

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, March 18, 2014
Kossmann Room, 7:00 p.m.**

President Linda Wheaton called the March 18, 2014 meeting of the Board of Trustees to order at 7:00 p.m. in the Kossmann Room.

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

The first order of business was the approval of the Minutes of the February 18, 2014 Regular Board Meeting. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the February 18, 2014 Regular Board Meeting be approved as presented.

Monica Iacono seconded the motion. The motion carried.

The next order of business was the approval of the March 18, 2014 Accounts Payable. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the March 18, 2014 check registers 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 that the Library will not receive property tax payments until June. There are sufficient funds in reserves to cover expenses until tax payments are received. She also reviewed the expenditure lines and reported that the lines are on target overall.

In her Director's Report, Ms. Campe stated that circulation statistics were down again February. She anticipates that circulation will continue to experience a down turn through fall 2014. She noted that meeting room usage continues to increase. The rooms are still used for Library related programs, but they are becoming more popular with local non-profit groups and small businesses.

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Ms. Campe stated that the author visit for Elmhurst Reads will be on Thursday, April 24. There will be a reception from 5-6 p.m. The program at Elmhurst College will be start at 7 p.m.

Cher Moore presented the Public Information Report.

There was no President's Report

The first order of Unfinished Business was the discussion on the Adult Services Reconfiguration Project. Ms. Campe discussed the PR campaign, *even better @ EPL* that will begin before the next Board meeting. She talked about the brochure that will be available to patrons. Ms. Campe presented updated renditions of the space. Ms. Campe stated that the project will probably take 6 months to complete. She indicated that she will continue to update the Board.

The first order of New Business was the approval of the Conduct Policy. William Shanklin moved:

THEREFORE BE IT RESOLVED:

That the Conduct Policy be approved with proposed changes.

3.17

PUBLIC CONDUCT POLICY

Individuals are expected to act in an appropriate manner when using the library. Individuals using the library shall engage in reading, studying, using library materials or any other activity normally associated with the use of a public library. Individuals not engaged in any of these activities will be asked to leave the premises. Use of specific library facilities may be limited at busy times.

Employees, library users, and vendors are prohibited from bringing any type of weapon, explosive, or destructive material onto Library property. Only law enforcement officers are permitted to bring firearms onto Library property. Unattended packages, bags, and other personal property are prohibited and may be removed.

Disruptive behavior, which interferes with other individuals' use and enjoyment of the library, is prohibited. Disruptive behavior shall include: harassing or annoying others through noisy or boisterous activities, staring at another person with the intent to annoy that person, following another person about the building with the intent to annoy that person, playing audio equipment so that others can hear it, singing or talking to others or in monologues, or behaving in a manner which reasonably can be expected to disturb other individuals.

Conversation in all public areas of the library should be at a level that does not disrupt other individuals using the library.

Appropriate clothing including a shirt and shoes must be worn in the library at all times. Clothing that is inappropriate or offensive so as to reasonably constitute a nuisance to other individuals using the library is prohibited.

Non-alcoholic drinks in covered containers and cold snack food will be permitted in the library. However, food is restricted to the lobby area and meeting rooms. Food may not produce an odor detectable to other library users.

Smoking, tobacco products, and electronic cigarettes are prohibited throughout the building and within 15 feet of any entrance, exit, or operable window under the Elmhurst Municipal Code. Smoking, tobacco products, and electronic cigarettes are also prohibited in the John Carroll Reading Garden and the Garden Island in the southwest corner of the parking lot.

Individuals who fail to abide by these rules or other regulations of the library will be asked to leave the premises. The Library Director and, in her absence, the Assistant Library Director, is authorized to ban individuals who repeatedly or egregiously violate library rules from use of the library for a specified period of time or until legal charges filed against the individual for incidents occurring at the library have been adjudicated, in accordance with 75 ILCS 5/4-7-11. Any individual who has been banned may have the decision reviewed by the Board of Trustees.

Ingrid Becton seconded the motion. The motion carried.

The next order of New Business was the approval of the bid for Computer Switches. William Shanklin moved:

THEREFORE BE IT RESOLVED:

That Administrative staff is authorized to accept the bid from Dell for network switches at a cost not to exceed \$23,622.30.

Ingrid Becton seconded the motion.

Vote

Linda Wheaton	Yes
Ingrid Becton	Yes
Monica Iacono	Yes
Carol Jacobsen	Yes
Teresa Menolascino	Yes
William E. Ryan	Yes
Susan P. Sadowski	Yes
William Shanklin	Yes
Marsha Baker	Absent

The motion carried.

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The next order of New Business was the approval for the Circulation Department to offer a Food for Fines one week in April. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That the Library will accept non-perishable food donations to waive fines, up to a maximum of 5 fines, during the week of April 13 – 19.

Monica Iacono seconded the motion. The motion carried.

There being no Other New Business, the meeting was adjourned at 7:55 p.m.