

ATTACHMENT A

MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, November 18, 2008
7:30 p.m., Meeting Room 1

President Rose Walsh called the November 18, 2008 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, Philip Hupfer, William Ryan, Susan Sadowski and Frank Vanek. Linda Wheaton arrived at 8:00 p.m. Also in attendance were Library Director Marilyn Boria, Assistant Director Sarah Caltvedt, Public Information Coordinator Cheryl Moore and visitors.

There were no comments from visitors.

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

THEREFORE BE IT RESOLVED:

That the minutes of the October 21, 2008 Regular Meeting be approved as presented.

That administrative staff is directed to contract with Indiana Insurance Co. for insurance as outlined above at a one-year cost of \$36,766.

That administrative staff is directed to accept the proposal from Philadelphia Insurance Companies for Directors and Officers Liability insurance, Workplace Violence Liability insurance, Employment Practices Liability insurance, and Internet Liability insurance as well as the enhancement package at a cost of \$4069 for a period of one year beginning January 2009.

That administrative staff is authorized to spend up to \$1,300 for a holiday luncheon for Library staff.

That the Elmhurst Public Library Board of Trustees accepts the Library's Comprehensive Financial Report for the year ending April 30, 2008.

That the Elmhurst Public Library Board of Trustees approves the Minutes of the Executive Sessions April 8, April 15, and May 20, 2008 as presented.

Susan Sadowski seconded the motion. The motion passed.

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In the absence of Trustee Wheaton, who had reviewed the Accounts Payable for November, the next order of business was postponed.

Director Boria presented the Financial Reports. She explained that the \$922 in negative interest was attributable to a new kind of investment vehicle which pays interest every six months. Since the investment was purchased in mid-term, a proportional amount of the interest was payable to the seller but will be recouped when the full six months' interest is paid to the Library. Ms. Boria stated that revenues and expenditures are on target.

In her Director's Report, Ms Boria said that October had been a busy month. Although circulation increased only 1%, all other indicators had risen more. The Trustees discussed several items in her written report, including use of the drive-up window, safety training, and the food collection bin for United Community Concerns.

President Walsh read and passed around several notes from staff expressing gratitude for the bonuses they had received in recognition of their excellent work.

Linda Wheaton arrived at 8:00 p.m.

The next order of business was approval of the November 18, 2008 Accounts Payable. Linda Wheaton moved:

THEREFORE BE IT RESOLVED:

That the November 18, 2008 check register be approved for payment.

Frank Vanek seconded the motion. The motion carried.

The staff report on the security cameras was moved to the end of the agenda due to technical difficulties.

There was no Unfinished Business.

The first item of New Business was Approval of the FY 2009-2010 Tax Levy. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That the 2008 tax levy for the Elmhurst Public Library will be \$6,350,000, which includes annual operating revenue and funds for bond repayment.

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David Dyer seconded the motion. The motion carried.

The next item of New Business was Approval to Open Minutes of the April 9, April 15, and May 20, 2008 Executive Sessions for Public Inspection. Bill Ryan moved:

THEREFORE BE IT RESOLVED:

That the Elmhurst Public Library Board of Trustees approves opening the Minutes of the Executive Sessions April 8, April 15, and May 20, 2008 for public inspection.

Linda Wheaton seconded the motion.

President Walsh read a letter from Mayor Marcucci asking for a representative from the Library Board to serve on a Bicycle Task Force/Blue Ribbon Committee that would seek ways to make Elmhurst more bicycle friendly. The Trustees agreed to consider this, but expressed a need for more information on what would be involved.

In her Staff Report, Assistant Director Caltvedt discussed the newly expanded security cameras system, which provides better coverage of the building in areas where problems have occurred. She pointed out that images can be downloaded and distributed to staff or the police as needed.

There being no additional New Business, the meeting was adjourned at 8:20 p.m. The Trustees moved to the Administrative Office for a brief demonstration of the cameras.

Linda Wheaton, Secretary