

ATTACHMENT A

MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, July 21, 2009
7:30 p.m., Meeting Room 1

President Rose Walsh called the July 21, 2009 meeting of the Board of Trustees to order at 7:30 p.m. in Meeting Room 1.

Board members in attendance included Marsha Baker, David Dyer, Susan Sadowski, Frank Vanek and Linda Wheaton. Ingrid Becton, Philip Hupfer, and William Ryan were absent. Also in attendance were Director Marilyn Boria, Assistant Director Sarah Caltvedt and Public Information Coordinator Cheryl Moore.

Board Secretary Linda Wheaton administered the Oath of Office to newly-reappointed Trustee Susan Sadowski.

There were no comments from visitors.

The next order of business was approval of the Consent Agenda. David Dyer moved:

THEREFORE BE IT RESOLVED:

That the minutes of the June 16, 2009 Regular Meeting be approved as presented.

That the following policies be approved as presented and attached:

Time Off Policy (8.6)

Family and Medical Leave (Personnel Appendix 1)

Reference Policy (7.6)

Sales/Disposition of Library Materials Policy (6.3)

Photocopy Service Policy (5.4.1)

That Administrative Staff is authorized to transfer \$845.41 from the Library Employee Appreciation Fund to the Operating Fund to cover the cost of 2008-2009 LEA activities.

That Administrative Staff is authorized to contract for the installation of 13 Anthony Waterer Spirea in the Reading Garden at a cost of \$1,185.

That Administrative Staff is authorized to contract for the replacement of a Chanticleer Pear tree in the Garden Island at a cost of \$2,200.

That Administrative Staff is authorized to contract for the purchase and planting of grasses along the south side of the Library at a cost of \$11,700. In addition,

Minutes
Elmhurst Public Library Board of Trustees
July 21, 2009
page 2

staff is authorized to contract for installation of a metal edge and gravel around the sewer at a cost of \$380.

That the **Gavin Fund** be continued for the Elmhurst Public Library into FY 2009-2010 to be used for visual education as outlined in the terms of Edith Gavin's will, and as approved by the Board of Trustees.

That the **Library Employee Appreciation Fund** be continued for the Elmhurst Public Library into FY 2009-2010 to be used for employee appreciation as outlined in the agreement between the library and the donor.

That the **Capital Replacement Fund** be continued for the Elmhurst Public Library into FY 2009-2010 to provide funds for the replacement of all items listed in the Library's Capital Replacement Schedule.

That the **Working Cash Fund** be continued for the Elmhurst Public Library into FY 2009-2010 to be used by the Library Board as the Board determines.

That the **Bond and Interest Fund** be continued for the Elmhurst Public Library into FY 2009-2010 to be used for payment of debt service.

That the Elmhurst Public Library Board of Trustees will not meet as a Committee of the Whole in August 2009.

Susan Sadowski seconded the motion. The motion passed.

The next order of business was Approval of the July 21, 2009 Accounts Payable. David Dyer moved:

THEREFORE BE IT RESOLVED:

That the July 21, 2009 check register be approved for payment.

Frank Vanek seconded the motion. The motion carried.

Director Boria presented the Financial Reports. She noted that there had been no changes since the Committee of the Whole meeting.

In her Director's Report, Ms. Boria stated that June saw the highest monthly circulation ever. The staff in the Kids' Library has been overwhelmed with record program attendance, and

Minutes
Elmhurst Public Library Board of Trustees
July 21, 2009
page 3

checkouts are virtually non-stop, reaching an all-time record average of 978 items per hour one Sunday. She noted that a new PSA had been filmed for local cable TV, the first since the building opened. Oak Park Public Library is rejoining SWAN, and she discussed some of the impact this will have. State funding for libraries and library systems is still very uncertain. MLS has not received \$1 million in funding still owed for last year, and may be cut radically for next year. The picture will be clearer in another month or so. The number of kids registering for Summer Reading has now hit an all-time record of 5,138, with several weeks left in the program.

There was no President's report.

There was no Unfinished Business.

The first item of New Business was a report on the coffee concession opening. Ms. Boria had included the More Than Mocha menu in the Board packet, and Trustees commented favorably on it. She reported that the DuPage County Health Department had inspected the coffee bar and there were still a few minor issues to be resolved. Both the vendor and patrons are eager for the coffee bar to re-open, but there is no firm date as yet.

There being no additional New Business, the meeting was adjourned at 8:06 p.m.

Linda Wheaton, Secretary