

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, June 15, 2010
7:30 p.m., Administrative Conference Room**

In the absence of President Walsh, Secretary Wheaton called the June 15, 2010 meeting of the Board of Trustees to order at 7:30 p.m. in the Administrative Conference Room.

Board members in attendance included Marsha Baker, Ingrid Becton, David Dyer, Philip Hupfer, Bill Ryan, and Susan Sadowski. Also in attendance were Director Marilyn Boria and visitors.

Secretary Wheaton began the meeting by asking if there was any public comment from visitors. Since there was no public comment, the next order of business was a presentation in memory of former Board member Frank Vanek.

Jan Vanek began the presentation by explaining that Frank was a jazz enthusiast. Not only did he generously donate jazz CDs to the Library regularly, he also kept a list of CDs for future donation. Carol Snyder, a longtime friend of the Vanek's, reported that she and a group of friends had collected donations and purchased the remaining 40 CDs on Frank's list. Ms. Snyder then presented them to the Library in Frank's memory. Board members expressed their appreciation for this donation and asked for a list of donors to acknowledge everyone who had contributed to the gift.

The next order of business was approval of the Consent Agenda. Phil Hupfer moved:

THEREFORE BE IT RESOLVED:

That the minutes of the May 18, 2010 Regular Meeting are approved as presented.

That the revised Programming Policy is approved as presented.

LIBRARY PROGRAMMING

Library programming supports the Library's vision of providing the means for Elmhurst residents to develop a love of reading; access information for work and learning; pursue the interests that will enrich their lives; understand changes in technology, society and culture; and gather and interact with each other.

In planning programs, the Library will attempt to hire presenters who do not have a vested interest in selling their products or services to participants. Presenters are prohibited from asking for participants' names. The speaker may leave business cards for participants to pick up after the program should anyone be interested. For sale of merchandise during a program, see 3.16.4.

Programs for Children

The Kids' Library will present regular program series and individual programs for children from birth through Grade 8. Programming for infants and preschoolers will

focus on pre-literacy skills, while programming for school-aged children will be designed to support reading skills, develop a love of reading, provide opportunities to learn about school topics such as history and science, and to provide opportunities for children to pursue interests that will enrich their lives.

Programs for Teens

Library programming for Teens will focus on the support of learning. Other programming will be developed in consultation with Teens to engage their interests.

Programs for Adults

The Library will present programs of general interest to Elmhurst residents on such topics as literature, the arts, history, social issues, consumer concerns and computers. In addition, the Library regularly will present programs and classes for adults on how to use Library resources.

Films

Presentations of films at the Library will comply with the MPAA (Motion Picture Association of America) rating system with regard to audience. When PG, PG-13 or Not Rated films are shown, no child under 13 will be admitted without adult supervision. Films presented for a teen audience will have a rating of G, PG, or PG-13. Teens (age 13-17) must have a school ID or another form of identification showing their age to attend film programs without a parent or adult guardian. Films presented for an adult audience may have any rating or be Not Rated. When films with an R rating are shown, all publicity will indicate that the movie is intended for an adult audience, and no child under 17 will be admitted without a parent or adult guardian.

3.16.1 Program and Class Fees

Most Library programs will be presented free of charge.

All classes on using Library databases will be provided free of charge. Administrative staff is authorized to charge a nominal fee for classes on other subjects.

3.16.2 Publicity for Library Programs

Programs and exhibits presented at the Elmhurst Public Library are for the benefit of Elmhurst residents. The purpose of publicizing Library programs and exhibits is to inform Elmhurst residents of activities at the Library. Although people from other communities use the Library, it is not the Library's intent to publicize activities outside of the City of Elmhurst.

All publicity for Library programs and exhibits is under the direction of the Library's Public Information Coordinator. This staff member is charged with determining the best publicity for all Library exhibits and programs.

3.16.3 Program Registration and Attendance

Advance registration may be required for high-demand programs.

Adult Programs

Elmhurst Public Library cardholders will be given first opportunity to attend all programs, based on the order of their registration or arrival. Nonresidents may be given an opportunity to attend adult Library programs in the meeting rooms on a first-come, first-served basis if the room is not full.

Computer Classes

Elmhurst Public Library cardholders will be given first opportunity to register for classes in the Computer Lab. Non-residents may register for computer classes if space is available and may be charged a higher fee.

Kids' Library Programs

Only Elmhurst Public Library cardholders may register for Kids' Library programs. Staff may establish additional restrictions for specific programs. Attendance at most programs in the Storytime Room is limited to Elmhurst Public Library cardholders. Nonresidents may be given an opportunity to attend Kids' Library programs in the Large Meeting Room on a first-come, first-served basis if the room is not full at the time the program is scheduled to begin.

