

ATTACHMENT A

MINUTES  
ELMHURST PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, December 15, 2009  
7:30 p.m., Meeting Room 1

President Rose Walsh called the December 15, 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, Ingrid Becton, David Dyer, Philip Hupfer, Susan Sadowski, Frank Vanek and Linda Wheaton. William Ryan was absent. Also in attendance were 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. David Dyer moved:

THEREFORE BE IT RESOLVED:

That the minutes of the November 17, 2009 Regular Meeting be approved as presented.

That administrative staff are authorized to contract with Barsanti Woodwork Corp. for the repair of the circulation desk and book drop stations at a cost of \$2,400.

Marsha Baker seconded the motion. The motion passed.

The next order of business was Approval of the December 15, 2009 Accounts Payable. Philip Hupfer moved:

THEREFORE BE IT RESOLVED:

That the December 15, 2009 check register be approved for payment.

David Dyer seconded the motion. The motion carried.

Director Boria presented the Financial Reports. In response to a request from Trustee Dyer, she had sent a breakout of Miscellaneous Income sources to the Trustees via email. She explained that the amount was higher than usual due to the quarterly transfer of credit card receipts from SWAN. Ms. Boria also reported the receipt of two donations, \$5,000 from the Bates Foundation and \$1,000 from the estate of Janet Hastings, the recently deceased wife of former Trustee Wallace Hastings.

Minutes  
Elmhurst Public Library Board of Trustees  
December 15, 2009  
page 2

In her Director's Report, Ms. Boria stated that November had been another busy month. She pointed out color pictures of several displays that were included in the Board packet and urged the Trustees to take a look at the table settings display on the second floor and the Kids' Winter Reading program display in the entrance. She noted that the Friends were planning another Trivia Night for February 13 and confirmed with the Trustees that they approved the continuation of this program. The staff holiday party had been held earlier in the day, and Ms. Boria reported that it was very nice, but there had been a problem with getting a firm price from the caterer in time to request a check. Ms. Boria said that she had paid the caterer with a personal check and would request reimbursement in January. Trustee Hupfer asked Assistant Director Caltvedt to discuss the Cyberpredator workshop she had attended, and Ms. Caltvedt described the dangers to children and adolescents who post pictures and messages online, where predators can stalk them. Finally Ms. Boria reported that Life Source would be conducting a blood drive in the large meeting room on December 22. This should be a low-traffic day for the library, so staff do not anticipate any negative effect on parking or patron service.

There was no President's Report.

There was no Unfinished Business.

The first item of New Business was Authorization to Renew the Library's Directors and Officers Insurance. Philip Hupfer moved:

THEREFORE BE IT RESOLVED:

That administrative staff are authorized to renew the Directors and Officers/Employment Practices Liability, Workplace violence Liability, and Internet Liability insurance for 2010 at a cost of \$4,191.

Susan Sadowski seconded the motion. Director Boria noted that the premium had increased 3%, and that Philadelphia Insurance is rated A+ by A.M. Best. The motion carried.

The next order of business was a Resolution of Appreciation to the Elmhurst Garden Club. Susan Sadowski moved:

Whereas, members of the Elmhurst Garden Club have continued their tradition of decorating the Library for the holiday season for the 57<sup>th</sup> year with a creative and

strikingly decorated tree in the lobby, and attractive holiday decorations throughout the building; and

Minutes  
Elmhurst Public Library Board of Trustees  
December 15, 2009  
page 3

Whereas, the Elmhurst Garden Club created a festive atmosphere in the library to convey the joy of the holiday season; and

Whereas, members of the Elmhurst Garden Club generously and consistently have given of their time and talent in service to the Elmhurst community through their creative, charitable and educational projects year round;

THEREFORE, BE IT HEREBY

Resolved, that the Board of Trustees of the Elmhurst Public Library offers its sincerest gratitude and commendation to the Elmhurst Garden Club on behalf of the Library's patrons and staff and all the citizens of Elmhurst.

Frank Vanek seconded the motion. The motion passed.

The next order of business was the Staff Holiday Greeting. Linda Wheaton moved:

To the Staff:

Thank you for your contributions to the Elmhurst Public Library this past year.

Your dedication and commitment are reflected in the outstanding rating the library achieved in the HAPLR Index and the ever-increasing use of the library by Elmhurst residents. Your hard work and friendly patron service truly help to enrich life in Elmhurst.

We wish you and your families a happy and peaceful Holiday Season.

Philip Hupfer seconded the motion. The motion passed.

Trustee Sadowski inquired about progress on allowing patrons to cancel their own holds. Ms. Boria stated that this functionality should be available in the first quarter of 2010 and described current problems with holds that are placed and not picked up. Because this is very expensive, measures will be taken to penalize those who abuse the system once it is possible to cancel a hold online.

There being no further New Business, the meeting was adjourned at 7:56 p.m.

Linda Wheaton, Secretary