

MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, February 16, 2010
7:30 p.m., Meeting Room 1

President Rose Walsh called the February 16, 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, Susan Sadowski, Frank Vanek and Linda Wheaton. Bill Ryan was absent. Also in attendance were Director Marilyn Boria, Assistant Director Sarah Caltvedt, Public Information Coordinator Cheryl Moore and visitors.

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 January 19, 2010 Regular Meeting be approved as presented.

That the Internet Access Policy is approved as presented and is effective immediately:

INTERNET ACCESS POLICY

The Elmhurst Public Library offers access to the Internet primarily to augment the Library's physical collections with a wide range of subscription and freely available electronic resources. Internet access supports the Library's mission of providing users with opportunities to explore, learn and grow in an online environment.

Use of the Internet

Internet access is filtered in accordance with the Children's Internet Protection Act. Users should be aware that filters are not 100% effective. All users must accept the online User Agreement in order to access the Internet. Violation of the User Agreement shall result in loss of Internet use privileges.

The Library has no control over content on the Internet and is not responsible for what users view on the Internet. Parents or legal guardians must accept full responsibility for teaching their child appropriate Internet behavior and for supervising the child's use of the Internet so that inappropriate matter is not accessed. Minors should exercise caution in e-mail and other direct communications and avoid disclosing personal information.

Patron Assistance and Instruction

Library staff may provide assistance in the use of the Internet. This assistance will include strategies for searching the Internet and basic navigation techniques. Depending upon the amount of time available, some assistance may be provided for more technical aspects of Internet use, such as downloading, etc. The Library collection includes instructional materials for using the Internet, and formal instruction is available at scheduled times.

Use of Equipment and Networks

Elmhurst Public Library cardholders will be entitled to use the Internet computers for longer time periods than non-cardholders. The Library reserves the right to limit the speed of bandwidth-intensive applications used by individual patrons to preserve sufficient bandwidth for search applications and Library operations. Elmhurst Public Library requires that library patrons using the Internet via Library computers or their own equipment do so within the guidelines of acceptable use. The following activities are unacceptable:

- use of the Internet for any purpose which results in the harassment of other users
- destruction of, damage to or unauthorized alteration of the library's computer equipment, software, or network security procedures
- use of the Internet in any way which violates a Federal or State law, including copyright laws. Patrons are subject to prosecution for violating copyright laws.
- use of electronic information networks accessed via the Internet in any way which violates licensing and payment agreements between Elmhurst Public Library and network/database providers
- unauthorized duplication of copyright protected software or violation of software license agreements
- violation of system security
- behavior that is disruptive to other users, including but not limited to display of offensive visual material.

That the Outreach Services Policy is approved as presented, and is effective immediately:

OUTREACH SERVICES POLICY

The Elmhurst Public Library provides a full range of collections and services for people visiting the library. However, some residents of the community, due to disabilities or mobility problems, may not be able to visit the Library or use the Library through traditional service methods. To provide access for these individuals and/or groups, the Library Board has established an Outreach Services Policy.

The purpose of the Outreach Policy is to provide library materials and selected programming to Elmhurst residents unable to come to the Library. Individuals, groups, institutions and agencies are eligible for outreach services as outlined in this document if they live in or are located within the boundaries of the City of Elmhurst. Those located outside the City of Elmhurst will be eligible for services if:

1. they are individually eligible for library materials from the Library of Congress Talking Book Program and, if they live in an unincorporated area adjacent to Elmhurst and do not receive this service from another public library; or
2. 50% or more of the agency's regular client group or enrollment is comprised of Elmhurst residents ; or
3. the administrative office of the agency is located in Elmhurst and a significant number of its total clientele are residents of Elmhurst. In some cases, library service may be delivered more effectively through other community agencies, making it essential that the library maintain cooperative relationships with such agencies to reach the entire community.

When Outreach Service is provided to another community agency, the library and the agency may execute an Agreement for Service, if appropriate. This agreement will outline the commitment each party has made to establish and maintain the program. In each case, an acceptable level of reciprocation must be determined. In all cases, the library's role will be secondary and supplemental to the services of the other agency.

I. Service to Homebound Individuals

Homebound service is the selection and delivery, by library staff or volunteers, of library materials to Elmhurst residents who are unable to use the library facility due to mobility problems, physical disabilities, or illness. This includes individuals registered in the Library of Congress Talking Book Program. Deliveries will be made in Elmhurst only. Individuals may apply to the Outreach Librarian for Homebound Service. Acceptance into the program will be based upon the conditions of disability and the availability of Library resources.

A. Criteria for Homebound Service

Permanent physical disabilities or severe mobility problems which prevent an individual from coming to the library. A doctor's certificate may be required. A temporary physical limitation or illness which prevents an individual from getting to or using the library and which will last three weeks or longer. A doctor's certificate may be required. Criteria for the Library of Congress Talking Book

Program are determined by the Federal Government and are available from the Outreach Librarian.

