Room are offered to patrons on a donation only basis. Administrative staff is authorized to suggest a donation per item and patrons may choose to donate when taking an item.

Monica Iacono seconded the motion. The motion carried.

The next order of New Business was the Library Strategic Plan. The Board decided to reschedule the strategic planning retreat for March 10th at 6:00 p.m. in the Administration Conference Room.

The Board toured the ADS construction area.

There being no other business, the meeting adjourned at 8:30 p.m.