

ATTACHMENT A

MINUTES OF THE ELMHURST PUBLIC LIBRARY  
BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE MEETING  
Tuesday, June 14, 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 June 14, 2011 in the Kossmann Room of the Library.

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

Also in attendance were Director Marilyn Boria, Assistant Director Sarah Caltvedt, Public Information Coordinator Cheryl Moore and Head of Adult Services Catherine Ingram.

Acceptance of the Minutes of the May 10, 2011 Committee of the Whole Meeting

The minutes were accepted as presented.

Review of Financial Statements

Ms. Boria reviewed the financial statements, noting that little income had been received in May, but the first installment of property taxes was due June 1. She said that she would continue to work with the City on correcting the health insurance charges. Ms. Boria pointed out that a payment to Inmagic had been included in the "small" check register in order to take advantage of a substantial prompt payment discount. President Sadowski asked whether it would be possible to cut down on lost material refunds. Ms. Boria explained that although the Library encourages people to wait 6 weeks, some people are eager to pay for items right away even when there is a good chance they will be found.

Review of Proposed Changes to Policy 5.1.2: Library Cards – Lost/Stolen/Replacement

Due to a recent incident involving a lost or stolen library card, staff have reviewed the relevant policy and recommend eliminating the set limit of liability for missing materials. The library card of an Elmhurst College student was used by someone else to check out a large number of DVDs and console games. Under current policy, once she files a police report, she will only be liable for \$50. This policy presents the potential for directed thefts or scams. Ms. Boria recommended that the liability limit be removed, allowing staff to negotiate terms of compensation depending on the circumstances in future cases. The Trustees found this acceptable.

Review of Social Media Policy

Assistant Director Caltvedt explained that as the Library has begun to use social media such as Facebook and Twitter, it was advisable to adopt a policy regulating the terms of use for staff and the public. The draft policy draws on policies adopted by other libraries and establishes a general framework for the use of social media to advance the Library's Mission and Vision.

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Trustee Morrissey commented that it was prudent to establish such a policy, and the other Trustees were in agreement

#### Request to Close the Library for Staff Institute Day

Director Boria pointed out that this year's Staff Institute Day would be held after the start of school because District 205 classes will resume on August 18 in order to complete the semester before Christmas. Ms. Caltvedt discussed some of the options that she and incoming Director Campe are considering for the afternoon session. Board Members agreed to closing the Library for Staff Institute on August 26.

#### Public Information Report

Ms. Moore reported that most press coverage in the past month related to the appointment of Mary Beth Campe as Director. She distributed a Google Analytics report on use of the Library's web site in May. Statistics included 53,104 visits by 24,987 unique individuals; the number of bounces from the site to other sites, such as the catalog; and the amount of use via mobile devices. Trustee Morrissey expressed his appreciation for this report, and Ms. Boria indicated that some of these statistics would be included in the monthly statistical report from now on.

#### Library Logo Shirts

As background information, Director Boria explained that this year's Summer Reading shirts are only available as T-shirts, and staff are charged only half the price paid by the Library if they wish to purchase one. For some time, Ms. Ingram has been looking into options for identifying clothing that staff could wear while representing the Library in the community and has worked with Lands End to set up a selection of moderately priced items that can be embroidered with the Library logo. Ms. Boria proposed that the Library purchase a shirt of their choice for the Trustees to wear in lieu of the Summer Reading shirts. She further proposed that these shirts and other tops be offered to staff for purchase at half price or at no cost if their job entails representing the Library in the community. The Trustees agreed with this proposal and reviewed the available garments and made their selections.

#### Unfinished Business

Trustee Morrissey requested that Trustees be given the full Illinois Public Library Annual Report with individual staff salaries included in the future. Director Boria agreed to do so.

#### Additional New Business

There being no Additional New Business, the meeting was adjourned at 8:05 p.m.

Minutes Prepared by Library Staff