

ATTACHMENT A

MINUTES  
ELMHURST PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, May 19, 2009  
7:30 p.m., Meeting Room 1

President Rose Walsh called the May 19, 2009 meeting of the Board of Trustees to order at 7:30 p.m. in Meeting Room 1.

Board members in attendance included Marsha Baker, Ingrid Becton, David Dyer, Philip Hupfer, Susan Sadowski and Linda Wheaton. William Ryan and Frank Vanek were absent. Also in attendance were Library Director Marilyn Boria, Assistant Director Sarah Caltvedt and visitors.

There were no comments from visitors.

The next order of business was approval of the Consent Agenda. David Dyer moved:

THEREFORE BE IT RESOLVED:

That the minutes of the April 21, 2009 Regular Meeting be approved as presented.

That administrative staff is authorized to contract for upgrading the Information Technology infrastructure in the Library as outlined in a proposal dated 5/5/2009 from The McCann Group at a cost not to exceed \$102,000 plus shipping for the equipment.

That the Materials Availability Policy is approved as presented:

5.4 MATERIALS AVAILABILITY

When material needed by an eligible borrower\* is not available (not owned or not on shelf) at the Elmhurst Public Library (EPL), the borrower may place a request for this material. When the material is available for checkout, the borrower will be notified that the material will be held for a specified period of time to be determined by Library staff.

The loan period for items received from other libraries is determined by the lending library. The borrower is responsible for overdue fines and charges for lost or damaged materials received from other libraries. These fines and fees, determined by the lending library, may be higher than those charged by EPL. All interlibrary loan requests filled within Illinois will be at no charge to the requesting patron. Individuals will be

Minutes  
Elmhurst Public Library Board of Trustees  
May 19, 2009  
page 2

charged a reasonable fee (to be determined by administrative staff) for out-of-state interlibrary loan requests to cover lending library fees and mailing expenses for this material. Individuals will be charged a reasonable fee (to be determined by administrative staff) for all photocopy requests.

*\*Eligible borrowers are EPL cardholders and cardholders from libraries with reciprocal borrowing privileges who work or own taxable property in Elmhurst.*

EPL participates in the statewide Reciprocal Borrowing (RBP) which allows an EPL cardholder to check out materials from other participating libraries throughout the state. A list of those libraries that do not participate is available at the Circulation Desk. Individuals are responsible for charges and fees for lost, damaged, or late returned RBP materials.

Elmhurst Public Library, as a member of the Metropolitan Library System, honors reciprocal borrower cards from cooperating intersystem and intrasystem libraries.

Susan Sadowski seconded the motion. The motion passed.

The next order of business was Approval of the May 19, 2009 Accounts Payable. David Dyer moved:

THEREFORE BE IT RESOLVED:

That the May 19, 2009 check register be approved for payment.

Linda Wheaton seconded the motion. Director Boria answered several questions about items on the check register. She explained that credits from Metropolitan Library System for fines and miscellaneous fees represented credit card payments collected by the system for the library. The motion carried.

Director Boria presented the Financial Reports. She stated that these were year-end reports. Income had been lower than expected, but it was anticipated that the state grant would be received sometime over the summer. Expenditures were also lower than projected, so the budget was balanced for the year.

Minutes  
Elmhurst Public Library Board of Trustees  
May 19, 2009  
page 3

In her Director's Report, Ms. Boria noted that the average daily circulation in April increased by 12%. She reported that Summer Reading was scheduled to start June 6, and a special program flyer would be mailed to all homes in Elmhurst before June 1. The Friends of the Library are providing approximately \$9,000 for prizes, and there are additional sponsors for the kids' program prizes. Trustee Hupfer inquired about circulation at other area libraries, and Ms. Boria stated that overall circulation in SWAN is up. However, Elmhurst accounted for 9.5% of all SWAN circulation in April, and only 2 other libraries, Downers Grove (7%) and Indian Prairie (6.25%) were even close. Mr. Hupfer inquired about the zoo passes, and Ms. Boria explained that they would be folded into the new Museum Adventure Pass program, which will begin in the fall. Macy's is sponsoring the program for area libraries, but it will not include the major Chicago museums, since they declined to participate.

President Walsh reported on the thank you dinner for former Mayor Marcucci which she and several other Board members and staff had attended. The proceeds of the dinner – nearly \$8,000 - were donated to the library and will be used to establish the Thomas D. Marcucci Governmental Leadership Collection. This collection will be purchased over a period of several years and will be identified through tracings in the library catalog and special plates in the books.

There was no Unfinished Business.

The first item of New Business was Approval of the Public Library Annual Report. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the 2008-2009 Illinois Public Library Annual Report for the Elmhurst Public Library is approved as presented. Furthermore, the Board President, the Secretary, and the Library Director are authorized to sign this document and submit it to the Illinois State Library no later than May 30, 2009.

David Dyer seconded the motion. The motion passed.

The second item of New Business was Approval of the Coffee Bar Concession Contract. Ingrid Becton moved:

Minutes  
Elmhurst Public Library Board of Trustees  
May 19,2009  
page 4

THEREFORE BE IT RESOLVED:

That the President and Secretary of the Board are authorized to sign the Concessionaire Agreement for the operation of a coffee concession in the Library as outlined in the Request For Proposals dated March 23, 2009.

Marsha Baker seconded the motion. David Dyer abstained from voting. Motion passed.

There being no additional New Business, at 7:56 p.m. Susan Sadowski moved to convene in Executive Session. Linda Wheaton seconded the motion, and a roll call vote was taken:

Marsha Baker	Aye
Ingrid Becton	Aye
David Dyer	Aye
Philip Hupfer	Aye
William Ryan	absent
Susan Sadowski	Aye
Frank Vanek	absent
Rose Walsh	Aye
Linda Wheaton	Aye

The Board reconvened in regular session at 8:22 p.m. and the meeting was adjourned without further action.

Linda Wheaton, Secretary