

ATTACHMENT A

MINUTES OF THE ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
Tuesday, July 12, 2011
Kossmann Room, 7:00 p.m.

President Sue Sadowski called the meeting of the Board of Trustees Committee of the Whole to order at 7:00 p.m. on July 12, 2011 in the Kossmann Room of the Library.

Trustees in attendance included Marsha Baker, Phil Hupfer, Bill Ryan, Jan Vanek, Rose Walsh and Linda Wheaton. Ingrid Becton and John Morrissey were absent.

Also in attendance were Director Marilyn Boria, Assistant Director Sarah Caltvedt, and Head of Adult Services Catherine Ingram.

Acceptance of the Minutes of the June 14, 2011 Committee of the Whole Meeting

The minutes were accepted as presented.

Review of Financial Statements

Ms. Boria reviewed the financial statements, noting that the first installment of property taxes had been received in June. In response to a question from President Sadowski, Ms. Boria stated that the health insurance charges had been adjusted by the City. The year-to-date amount on the Expenditure Report, representing charges for May, June and July, and is correct. The Operating Fund statement shows "insurance recoveries," representing the adjustment. Ms. Boria distributed the small check register and credit card statements and explained that the 3 library credit cards are used only for items that cannot be purchased any other way.

Review of a Revised Policy on Service to Community Groups (7.1)

The Trustees reviewed this policy, which had been fully revised with input from the department heads. There were no objections.

Review of Proposed Changes to the Reference Policy (7.6)

In response to a question, Ms. Caltvedt stated that Illinois State Library standards call for library boards to review reference policies every two years. President Sadowski questioned the term "customer-friendly" and suggested removing the word "customer." Trustee Hupfer inquired about the difference between "professional" and "professionally trained." Director Boria explained that while all reference staff are professionally trained, some staff in the Kids' Library do not hold the Master of Library Science degree.

Review of Proposed Changes to Emergency Closing Policy (4.2)

Ms. Boria stated that this change is intended to clarify current procedure in situations when the Library does not open due to an emergency. The Trustees had no objection.

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Review of Proposed Changes to Employment Procedures: Relatives of Employees (8.3.6)

The Trustees agreed that “civil union partner” should be added to this policy in recognition of a recent change in state law.

Cancellation of the August Committee of the Whole Meeting

There were no objections to cancelling the August Committee of the Whole meeting as usual.

Adoption of Annual Resolution on Reserve Funds

Director Boria noted that this is routine, but required. The Trustees were in agreement.

Public Information Report

In the absence of Public Information Coordinator Moore, Ms. Boria reviewed press coverage. In response to a question about an article on library materials checked out with a stolen card, she explained the circumstances and cooperation with the police to try to apprehend the culprits. Ms. Boria also reported that Ms. Moore was in the process of setting up a mobile web site for the Library. Ms. Ingram demonstrated the test site on her mobile phone.

Unfinished Business

Trustee Wheaton reported that she had a friend who was very enthusiastic about the Library’s Playaway audio books. Trustee Baker demonstrated one that she was currently listening to.

Additional New Business

Director Boria reported that the wireless network had been unable to meet patron demand the previous day when many households were without power and people came to the library for Internet access. Last fall the library had added a Verisign certificate to prevent automatic wireless connections by mobile phones, but the capacity still appears to be insufficient. The library’s technology support consultant recommends purchasing an additional Bluesocket device to double the wireless ports to 128. He is confident that the current bandwidth will be sufficient for all but very large files, such as movies. These are blocked by the network when it is busy. The Trustees agreed that the additional device should be purchased.

In connection with the Employment Procedures policy revision, Ms. Boria stated that she had recently read the Elmhurst Park District policy, which prohibits employment of Commissioners’ relatives. She suggested that Library Trustees consider a similar policy. Performance issues with Trustees’ relatives not only can put supervisors and other staff in an awkward position but also the Trustees themselves. All of the Trustees agreed that the policy should be changed to bar employment of Trustees’ family members.

There being no further Additional New Business, the meeting was adjourned at 7:40 p.m.

Minutes Prepared by Library Staff