

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, July 20, 2010
7:30 p.m., Meeting Room 1**

President Walsh called the July 20, 2010 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, Susan Sadowski and Linda Wheaton. Ingrid Becton and Bill Ryan were absent. Also in attendance were Director Marilyn Boria, Assistant Director Sarah Caltvedt, Public Information Coordinator Cheryl Moore, Head of the Kids' Library Sharon Karpel and visitors.

There were no comments from visitors.

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

THEREFORE BE IT RESOLVED:

That the minutes of the June 15, 2010 Regular Meeting are approved as presented.

That administrative staff are authorized to purchase a dual disc cleaner at a cost of \$2,000.

That administrative staff are authorized to contract for the services of a web programmer to handle specialized tasks at a cost of \$3,450.

That the Elmhurst Public Library Board of Trustees will not hold a Committee of the Whole Meeting in August.

That the Policy on Complaints is approved as presented.

COMPLAINTS FROM THE PUBLIC (3.7)

All complaints from the public will receive a timely and thoughtful response. If an issue cannot be resolved immediately, the person's written complaint and contact information will be forwarded to the appropriate supervisor or the Director for a response.

If the complaint concerns a book or other item in the Library collection, see the Materials Selection Policy - Reconsideration of Library Materials in this manual (6.1.4.4).

That the Policy on Confidentiality of Records is approved as presented.

CONFIDENTIALITY OF RECORDS (3.8)

The Elmhurst Public Library abides by Illinois Law, which states that the records of patron transactions and the identity of registered library patrons are confidential material. The Elmhurst Public Library does not make available patrons' personal information or the records of patron transactions to any party except in compliance with the law. The Elmhurst Public Library does not make available lists of registered library patrons except in compliance with the law.

Staff will access patron accounts only as required for library operations and will require identification before providing any account information to a patron.

That the Policy on Exhibits and Displays is approved as presented.

EXHIBITS & DISPLAYS (3.9)

EXHIBITS

The north display case in the vestibule is available to a limited extent for exhibits of general interest to the community. All exhibits are scheduled and coordinated by Library staff. Individuals or groups who have ideas for exhibits are encouraged to suggest them to the Public Information Coordinator. Exhibits will be accepted based upon the following criteria:

- *appropriateness to library services and collections
- *general community interest
- *timeliness of topic
- *suitability of the exhibit to the space available for display
- *availability of the exhibit case

The Library is not responsible for the accuracy of exhibit content or for loss or damage to items in the display case.

COMMUNITY PLAQUES AND AWARDS

Although the Elmhurst Public Library is appreciative of honors received by the various clubs, groups and organizations associated with Elmhurst, it does not have the physical accommodations within the library to permit acceptance and mounting of plaques, certificates or other awards, which may have been received by the organizations.

That the Elmhurst Public Library **Gavin Fund** should be continued into FY 2010-2011 to be used for visual education as outlined in the terms of Edith Gavin's will, and as approved by the Board of Trustees.

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That the **Library Employee Appreciation Fund** should be continued into FY 2010-2011 to be used for employee appreciation as outlined in the agreement between the Library and the donor.

That the **Capital Replacement Fund** should be continued for the Elmhurst Public Library into FY 2010-2011 to provide funds for the replacement of all items listed in the Capital Replacement Schedule.

That the **Working Cash Fund** should be continued for the Elmhurst Public Library into FY 2010-2011 to be used by the Library Board as the Board determines.

That the **Bond and Interest Fund** should be continued for the Elmhurst Public Library into FY 2010-2011 to be used for the payment of debt service.

The Consent Agenda was approved as presented.

The next order of business was Approval of the July 20, 2010 Accounts Payable. David Dyer moved:

THEREFORE BE IT RESOLVED:

That the July 20, 2010 check register be approved for payment.

Susan Sadowski seconded the motion. Director Boria answered several questions about the check register. The motion carried.

Director Boria presented the Financial Reports, noting that half of the tax revenues budgeted for this year had been received. She stated that there were no changes from the reports presented at the Committee of the Whole meeting, and there were no questions.

In her Director's Report, Ms. Boria stated that, as the statistics indicated, the library had been very busy in June. In response to a question, Ms Karpel reported that 4,820 kids were registered for Summer Reading as of that day. Trustee Hupfer requested that, in September, staff report on Summer Reading participation by school for the past three years to see if there had been any progress in engaging children from schools on the north side of Elmhurst. Ms. Boria noted that this year kids have to prove that they live in Elmhurst or attend an Elmhurst school in order to register. Continuing her report, Ms. Boria announced that the reclassification of the music CD collection had begun, with the goal of making it easier for the public to browse. All genres except classical are included in the reclassification project, which will take approximately one year. In response to a question about the financial status of the Metropolitan Library System, Director Boria noted that the system had secured a line of credit which they hope to use only to fund operations in November and December until their state funding for the end of the last fiscal year is received. Delivery service continues, but other services were dropped to make this possible. Oak Park Public Library came online in SWAN July 14, so their holdings are now visible in the catalog and can be requested directly by patrons. Trustee Hupfer inquired about energy-related devices circulated by the Library, and Asst. Director Caltvedt explained the Kill-a-Watt and thermal leak detector devices and said that they were available at the 2nd floor Information Desk.