B. Services

Materials will be selected to meet individual needs. This includes maintaining a list of items already received to prevent duplication. Materials will be delivered to an individual if no family member is available to pick them up. Special equipment is available for participants in the Library of Congress Talking Book Program. The Outreach Librarian will provide applications and a list of services for patrons eligible for this program.

II. Service to Adults in Group Settings

Outreach service to adults in group settings includes service to local nursing homes, senior residential facilities, and adult day care centers.

A. Criteria for Program Service

Service must be requested by the group. There must be a community room with a quiet area for the group to gather for programs. The organization must agree to publicize programs to the residents, and staff from the organization must be present during the program when requested by library staff. Attendance must meet or exceed a minimum level to be established by library staff and the group activity director.

B. Services

Library staff or volunteers will offer programs upon request and subject to the availability of staff or volunteers. A deposit collection commensurate with the number of residents will be delivered if the organization agrees to assume responsibility for the materials. Library staff will consult with activity directors on use of library materials and provide such privileges as extended loans of certain library materials.

III. Service to Preschoolers

Outreach Service to Preschoolers is targeted at children who are at least 18 months of age and have not yet entered first grade.

A. Criteria for Service

Children must be enrolled in a nonresidential group program authorized under Elmhurst Municipal Code. This includes organized preschools, daycare centers providing daily care, and seasonal/occasional (weekly or less) child care programs. Each of these groups must provide educational materials for children.

B. Services

As scheduling allows, library staff will present up to three programs for each class in not-for-profit preschools per calendar year. One of these programs may be a storytime visit by a librarian to the preschool. Teacher borrowing privileges will be extended to individual teachers in not for-profit preschools to checkout materials for preschool activities. Forprofit preschools are subject to Library Card Eligibility policy 5.1.1. Classroom collections will be selected on request for both not-for-profit and for-profit preschools. The frequency of service and size of the collections may be limited by the availability of materials and staff time. The organization is responsible for checking out, picking up and returning the materials.

That the Policy on Services to Persons with Disabilities is approved as presented, and is effective immediately:

SERVICE TO PERSONS WITH DISABILITIES

Under the direction of the Outreach Librarian, Library staff shall provide selected Library materials, equipment and programs to Elmhurst residents who are otherwise unable to take advantage of conventional collections and services due to physical impairment.

SPECIAL COLLECTIONS

- 1) The Library is a contact point for the Library of Congress Talking Book Program, registering patrons to receive Talking Books and players according to the policies of that program.
- 2) The Library maintains a Large Print book collection and a collection of audio books for individuals with low vision.

SERVICES (See also Outreach Services Policy 7.4)

- 1) Staff or volunteers will deliver selected materials to people unable, *due to physical disabilities*, to visit the Library in person.
- 2) The Library will work cooperatively with local nursing homes and daycare or activity centers to provide the stimulation of Library programming within the limits of available staff time and expertise.

EQUIPMENT

- 1) The Library maintains a TDD machine to facilitate communication with the hearing impaired.

- 2) The Library provides CCTV readers enabling persons with low vision to read regular print for use at home or in the Library.
- 3) The Library provides several computers with adaptive software and equipment for persons with low vision and other disabilities.

That administrative staff is authorized to contract for the cleaning and sealing of selected areas of exterior limestone at a cost of \$11,300.

Linda Wheaton seconded the motion. The motion passed.

The next order of business was Approval of the February 16, 2010 Accounts Payable. Linda Wheaton moved:

THEREFORE BE IT RESOLVED:

That the February 16, 2010 check register be approved for payment.

Frank Vanek seconded the motion. Ms. Sadowski asked Director Boria to explain several items on the check register. The motion carried.

Director Boria presented the Financial Reports and noted that she had answered questions at the Committee of the Whole meeting. Revenue and expenditures are both on track.

In her Director's Report, Ms. Boria responded to a question from Trustee Dyer regarding the legislative breakfast that had been held at the library systems the day before. Ms. Boria stated that she had attended the breakfast at Metropolitan Library System, and only two legislators had been present. However, one of them was Christine Radogno, the Senate Minority Leader, who had described the current situation as an impasse between Democrats who want to raise taxes and Republicans who want to cut expenditures. She and Rep. Will Davis agreed that State government will starve until a compromise is reached. The message from them and from legislators at the North Suburban Library System breakfast was that libraries should not expect to get as much money this year as they had last year. Ms. Boria went on to say that January had been another busy month. Trustee Hupfer inquired about a disorderly conduct arrest at the library, and Ms. Boria explained what had happened.

