

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, November 16, 2010
7:30 p.m., Kossmann Room**

President Susan Sadowski called the November 16, 2010 meeting of the Board of Trustees to order at 7:30 p.m. in the Kossmann Room.

Board members in attendance included Ingrid Becton, David Dyer, Philip Hupfer, Bill Ryan, Janice Vanek and Linda Wheaton. Marsha Baker and Rose Walsh were absent. Also in attendance were Director Marilyn Boria, Assistant Director Sarah Caltvedt, Adult Services Librarian Rita Perona and Public Information Coordinator Cheryl Moore. A visitor arrived at 7:35.

The Oath of Office was not administered due to the absence of reappointed Trustee Marsha Baker.

There were no comments from visitors.

The first order of business was approval of the Consent Agenda.

THEREFORE BE IT RESOLVED:

That the minutes of the October 19, 2010 Regular Meeting are approved as presented.

That the Elmhurst Public Library Board of Trustees accepts the Comprehensive Annual Financial Report for the Elmhurst Public Library, April 30, 2010.

That administrative staff are authorized to enter into an agreement for Directors and Officers Insurance and Employment Practices Liability insurance with Philadelphia Insurance Company at a cost of \$3,707 for a period of one year beginning January 9, 2011.

That administrative staff are authorized to enter into an agreement for property, liability, workers' compensation and umbrella insurance coverage with Indiana Insurance Company at a cost of \$35,285 for a period of one year beginning November 21, 2010.

That the policy on Transportation of Patrons is approved as presented.

TRANSPORTATION OF PATRONS

Staff members are prohibited from transporting library patrons in their personal vehicles. If, in the course of fulfilling the Library's Strategic Plan, it is necessary to transport patrons away from the building for an event, buses must be rented from a reputable transportation firm with adequate insurance coverage. Prior approval of the Director or Assistant Director is required.

That the Policy on Library Cards is approved as presented.

LIBRARY CARDS

Eligibility Requirement

The following persons are eligible for an Elmhurst Public Library card, which provides full borrowing privileges at the Elmhurst Public Library and reciprocal borrowing privileges at cooperating Illinois libraries:

- 1) **Residents** of the City of Elmhurst. Identification with proof of residency is required at the time of application. Post office boxes are not acceptable as mailing addresses without proof of residency. These cards are valid for 2 years.
- 2) **Elmhurst College Students living on campus.** These students will be issued an Elmhurst Public Library card valid for one semester. This card entitles these students to full borrowing privileges at the Elmhurst Public Library, and the Elmhurst College Library will be responsible for all losses incurred by these students. (Note: Students living in an area served by another public library which has reciprocal borrowing privileges with EPL may use that card.)
- 3) Any **nonresident**, who as an individual, partner, principal stockholder or joint owner of **taxable property** within Elmhurst or any individual who is a senior administrative officer of a firm, business or other corporation owning taxable property within Elmhurst. This non-resident privilege shall be extended to only one person (the first applicant) for each parcel of taxable property. Personal identification and presentation of a current tax bill receipt are required at the time of application. These cards are valid for one year.
- 4) **Nonresident staff members** of the Elmhurst Public Library may be issued a library card. These cards are valid as long as the person is employed at the library.

- 5) **Nonresidents Living in Unincorporated Areas of Elmhurst Community Unit School District 205.** Under the provisions of state law, the Elmhurst Public Library Board of Trustees has approved issuing library cards to nonresidents living in unincorporated areas of Elmhurst Community Unit School District 205 for a fee. This fee will be determined using the Tax Bill Methods (23 Ad. Code 3050.60(b)) established by the Illinois State Library. In the case of rental property, the fee will be 20% of the monthly rent. This nonresident fee entitles the individual and any immediate family members living at the same address to a library card with full borrowing privileges, including reciprocal borrowing, valid for one year.

All Elmhurst Public Library cardholders are bound by the rules and regulations established by the Board of Trustees. An Elmhurst cardholder accepts full responsibility for all materials checked out on that card. Though there is no minimum age requirement to receive a library card, a child below high school age who applies for a library card must have the application signed by a parent or guardian who agrees to take financial responsibility for lost, damaged or overdue materials. Parents or guardians are responsible for determining the suitability of library materials for their children.

That the Policy on Library Cards – Lost/Stolen/Replacement is approved as presented.

LIBRARY CARDS - LOST/STOLEN/REPLACEMENT

When individuals apply for a library card, they sign the following statement: "I understand I am responsible for this card and all material checked out on this card until this card is reported lost or missing. I am further responsible for any charges that may result from late return, loss or damage of materials borrowed. I agree to comply with the library and System regulations."