3.16.4 Sale of Merchandise by Speakers

Guest speakers/performers presenting programs sponsored by the Elmhurst Public Library may sell items to the public under the following conditions:

- 1) the sale of merchandise does not interfere with the program,
- 2) enjoyment of the program is not hindered for people uninterested in purchasing merchandise,
- 3) merchandise is sold at a cost no higher than the retail price of the item,
- 4) the sale immediately precedes or follows the program,
- 5) merchandise offered for sale is appropriate to the presentation.

All sales of merchandise must be approved in advance by the Public Information Coordinator or the Director or Assistant Director.

That the revised Policy on Safety of Children in the Library is approved as presented.

SAFETY OF CHILDREN IN THE LIBRARY

The Library endeavors to provide a suitable environment for children to use and enjoy its materials, programs and other resources. However, parents should be aware that the

Library is a public building open to all, and that staff is not able to monitor the safety or whereabouts of each child visiting the Library.

3.15.1 Parental Responsibility

Parents/legal guardians are solely responsible for their children while they are in the Library. Children under the age of 7 must be attended by a parent or other responsible caregiver age 12 or older at all times while in the Library.

All children must be picked up by closing time.

The Library staff will attempt to contact parents of children whose safety is in doubt. If parents or caregivers are unavailable, the staff will contact the Elmhurst Police Department to provide custody.

3.15.2 Adults in the Kids' Library

To provide an appropriate and safe atmosphere for children, adults (17 and over) who are not accompanied by children are to use the Kids' Library only for the purposes of retrieving materials, speaking with Library staff or using a group study room if none are available on the second floor.

That the attached Elmhurst Public Library Technology Plan 2010-2013 is approved as presented.

That administrative staff is authorized to contract for the cleaning, touch-up and repair of the main staircase treads and risers at a cost of \$1,560.

That administrative staff is authorized to purchase the Ricoh MP C3300 printer for the Public Information Coordinator's Office at a cost of \$10,000.

That the Elmhurst Public Library will be closed to the public on Friday, August 20, 2010, for staff training.

The next order of business was Approval of the June 15, 2010 Accounts Payable. David Dyer moved:

THEREFORE BE IT RESOLVED:

That the May 18, 2010 check register be approved for payment.

Susan Sadowski seconded the motion. Director Boria answered several questions about the check register. The motion carried.

Director Boria presented the Financial Reports, calling attention to a new income category – TIF Surplus Distribution. She noted that the Library had received a check for \$34,630 from the City of Elmhurst because the City had declared a surplus in TIF II. Director Boria and Trustee Dyer answered several questions about TIF districts in general and TIF II in particular.

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In her Director's Report, Ms. Boria distributed a summer reading sign-up summary indicating that there were 22.5% more kids registered by mid-June this year than last. She noted that all of the programs were completely filled, and the Learning Garden, a gift of the Friends of the Library, opened unofficially at the start of summer reading. It has been a great success. Sharon Karpel, Head of the Kids' Library, will report on the Learning Garden at the July Board meeting.

There was no President's Report.

Director Boria began her staff report by distributing a letter from Anne Craig, Director of the Illinois State Library, to Library System Directors. This letter warned that the survival of library systems in Illinois depended upon the ability of the Boards to quickly consolidate services and staff, with the stated goal of preserving delivery and support for shared catalogs. In light of this edict, the Metropolitan Library System is entering into merger talks with the North Suburban, Dupage, Prairie Area, and Alliance Library Systems. Working with a consultant, these groups hope to complete this task by December 2010. At the same time, the SWAN Council is working to create a separate government entity for SWAN so that SWAN reserve funds and equipment can be separated from MLS funds. This is a very fluid situation, and long-term viability depends upon receiving state funding at some level. How much will be received and when is simply not known at this time. Director Boria answered questions at the conclusion of her report, and agreed to update the Board as the situation progresses.

There was no Unfinished Business.

Under New Business, David Dyer moved:

THEREFORE BE IT RESOLVED:

That, based upon an annual performance evaluation, the Elmhurst Public Library Board of Trustees approves a 2% salary increase for the Library Director for FY 2010-2011. In addition, the Board approves up to 6 weeks of final vacation payout in 2010 for the Library Director.

Phil Hupfer seconded the motion: Motion carried.

There being no other New Business, the meeting adjourned at 8:25 p.m.

Linda Wheaton, Secretary