

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, December 17, 2013
Administration Room, 7:00 p.m.**

President Linda Wheaton called the December 17, 2013 meeting of the Board of Trustees to order at 7:02 p.m. in the Kossmann Room.

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

Neil Bonk, IT Coordinator was in attendance.

The first order of business was the approval of the Minutes of the November 19, 2013 Regular Board Meeting. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the November 19, 2013 Regular Board Meeting be approved as presented.

Ingrid Becton seconded the motion. The motion carried.

The next order of business was the approval of the December 17, 2013 Accounts Payable. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the December 17, 2013 check register be approved for payment.

Ingrid Becton seconded the motion. Director Campe responded to several questions about the invoices. The motion carried.

Director Campe presented the Financial Reports. She noted there was another installment of property taxes in November. She highlighted each of the expenditure lines. Ms. Campe answered several questions from the Board.

In her Director's Report, Ms. Campe stated that circulation statistics were down again in November. She noted that staff continues to monitor usage statistics. Ms. Campe predicts that it will take about 6 months to adjust to the new catalog. Staff continues to make changes

to ensure that patrons are getting what they want in a timely manner. Ms. Campe noted that the suggest a purchase feature is going to take some time to catch on with patrons but some people are regularly requesting items that we did not previously have on order.

Cher Moore presented the Public Information Report.

There was no President's Report

The first order of Unfinished Business was the update on the Audio Visual upgrade project. Director Campe stated that the project should be completed soon. The large, interactive, touch-screen boards called Mondopads and a large screen TV for video conferencing have been shipped.

The next order of Unfinished Business was the discussion on the Adult Services Department. Ms. Campe presented the PR campaign to inform patrons about the changes coming to the adult services department. She stated that the campaign will be called "Even Better at EPL." She described a variety of different communication methods that will be used. Ms. Campe presented pricing information. She stated that a survey is on the Library's website.

The first order of New Business was the approval to purchase new computers for patron and staff areas. Neil Bonk, IT Coordinator, presented the new computer proposal to the Board. Ms. Campe stated that the Library must go out to bid.

The next order of New Business was the review of the Public Participation at Library Board Meetings Policy. Sue moved:

THEREFORE BE IT RESOLVED

That the Public Participation at Library Board Meetings and Petitions to the Board Policy remain as presented.

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**PUBLIC PARTICIPATION AT LIBRARY BOARD
MEETINGS AND PETITIONS TO THE BOARD**

At each regular and special open meeting, members of the public and Library employees may comment to or ask questions of the Board, subject to reasonable constraints. As a general rule, the Board will not respond to public comments at the time they are made. If a response is required, the matter will be discussed at a future meeting.

Individuals appearing before the Board are expected to follow these guidelines:

- Address the Board only at the appropriate times as indicated on the agenda and when recognized by the Board President.
- Identify oneself by full name and address, and be brief. Ordinarily comments shall be limited to 3 minutes, but in unusual circumstances, when the person
- has given advance notice of the need to speak for a longer period of time, such person may be allowed to speak more than 3 minutes.

The Board President may shorten or lengthen an individual's opportunity to speak. No more than 30 minutes will be allotted to each subject under discussion, except with unanimous consent of the Board.

The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in Board policy.

Petitions or written correspondence to the Board shall be presented to the Board at the next regularly scheduled meeting.

Ingrid Becton seconded the motion. The motion carried.

The next order of New Business was the approval of the Directors and Officers Insurance Renewal. The D & O Insurance Policy renews on January 9, 2014. Ms. Campe did not receive a quote from our current carrier. Susan Sadowski moved:

THEREFORE BE IT RESOLVED

That the Administrative Staff is authorized to renew the insurance plan.

William Ryan seconded the motion. The motion carried.

The next order of New Business was the Review of Salary Schedule 2014. Ingrid Becton moved:

THEREFORE BE IT RESOLVED

That the 2014 Salary Schedule will be adjusted by 1.5% to reflect the cost of living increase for urban wage earners and clerical workers per the Social Security Administration. The new salary schedule will be effective on January 1, 2014.

Marsha Baker seconded the motion. The motion carried.

The next order of New Business was the Transfer of LEA Fund Annual Interest to Operating Fund. Marsha Baker moved:

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THEREFORE BE IT RESOLVED:

That the interest earned in the Library Employee Appreciation Fund for FY 2013 be transferred to the Operating Fund to cover expenditures this fiscal year.

Carol Jacobsen seconded the motion. The motion carried.

The next order of New Business was the Approval of the Sale of Nonresident Library Cards. William Ryan moved:

NONRESIDENT LIBRARY CARDS

Illinois law allows public library Boards of Trustees to provide library service to people living in unserved areas of the school district(s) served by the Library. If the Trustees choose to extend this service, they must charge a fee comparable to the taxes paid by the citizens of the library's service area.

Currently, EPL sells nonresident cards to people living in unincorporated areas north and south of Elmhurst within the boundaries of District 205. To calculate a fee for this service, staff apply the library tax rate paid by Elmhurst residents to the equalized assessed valuation on the property tax bill of nonresidents. In the case of nonresident renters, the annual fee for library service is 20% of one month's rent.

THEREFORE BE IT RESOLVED:

That, effective January 1, 2014, the Elmhurst Public Library will provide library cards to people without public library service living within the boundaries of Elmhurst Community Unit School District 205 by applying the same tax rate paid by Elmhurst homeowners to the equalized assessed valuation of nonresident property. For this same service, renters will pay a fee equal to 20% of one month's rent.

Susan Sadowski seconded the motion. The motion carried.

The next item of New Business was the Resolution of Appreciation for the Elmhurst Garden Club. Susan Sadowski read the resolution:

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Whereas, members of the Elmhurst Garden Club have continued their tradition of decorating the Library for the holiday season for the 61th year with an elegant and contemporary theme featuring silver accents throughout the building; and

Whereas, the Elmhurst Garden Club contributed to the spirit of the holiday season for Library staff and visitors; and

Whereas, members of the Elmhurst Garden Club generously and consistently have given of their time and talent in service to the Elmhurst community through their creative, charitable and educational projects year round;

THEREFORE, BE IT HEREBY

Resolved, that the Board of Trustees of the Elmhurst Public Library offers its sincerest gratitude and commendation to the Elmhurst Garden Club on behalf of the Library's patrons and staff and all the citizens of Elmhurst.

Ingrid Becton seconded the motion. The motion carried.

The next item of New Business was the approval of Staff Holiday Greeting. Marsha Baker moved:

THEREFORE BE IT RESOLVED

That the Board of Trustees of the Elmhurst Public Library would like to thank the Library staff for your contributions to the Elmhurst Public Library this past year.

Your dedication and commitment to providing outstanding library service truly enrich life in Elmhurst. We congratulate you on achieving a four-star rating in the *Library Journal* Star Library Rankings. We look forward to another year of outstanding programs, innovative services and community involvement at EPL!

We wish you and your families a happy and peaceful Holiday Season.

Monica Iacono seconded the motion. The motion carried.

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