When an Elmhurst Public Library cardholder reports a library card stolen, that person will not be held responsible for any items checked out on that card after that date. A police report will be accepted as proof of theft.

Individuals who present proof of theft to the library after losses occur will be responsible for the full amount of the loss or \$50.00, whichever is less.

A minimal fee will be charged to replace lost, stolen or mutilated Library cards.

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The Consent Agenda was approved as presented.

The next order of business was Approval of the November 16, 2010 Accounts Payable. Jan Vanek moved:

THEREFORE BE IT RESOLVED:

That the November 16, 2010 check register be approved for payment.

Phil Hupfer seconded the motion. Jan Vanek asked whether the fee in lieu of retention would be the only payment for this obligation, and Ms. Boria responded in the affirmative. The motion carried.

Director Boria presented the Financial Reports, noting that at the halfway mark, most income for the year had been received. David Dyer inquired about a small transfer to the Bond and Interest Fund, and Director Boria responded that the City handles these transfers, but it most likely was a bond service fee.

In her Director's Report, Ms. Boria discussed the status of the Metropolitan Library System and other library systems in Illinois and the outlook for maintaining delivery service. She explained that unless MLS receives additional funding, system delivery service will end February 1, 2011. However, SWAN libraries need delivery service to fill requests made through the catalog, so a committee is investigating options for contracting with a private company that would deliver to public libraries and SWAN members only. In this case, the member libraries will have to pay for the service themselves, and school and special libraries will not get delivery. Trustee Hupfer raised the question of whether the system should continue to do delivery if private delivery service is cheaper. Director Boria explained that final numbers are not in yet, but fewer sites would be served, the service would not be as good, and EPL would have to pay the costs directly, based on its percentage of "ILL Received" traffic. In the meantime, SWAN is cutting staff, assuming all costs of operation and looking at options for a likely move to another location. The Library will be paying \$65,000 a year for SWAN plus the cost of delivery service. A lot still depends on whether or not state funding will be provided once the library systems merge. Continuing with her report, Ms. Boria noted that the Friends of the Library meeting the previous Friday had gone well, with about 50 people in attendance.

In her President's Report, President Sadowski noted that she and Trustee Dyer had attended the Friends' meeting, and she mentioned to Trustee Vanek that Assistant Director Caltvedt had prepared a display and made a brief presentation about the print and recorded jazz collections, especially the large number of CDs donated by her late husband, Trustee Frank Vanek.

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The next item of business was a Staff Report by Adult Services Librarian Rita Perona about her experiences with the Illinois State Library's Synergy leadership training program. Ms. Perona began by thanking the Trustees for their support of continuing education for staff and saying that she had learned a great deal from Synergy. She explained the purpose and structure of the program and showed a brief film made by the participants to illustrate their vision for the future of libraries in Illinois.

There was no Unfinished Business.

The first item of New Business was Approval of the 2010 Tax Levy. David Dyer moved:

THEREFORE BE IT RESOLVED:

That the 2010 tax levy for the Elmhurst Public Library will be \$6,730,000, which includes annual operating revenue and funds for bond repayment.

Linda Wheaton seconded the motion. The motion passed.

The next item of New Business was a Resolution Honoring Barbara Swords. Linda Wheaton moved:

Whereas, Barbara W. Swords served as the League of Women Voters' Observer at Elmhurst Public Library Board of Trustees meetings with outstanding dedication and commitment over the past 21 years; and

Whereas, she kept League members informed about the Library with accurate and timely monthly reports of Board actions and other library news; and

Whereas, she chaired the League of Women Voters Library Study Committee, which spent three years analyzing the needs of the library, resulting in a well-researched and unbiased report to the public recommending a new library building; and

Whereas, she served as an officer of the Friends of the Library for many years, helping to enhance the programs and resources of the Library;

THEREFORE BE IT HEREBY RESOLVED

That we, the Library Board of Trustees, on behalf of the Library staff and the people of Elmhurst, express sincere gratitude and appreciation for Barbara W. Swords' exemplary contributions to the Library as she retires from her position as League Observer.

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Jan Vanek seconded the motion. President Sadowski commented on the work of the LWV Library Study Committee, and Bill Ryan inquired whether a new observer would be appointed. Ms. Boria said that there would be a new observer, but she had not yet learned who it would be. She also mentioned that she had recently responded to a survey that the Library had received from the League regarding the impact of the state funding crisis on local units of governments. The motion passed.

There being no other New Business, the meeting was adjourned at 8:20 p.m.

Ingrid Becton, Secretary