

ATTACHMENT A

**MINUTES  
ELMHURST PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, September 20, 2011  
7:30 p.m., Kossmann Room**

President Susan Sadowski called the September 20, 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, John Morrissey, Jan Vanek, Rose Walsh, and Linda Wheaton. Bill Ryan was absent. Ingrid Becton arrived at 8:15. Also in attendance were Library Director Mary Beth Campe, Assistant Director Sarah Caltvedt, Public Information Coordinator Cheryl Moore, and visitors.

There were no comments from visitors.

The next order of business was approval of the Consent Agenda. Jan Vanek moved:

**THEREFORE BE IT RESOLVED:**

**That** the Minutes of the August 16, 2011 Regular Meeting be approved as presented.

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

The next order of business was approval of the September 20 2011 Accounts Payable. Jan Vanek moved:

**THEREFORE BE IT RESOLVED:**

**That** the September 20, 2011 check register be approved for payment.

Rose Walsh seconded the motion. Director Campe answered several questions about the check register. The motion carried.

Director Campe presented the Financial Reports, and President Sadowski noted that there had been no changes since the previous meeting. Ms. Campe presented a brief budget overview to help the Trustees prepare for the upcoming budget cycle. She reviewed income sources, noting that property taxes were the largest portion of income, and expenditures, where the largest amounts go to personnel and materials. She also provided an explanation of the purpose of the various funds and their balances, stating that it is healthy to have some reserves to avoid the need to take out costly loans if tax receipts are delayed or major equipment must be replaced. Ms. Campe further explained a number of budget terms, such as levy and EAV, and reported that it may soon be necessary for the Library to adopt a fund balance policy that would state in

writing what reserve funds are maintained, the target amounts in them, and their purpose. This would be beneficial is providing transparency to citizens.

In her Director's Report, Ms. Campe stated that staff had stepped up their regular weeding of dated, damaged, or surplus materials from the collections in preparation for the RFID project. This is something that is essential to professional collection management in any case, and she said she had been pleased to find the Library's collection in such good condition. In advance of the RFID re-tagging, staff will withdraw the VHS and audiocassette collections, which are obsolete formats that have already been weeded from many libraries. Ms. Campe reported that she would take on the DVD ordering that had been done by former director Boria and would work at the Kids' Library Help Desk a few hours a week to stay in touch with patrons and front-line library operations. In response to a question from President Sadowski, Director Campe said that the Friends of the Library would have a program by the Green Man Theatre Troupe at their annual meeting and would host an event in conjunction with Sara Paretsky's Elmhurst READS appearance in April.

In her President's report, Ms. Sadowski noted that she and Trustees Becton, Vanek, Walsh, and Wheaton had attended the Meet the New Director reception at the Library on September 14. Although attendance was not large, all ages were represented.

Under Unfinished Business, Trustee Morrissey brought up goals and objectives for Director Campe, which had been discussed at the previous month's meeting with the idea that they be completed before the City Council presentation in March. President Sadowski stated that this topic would be placed on the Committee of the Whole agenda for October. Director Campe said that she would provide a list of her own goals and objectives as a basis for discussing and formulating the Board's goals for her.

The first item of New Business was approval of a Resolution to Expand RFID Replacement Project. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

**That** administrative staff is authorized to include a materials handling system, three additional self-checks, and the necessary architectural and construction work to accommodate this equipment in the RFID Replacement Project at a cost not to exceed \$180,000 in addition to the previously approved \$375,000.

Linda Wheaton seconded the motion. Director Campe reported on her research into several questions submitted prior to the meeting by Trustee Morrissey. On the question of maintenance cost, she reported that the cost of a maintenance contract on the new system would be \$21,000

per year starting in the second year. The current cost on a smaller system is \$14,000. With regard to the life cycle of the system, the vendor states that it is 10 – 15 years, which is the longest planning horizon for technology in any case. The current system is 8 years old, and it has become very difficult to obtain service, parts or tags because it is no longer being supported by the manufacturer. Ms. Campe pointed out that the new tags are standardized, so they can be purchased from a variety of vendors, and are substantially cheaper. There will also be savings on locking cases, which will no longer be needed. In response to a question from Trustee Morrissey, Director Campe presented documentation that the Library's salary expenditures are well within state standards, while the per capita circulation is second highest of all the libraries participating in the LACONI salary survey. She stated that the Library's operations are already efficient and that the new RFID system will make it possible to accommodate even more circulation and other services.

Ingrid Becton arrived at 8:15 p.m.

Director Campe showed several photos and video clips of RFID self-checkout and -checkin units and sorter systems to show the Trustees how they would work. Trustee Vanek asked for clarification of what construction would be required. Ms. Campe said there would be nothing major, just some work on the desk and holes in the interior wall to accommodate the check-in units. No construction would be required in the Kids' Library to add a self-checkout unit. The reconfiguration would also free up space for additional display shelving in the lobby. Ms. Campe reported that the Library attorney had advised that it will be necessary to bid the RFID system and that the City Finance Director recommended that the budget be amended to reflect the higher expenditure for the system. The motion passed on a unanimous vote. After receiving this approval, Director Campe asked the Trustees whether they wanted to approve each contract involved in the project or if they would authorize staff to sign contracts and report on the progress. It was the consensus of the Board that staff should proceed with the project and keep them informed at the regular monthly meetings.

The next order of business was approval of the FY 2012 Per Capita Grant Application. Jan Vanek moved:

**THEREFORE BE IT RESOLVED:**

**That** the FY 2012 Per Capita Grant Application is approved as presented and should be submitted to the Illinois State Library no later than October 15, 2011.

There being no Other New Business, the meeting was adjourned at 8:30 p.m.

Marsha Baker, Secretary