

MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
Tuesday, December 13, 2011
Kossmann Room, 7:30 p.m.

President Susan Sadowski called the December 13, 2011 meeting of the Board of Trustees to order at 7:33 p.m. in the Kossmann Room.

Board members in attendance included Marsha Baker, Ingrid Becton, John Morrissey, Bill Ryan, Rose Walsh and Linda Wheaton. Jan Vanek was absent. Also in attendance were Library Director Mary Beth Campe, Assistant Director Sarah Caltvedt, Public Information Coordinator Cheryl Moore, and visitors.

Visitor Anthony Solis stated that he was a member of the Wheaton Public Library Board of Trustees and hoped to build ties with the Elmhurst Public Library. He complimented the Board on the quality of the Library.

Visitor Emil Haddad stated that he was the father of Jackie Tamer, who had contacted the Board to express a concern that young children could run out of the building and to request that a door be placed at the entrance to the Kids' Library. He had been asked by his daughter, who was not able to be present, to convey her concerns and those of several other parents. Mr. Haddad acknowledged that parents are responsible for their children, but asked if there were anything that could be done to close off the Kids' Library. Trustee Morrissey referred Mr. Haddad to information in the Board packet, and President Sadowski pointed out that this matter was an agenda item that would be discussed later in the meeting.

The next order of business was approval of the Minutes of the November 15, 2011 Regular Meeting. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the November 15, 2011 Regular Meeting be approved as presented.

Ingrid Becton seconded the motion. The motion passed.

The next order of business was approval of the Minutes of the November 21, 2011 Special Meeting. Ingrid Becton moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the November 21, 2011 Special Meeting be approved as presented.

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Marsha Baker seconded the motion. The motion passed.

The next order of business was approval of the Minutes of the November 8, 2011 Committee of the Whole Meeting. Rose Walsh moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the November 8, 2011 Committee of the Whole Meeting be approved as presented.

Bill Ryan seconded the motion. The motion passed.

The next order of business was approval of the December 13, 2011 Accounts Payable. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the December 13, 2011 check register be approved for payment.

Rose Walsh seconded the motion. Director Campe distributed the monthly credit card statements and small check register. She pointed out the payments to tutors for the Study for Finals program and noted that this is very popular with students and their parents. She also referred to the payment for "patron card combo," noting that patrons are now given both a card and a key tag with their library card number. President Sadowski suggested that the \$1800 payment to Highway Sales should have been identified as a powered snow brush, not a "push broom," and staff said they would have the change made. The motion carried.

Director Campe presented the Financial Reports, pointing out the additional \$90,000 in tax receipts and the Per Capita Grant payment for last year's application. She also called attention to the Friends' donation of \$5,057 to purchase Nooks for circulation to the public. She stated that expenditures were mostly on target. Due to a miscoding, workers' compensation insurance had been charged to insurance, not benefits. This will be corrected, but the insurance line item will still be slightly over budget due to an increase in the D&O insurance.

In her Director's Report, Ms. Campe announced that circulation was up 3% in November, in part due to circulation of 411 Magazines to Go. The Nooks are now out for circulation, and she invited the Trustees to attend a training session on December 14. She reported on several substantial donations that had been received after the closing of the

November financial statements. Finally, Director Campe reported on several changes to the Open Meetings Act. The first requires the library to post compensation information on the website for any employees with total compensation, including benefits, in excess of \$75,000 and \$150,000. The second change affects the Board in that any private electronic devices can be subject to a FOIA request if library business has been conducted on them. There was a discussion of using the "EPLBoard" email account versus individual Trustee email accounts for library business. Director Campe said that she would consult the Library's attorney on this matter.

In her President's report, Ms. Sadowski noted that she and several other Trustees and administrative staff had attended the City Council meeting on December 5. She read the statement that she had made during the public comment period to explain the Library's levy request for the coming year. Ms. Campe said that City staff had indicated that they would like the Library to attend the levy meeting every year from now on.

Under Unfinished Business, Director Campe gave an update on the RFID project, stating that it had been somewhat on hold pending the signing of a contract for the equipment, which was the next item on the agenda. Tagging is expected to start in early January.

