

ATTACHMENT A

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, May 17, 2011
7:30 p.m., Kossmann Room**

President Susan Sadowski called the May 17, 2011 meeting of the Board of Trustees to order at 7:30 p.m. in the Kossmann Room.

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

There were no comments from visitors.

The next order of business was approval of the Consent Agenda. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the April 19, 2011 Regular Meeting are approved as presented.

Linda Wheaton seconded the motion. The Consent Agenda was approved as presented.

The next order of business was approval of the May 17, 2011 Accounts Payable. Rose Walsh moved:

THEREFORE BE IT RESOLVED:

That the May 17, 2011 check register be approved for payment.

Linda Wheaton seconded the motion. Director Boria responded to several questions about the invoices. The motion carried.

Director Boria presented the Financial Reports, noting that the Library had taken in \$252,000 more than was spent during the fiscal year ending in April, and that there would be no need to make transfers from reserves except for the required transfer from the LEA Fund. She reported that the City would be adjusting the health insurance payments for the year downward by \$29,000 to correct an error in apportioning costs.

In her Director's Report, Ms. Boria pointed out a chart of circulation statistics over the past 5 years and noted that 2009-2010 was a year of unusually high circulation. Although circulation for FY 2010-2011 was slightly lower until April, it was still higher than the previous year.

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There was a discussion of circulation trends in libraries, and Trustee Morrissey suggested tracking technology metrics such as database use, website use, etc. on a monthly basis to aid in planning.

In her President's report, Ms. Sadowksi noted that the Chamber luncheon honoring Director Boria and other retiring community leaders had been a very positive event.

There was no Unfinished Business.

The first item of New Business was approval of the Public Library Annual Report. Jan Vanek moved:

THEREFORE BE IT RESOLVED:

That the 2010-2011 Illinois Public Library Annual Report for the Elmhurst Public Library is approved as presented. Furthermore, the Board President, Secretary, and Library Director are authorized to sign this document and submit it to the Illinois State Library no later than May 30, 2011.

Marsha Baker seconded the motion. The motion carried.

The next item of New Business was Authorization to Ban Library Patron. Director Boria explained that she wished to preserve the patron's privacy, but that it was necessary to stipulate that he not return to the building until the medical problem that caused him to create a health hazard in the library was resolved. He would still be permitted to use the Drive-up window or receive home delivery. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That administrative staff may prohibit the patron who has been banned twice in the past seven months from using the Library until he is able to supply a certification from his medical doctor that his condition is under control and will not create a health hazard in the building.

Rose Walsh seconded the motion. The motion carried.

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The next item of New Business was employment of a Library Director. Rose Walsh moved:

THEREFORE BE IT RESOLVED:

That Mary Beth Campe be appointed Director of the Elmhurst Public Library, starting on July 29, 2011, at a salary of \$116,000 per year.

Ingrid Becton seconded the motion. The motion carried. Trustee Baker commented that the search process had been organized very well and had given the Trustees a good opportunity to evaluate the candidates. She appreciated the hard work of the Search Committee and staff.

There being no other New Business, the meeting was adjourned at 8:12 p.m.

Ingrid Becton, Secretary