

MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, September 21, 2010
7:30 p.m., Meeting Room 1

President Sadowski called the September 21, 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, Ingrid Becton, David Dyer, Philip Hupfer, Bill Ryan and Rose Walsh. Linda Wheaton was absent. Also in attendance were newly confirmed Trustee Janice Vanek, Director Marilyn Boria, Assistant Director Sarah Caltvedt and Public Information Coordinator Cheryl Moore.

The first order of business was the Oath of Office. Board Secretary Ingrid Becton administered the Oath of Office to new Board member Janice Vanek. The other Trustees offered their congratulations.

There were no visitors.

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

THEREFORE BE IT RESOLVED:

That the minutes of the August 17, 2010 Regular Meeting are approved as presented.

That the Minutes of the June 8, 2010 Executive Session are approved as presented.

That administrative staff is authorized to purchase 25 delivery tubs for use in the Metropolitan Library System Delivery Service at a cost of \$875.

That the revised Policy on Use of Meeting Rooms is approved as presented.

POLICY ON USE OF MEETING ROOMS (3.14)

The Elmhurst Public Library provides meeting rooms for community groups when such use will not interfere with the primary functions of the Library. As a limited public forum, Library meeting room use will not be denied to any person or organization because of race, creed or color. The Library Board subscribes to the tenets of the Library Bill of Rights, which states in part: "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Use of the meeting room does not constitute library endorsement of the viewpoints expressed by the participants in the programs.

First priority for use of the meeting rooms is given to Library-sponsored meetings or programs. The following groups also may use meeting rooms for cultural, civic, and informal educational purposes:

Library-related groups.

Elmhurst governmental organizations.

Not-for-profit organizations/corporations (as defined by 805 ILCS 105) comprised mainly of Elmhurst residents

Non-business related local clubs or organizations.

comprised mainly of Elmhurst residents. (Application form may be required upon initial request to use meeting room.)

In addition, the following may use the meeting rooms for a fee (See Meeting Room regulations):

Elmhurst businesses holding meetings for current staff.

Meeting rooms may not be used for gatherings of a purely social nature.

In each case, an adult Elmhurst Public Library cardholder must take responsibility for the group's use of the room by signing a reservation and use agreement. All users are responsible for complying with the provisions of the Americans With Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.

All meetings must be open to the public, and groups may not charge admission nor solicit or require donations for their meetings. No products or services may be promoted, solicited or sold except at Library-sponsored events.

Meetings shall not interfere with the public's use of the Library in any way. Examples of such interference include, but are not limited to, excessive size, noise, activity outside the meeting room, or any other disturbance that violates the Public Conduct Policy. Library administrative staff is authorized to deny use of a meeting room at their sole discretion based on the anticipated availability of parking space at the requested time or other factors which may impair the public's access to library services.

The Library reserves the right to modify this policy and to cancel any reservation due to unforeseen circumstances. The Library may also cancel a group's reservation(s) if the meeting room policy is violated.

The Library Director is authorized to establish reasonable regulations governing use of the meeting rooms and related fees.

That the revised Policy on Solicitation and Selling in the Library is approved as presented:

SOLICITATION AND SELLING IN THE LIBRARY (3.18)

The Library Board seeks to provide a pleasant atmosphere for library patrons using this facility. Therefore, the following regulations have been adopted.

1. No organization or individual shall be permitted to solicit monetary donations within the library or place in the library any receptacle to solicit monetary donations.
2. No organization or individual shall be permitted to sell tickets of any kind, or ask library personnel to sell tickets of any kind, within the library.
3. No organization, business or individual shall be permitted to distribute advertising material or solicit information directly from patrons within the library.
4. No organization or individual shall be permitted to circulate a petition or solicit signatures from patrons or staff within the library.
5. Exceptions:
 - A. Library staff and volunteers may conduct surveys related to library business in any part of the library.
 - B. Friends of the Elmhurst Public Library may solicit donations and memberships in their organization.
 - C. Limited selling activity by library staff members to other library staff members is allowed in the staff lounge of the library. Such activities must be conducted only during off-duty hours.

- D. The library may offer used books to the public for a specified donation amount. The Library will not engage in regular retail sales of merchandise.
- E. Organizations authorized by the City of Elmhurst may make presentations to city staff regarding donations or employee benefits.

That in accordance with the Tuition Reimbursement Policy, administrative staff are authorized to spend up to \$10,000 in FY 2010-2011 for tuition reimbursement.

The Consent Agenda was approved as presented.

The next order of business was Approval of the September 21, 2010 Accounts Payable. David Dyer moved:

THEREFORE BE IT RESOLVED:

That the September 21, 2010 check register be approved for payment.

Rose Walsh seconded the motion. There were no questions. The motion carried.

Director Boria presented the Financial Reports, noting 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 statistics were essentially stable this fiscal year. The numbers had risen substantially last year, so the 2-year average is still up. She reported that the annual Staff Institute Day had been held August 20 and was very successful. The new Head of Circulation, Samantha Cresswell, will start on September 27. Trustee Vanek inquired whether she was an internal promotion, and Ms. Boria replied that she was coming from the River Forest Public Library. In response to a comment from Trustee Hupfer, Ms. Boria discussed several instances in which patrons were not satisfied with the service they received at the library. Trustee Dyer inquired about the status of funds due from the State of Illinois, and Ms. Boria reported that there had been no word. In response to a question from President Sadowski, Ms. Boria discussed the new language learning database, Byki.

There was no President's Report.

As the next order of business, Director Boria gave a Staff Report on the recent Citizen Survey conducted by the City of Elmhurst. She focused on the very positive responses relating to the library, pointing out that while approximately the same percentage of the public visit the library as in the past, they visit more often, and satisfaction ratings are very high. She also referred to numerous positive comments about the library and distributed copies of the survey to the Trustees.

There was no Unfinished Business.

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The first item of New Business was approval of the 2010 Per Capital Grant Application.

Rose Walsh moved:

THEREFORE BE IT RESOLVED:

That the FY 2011 Per Capita Grant Application is approved as presented and should be submitted to the Illinois State Library no later than October 14, 2010.

Philip Hupfer seconded the motion. The motion passed.

There being no other New Business, the meeting adjourned at 8:00 p.m.

Ingrid Becton, Secretary