In her President's Report, President Walsh read a letter from Secretary of State and State Librarian Jesse White awarding the library a Per Capita Grant of \$44,163.96 for FY 2010. Ms. Boria explained that the Secretary had decided to apply all LSTA grant money from the

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Federal government to Per Capita Grants this year to minimize the effect of state cuts. In response to a question from Trustee Dyer, Ms. Boria said that the systems have been told that they will get budgeted funds eventually, but so far they have only recently received 35% of what is owed for the fiscal year that started July 1.

Public Information Coordinator Cheryl Moore presented a staff report on the ILA program "A Snapshot of a Day in the Life of Your Library," which took place on February 10. Ms. Moore noted that although library use was lower than normal that day because of a major snowstorm, the library was still busy. She distributed a summary of comments and photos and also presented a slide show of additional photos and statistics. All of this information was submitted to the Illinois Library Association for further publicity use. Ms. Moore stated that the Library would repeat the survey in better weather.

There was no Unfinished Business.

Trustee Becton left the meeting at 7:55.

The first item of New Business was Approval of the FY 2010-2011 and FY 2011-2012 Operating Budgets. David Dyer moved:

THEREFORE BE IT RESOLVED:

That the FY 2010-2011 and FY 2011-2012 Operating Budgets be approved as presented, and submitted to the Mayor and the City Council for their approval.

Linda Wheaton seconded the motion. Ms. Boria noted that the FY 2011-12 budget is an estimate, which the Board will review next year. The motion carried.

The next order of New Business was Approval of the Bylaws. Linda Wheaton moved:

THEREFORE BE IT RESOLVED:

That the proposed changes to the Bylaws of the Board of Trustees of the Elmhurst Public Library are accepted as presented, and shall become effective if adopted by a majority vote of the Board at a subsequent meeting.

Philip Hupfer seconded the motion. Director Boria noted that the Bylaws require any changes to be presented and approved at two Board meetings before they are adopted. Trustee Dyer asked for clarification of the section on indemnification and whether insurance

coverage is required by the Bylaws. Ms. Boria stated that this section applies only when insurance is not in place, and insurance is a Board decision. Trustee Hupfer noted that the cost is minimal. The motion carried.

The next order of New Business was Approval of Revisions to the Public Conduct Policy. Philip Hupfer moved:

THEREFORE BE IT RESOLVED:

That the Public Conduct Policy is approved as presented, and is effective immediately:

PUBLIC CONDUCT POLICY

Individuals are expected to act in an appropriate manner when using the library. Individuals using the library shall engage in reading, studying, using library materials or any other activity normally associated with the use of a public library. Individuals not engaged in any of these activities will be asked to leave the premises. Use of specific library facilities may be limited at busy times.

Employees, library users, and vendors are prohibited from bringing any type of weapon, explosive, or destructive material onto Library property. Unattended packages, bags, and other personal property are prohibited and may be removed.

Disruptive behavior, which interferes with other individuals' use and enjoyment of the library, is prohibited. Disruptive behavior shall include: harassing or annoying others through noisy or boisterous activities, staring at another person with the intent to annoy that person, following another person about the building with the intent to annoy that person, playing audio equipment so that others can hear it, singing or talking to others or in monologues, or behaving in a manner which reasonably can be expected to disturb other individuals.

Conversation in all public areas of the library should be at a level that does not disrupt other individuals using the library.

Appropriate clothing including a shirt and shoes must be worn in the library at all times. Clothing that is inappropriate or offensive so as to reasonably constitute a nuisance to other individuals using the library is prohibited.

Non-alcoholic drinks in covered containers and cold snack food will be permitted in the library. However, food is restricted to the lobby area and meeting rooms. Food may not produce an odor detectable to other library users.

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Smoking is prohibited throughout the building and within 15 feet of any entrance, exit, or operable window under the Elmhurst Municipal Code. Smoking is also prohibited in the John Carroll Reading Garden and the Garden Island in the southwest corner of the parking lot.

Individuals who fail to abide by these rules or other regulations of the library will be asked to leave the premises. The Library Director and, in her absence, the Assistant Library Director, is authorized to ban individuals who repeatedly or egregiously violate library rules from use of the library for a specified period of time or until legal charges filed against the individual for incidents occurring at the library have been adjudicated, in accordance with 75 ILCS 5/4-7-11. Any individual who has been banned may have the decision reviewed by the Board of Trustees.

Marsha Baker seconded the motion. The motion carried.

Under Other New Business, Director Boria reported that the City was contracting with Northern Illinois University for a technology study, and she had called to see if the Library could be included for an additional fee. City staff are amenable and will call NIU to see if that would be feasible. Trustee Dyer noted that the cost is only for out of pocket expenses because the consultants' salaries are paid by the University. Ms. Boria said that she would bring a proposal to the March Board meeting

There being no further New Business, the meeting was adjourned at 8:05 p.m.

Linda Wheaton, Secretary