In her President's Report, Ms. Walsh noted that normally the Annual Meeting which includes the election of officers is held in July. However, due to two pending reappointments and one vacancy on the Board, in addition to two absences at the July meeting, she had decided to postpone the Annual Meeting until August in hopes that this situation would be resolved by then. The Bylaws allow for the Annual Meeting to be held up to 60 days after July 1.

Sharon Karpriel, Head of the Kids' Library, gave a staff report on the new Learning Garden funded by the Friends of the Library. She recounted how staff had come to realize that the Silent Study Room was underused, while the Preschool Area was frequently overcrowded and noisy. Based on these factors, staff decided that converting the room to a preschool area and moving the noisy puppet stage would accommodate more families and relieve crowding and noise in the main room. The new Learning Garden is not just a play area, but provides opportunities for children to "explore, learn and grow" by offering books, toys, and interactive furnishings that support acquisition of the 6 pre-reading skills identified in PLA's "Every Child Ready to Read" program. Ms. Karpriel showed a number of books housed in the Learning Garden and distributed a brochure with guidelines for families using the room. She offered to give the Trustees a tour of the Learning Garden following the meeting.

There was no Unfinished Business.

The first item of New Business was approval of an intergovernmental agreement establishing the System Wide Automated Network (SWAN) and Authorizing Membership in SWAN. David Dyer moved:

THEREFORE BE IT RESOLVED:

1. **AUTHORITY:** This Resolution is adopted pursuant to the Intergovernmental Cooperation clause of the Constitution of the State of Illinois, the Intergovernmental Cooperation Act, the Illinois Public Library District Act (or the Illinois Local Library Act where applicable). The Library has the authority to enter into intergovernmental agreements for the provision of library services.
2. **FINDINGS:** The Library has reviewed the Intergovernmental Agreement Establishing the System Wide Automated Network ("SWAN") and Authorizing Membership in SWAN, a copy of which is attached hereto as Exhibit A and made a part hereof, and has determined that it is in the best interests of the Library to join SWAN as a member library and that it approves the Agreement.
3. **AUTHORIZATION:** That the President and Secretary of this Library are, therefore, authorized and directed to execute the Intergovernmental Agreement Establishing the System Wide Automated Network ("SWAN") and Authorizing Membership in SWAN.

Linda Wheaton seconded the motion. The motion carried.

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The next item of New Business was approval of the repeal of the existing SWAN Network Agreement. David Dyer moved:

THEREFORE BE IT RESOLVED:

1. The Library has previously executed the System Wide Automation Network Full Participation Agreement (“Agreement”) with the Metropolitan Library System (“Metropolitan”) for the purpose of providing automated library services.
2. The Agreement provides that it may be repealed, upon recommendation by Metropolitan and the concurrence of an affirmative vote of two-thirds of the governing boards of the full participating libraries who have entered into the Agreement.
3. Due to financial constraints, Library understands that Metropolitan will be reviewing this Agreement and is likely to recommend that the Agreement be repealed.
4. The Library has been involved in the process of making other arrangements for the provision of automated library services through a different entity.
5. Due to these circumstances, upon the decision of the Board of the Metropolitan Library System to recommend repeal of the Agreement, the Library will concur in that vote and approve the repeal of the Agreement.

Linda Wheaton seconded the motion: Motion carried.

The next item of New Business was the purchase of a book scanning station. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That administrative staff are authorized to purchase a Scan Station at a cost of \$5,000.

Phil Hupfer seconded the motion. Director Boria noted that such purchases normally are brought first to the Committee of the Whole, but staff had not been able to view a demonstration of the scanner until after that meeting. However, the purchase of the scanner was specifically included in the budget for FY 2010-11. Assistant Director Caltvedt described the scanner and explained its advantages for patrons and the library. The motion carried.

David Dyer asked about the implications for libraries of Amazon selling more e-books than print ones. Although the library lends more books than media, Ms. Boria explained that e-books available through libraries are limited by formats and proprietary software. She discussed possible scenarios and models of e-book distribution to libraries in the future.

There being no other New Business, the meeting adjourned at 8:18 p.m.

Linda Wheaton, Secretary