The first item of New Business was Approval of RFID System Bid and AMH Bid.
Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the Administrative Staff is authorized to accept the bid from 3M for an RFID System at a cost not to exceed \$185,000.

That the Administrative Staff is authorized to accept the bid from 3M for an Automated Materials Handling System at a cost not to exceed \$215,000.

Trustee Ryan asked if this were a single source situation, and Director Campe explained that it had been an open bid, but only one bid had been received. One company that requested a bid packet did not respond, and another had missed the bid publication. She stated that she had had good experience with 3M at her previous library, the equipment was made in the U.S., and the pricing was very good, especially for the tags. Linda Wheaton seconded the motion. The motion passed.

The next item of New Business was Revocation of Patron Library Privileges. Rose Walsh moved:

THEREFORE BE IT RESOLVED:

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That the library privileges of William Jensen be revoked for a period of one year beginning on November 26, 2011 and ending on November 26, 2012.

Ingrid Becton seconded the motion. John Morrissey asked for clarification of why this action was necessary if there was already a No Trespass order in effect, and Ms. Campe responded that the Board's action was a formality that added weight to the order. Mr. Morrissey commented on the fact that staff had served Mr. Jensen even after the No Trespass order. Ms. Campe stated that staff had allowed him to stay because he was sober, but the second incident of drunkenness reinforced the need to keep Mr. Jensen out of the library for a period of time. The motion passed.

The next item of new business was a Bylaws Policy review regarding use of the telephone for remote meeting attendance. Director Campe noted that a policy was already in place, and she had included it in the packet for informational purposes. President Sadowski asked whether the term telephone conferencing should be updated to reflect modes of electronic communication, and Ms. Campe stated that she would prepare a revision for Board review in January.

The next item of New Business was Approval of Directors and Officers Insurance Renewal. Ingrid Becton moved:

THEREFORE BE IT RESOLVED:

That Administrative Staff is authorized to enter into an agreement for Directors and Officers Insurance and Employment Practices Liability Insurance with Philadelphia Insurance Company at a cost of \$3,840.00 for a period of one year beginning January 9, 2012.

Linda Wheaton seconded the motion. Director Campe stated that this was the annual renewal, with a slight increase in cost. The motion passed.

The next item of New Business was a Materials Reconsideration Request. Director Campe stated that there was no need for Board action, but the policy calls for the Board to be notified of a Materials Reconsideration Request, a copy of which was in their packet. She reported that staff had decided not to remove the CD in question, but that the patron had been informed that she had the option of bringing her request to a Board meeting.

The next item of New Business was a Patron Suggestion for the Kids' Library. Director Campe explained the patron's concerns regarding the safety of children in the Library,

and she described measures in place to protect children. She had asked the Elmhurst Fire Department to assess the situation, and they recommended against placing a door at the entrance to the Kids' Library. There was a general discussion of the design of the area and the fact that the Library is a public place, which means that safety cannot be guaranteed. Several Trustees commented that the general public is not aware of the high level of staff training to deal with safety and emergency situations. The consensus was that no modifications should be made to the building and that parents bear the ultimate responsibility for their children when visiting the Library.

The next item of New Business was a Resolution of Appreciation for the Elmhurst Garden Club. Ingrid Becton read the resolution:

Whereas, members of the Elmhurst Garden Club have continued their tradition of decorating the Library for the holiday season for the 59th 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.

Rose Walsh seconded the motion. The motion passed.

The next item of New Business was Approval of the Staff Holiday Greeting. Linda Wheaton moved:

To the Staff:

Thank you 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.

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We congratulate you on again achieving a 3-star rating in the Library Journal Star Library Rankings and 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.

Rose Walsh seconded the motion. Director Campe reported that many staff members had expressed appreciation for the holiday luncheon that was held earlier in the day. The motion passed.

Under Other New Business, Director Campe read a letter from the United Community Concerns Association expressing thanks for the Library's hosting a food collection box for their holiday food drive. It is a very high volume collection point.

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

Marsha Baker, Secretary

