

MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, January 18, 2011
7:30 p.m., Kossmann Room

President Susan Sadowski called the January 18, 2011 meeting of the Board of Trustees to order at 7:30 p.m. in the Kossmann Room.

Board members in attendance included Marsha Baker, Ingrid Becton, John Morrissey, Bill Ryan and Rose Walsh. Philip Hupfer, Janice Vanek and Linda Wheaton were absent. Also in attendance were Director Marilyn Boria, Assistant Director Sarah Caltvedt, Public Information Coordinator Cheryl Moore, and Mary Jane Kepner of Kepner & Associates.

Secretary Ingrid Becton administered the Oath of Office to newly appointed Trustee John Morrissey.

There were no comments from visitors.

The next order of business was approval of the Consent Agenda. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the minutes of the December 14, 2010 Regular Meeting are approved as presented.

That the Elmhurst Public Library Board of Trustees states that the Elmhurst Public Library is in compliance with Metropolitan Library System Membership criteria, and directs the President, Secretary and Library Director to sign and submit the annual certification form.

That administrative staff are authorized to contract for the purchase and installation of display panels in the Kids' Library at a cost of \$1,629.

That the following policy on Volunteer and Community Service Positions is approved as presented.

**POLICY ON VOLUNTEER AND
COMMUNITY SERVICE POSITIONS**

The Library will maintain a volunteer program as needed to supplement the functions performed by regular staff and to provide opportunities for individuals to fulfill service requirements for school or other organizations. Individuals referred by the courts, the Elmhurst Police or the Elmhurst Peer Jury may also perform Community Service at the Library.

4.9.1 Application

All applicants for volunteer or Community Service positions shall file applications on forms provided by the Library.

4.9.2 Background Checks

All applicants who are age 16 or older must pass a criminal background check prior to being offered a volunteer position at the Library. Applicants with any offenses involving theft, violence, arson, or sexual misconduct will not be accepted as volunteers or for Community Service. Other offenses will be evaluated relative to the position in question. This requirement does not apply to volunteer testers of electronic library materials who perform their volunteer tasks at home.

4.9.3 Motor Vehicle Use

On an annual basis, all volunteers using personal vehicles for library business must present proof of liability insurance with minimum coverage of \$100,000 per individual and \$300,000 per accident and must authorize the Library to obtain a motor vehicle report concerning their driving record. The following infractions will disqualify a volunteer from driving on library business: DUI, leaving the scene of an accident, fleeing, reckless driving, multiple speeding tickets, and license revocation. No volunteer who has not provided the above information may drive on library business. Volunteers are prohibited from transporting library patrons in their personal vehicles. Community Service positions will not entail the use of motor vehicles.

4.9.4 Insurance

The Library will carry the necessary insurance coverage to provide insurance to volunteers who are injured while performing a task assigned by Library staff as part of a formal program of volunteerism. This coverage is provided to the same level as accidental injury coverage is provided to employees of the library.

That the following policy on Lost/Damaged Materials, Fees, Receipts and Refunds is approved as presented.

LOST/DAMAGED MATERIALS FEES, RECEIPTS AND REFUNDS

FEES FOR LOST/DAMAGED MATERIALS

Patrons reporting lost material will be required to pay the cost of the item as listed in the computer or the average retail price for that type of material- whichever is higher - plus a processing fee. For cataloged paperbacks, the average retail price for nonfiction will be the price of "trade" publications while the average retail price for fiction will be the price of "mass market" publications. In addition to paying for the material, individuals losing catalogued library material will also be responsible for paying a processing fee to cover the costs associated with removing the item from the collection and preparing a replacement. Fees will be set by Administrative staff based on average processing costs. Rather than paying for lost material, individuals have the option of purchasing a new replacement copy for the library and paying the

processing fee. Fees for damaged material may include the total cost of replacement depending upon the extent of the damage. When material has been damaged beyond repair, and the replacement cost has been paid, ownership of the material may revert to the patron on request, if the Library can no longer use the material.

RECEIPTS

Receipts are issued at the time of payment for lost material. A receipt listing the price paid for the material and any fees collected will be given to the patron.

REFUNDS

If the lost and paid for material is later found and returned, a refund for the price of the material will be issued for up to three months after the due date. Items returned after three months will be evaluated on a case by case basis, and a refund for the price of the material will be issued if the item is needed for the collection. If not, the item will be stamped "withdrawn" and the patron will be able to keep it. There will be no refund of any fees collected.

To receive a refund, a patron must bring a receipt or a cancelled check. If a cancelled check is presented, it will be assumed that the processing fee was paid, and it will be deducted from the total before the refund is calculated. All refunds from the Library to the patron will be issued by check within two weeks if the amount is under \$250.00. If the refund is larger than \$250.00, the check will be issued with the Library's regular schedule of vouchers. Other fees may be charged as deemed necessary.

That the attached Materials Selection Policy is approved as presented.

ELMHURST PUBLIC LIBRARY MATERIALS SELECTION POLICY

6.1.1 INTRODUCTION

It is in the public interest for libraries to make available the widest possible diversity of views and expressions. Freedom is meaningless if it is accorded only to the accepted and inoffensive. The freedom to read, hear and view is essential to our democracy. The library will therefore build and maintain a large well-balanced collection of print and non-print materials that reflects a range of viewpoints on a variety of subjects.

The responsibility for the policy governing the inclusion of materials in the Library collection rests with the Board of Trustees. The Board of Trustees of the Elmhurst Public Library endorses the American Library Association's "Freedom to Read" statement, the "Library Bill of Rights", and the "Freedom to View" statement. (3.3, 3.1, 3.4) The Board delegates the actual task of selection to the Library Director and to those professional staff members knowledgeable in each of the various subject

areas who choose materials that support the Mission Statement and Vision Statement adopted by the Board of Trustees. No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with written policies.

The Board believes that censorship is a purely individual matter and declares that, while individuals are free to reject materials for themselves, they do not have the right to restrict another's freedom to read, hear, or view. The Board also believes that it is the responsibility of parents to monitor and supervise their own children's choice of library materials.

6.1.2 MISSION STATEMENT

Elmhurst Public Library enriches life in Elmhurst by providing opportunities to explore, learn and grow.

6.1.3 VISION STATEMENT

Elmhurst Public Library will be a place for discovery at the heart of the community. The Library will provide the support and resources for Elmhurst residents to

- develop a love of reading
- access information for work and learning
- pursue interests that will enrich their lives
- understand changes in technology, society and culture
- gather and interact with each other

6.1.4 SELECTION OF LIBRARY MATERIALS

6.1.4.1 GENERAL CRITERIA FOR SELECTION

The selection of materials will be governed by the Mission Statement and support the Library's Vision.

6.1.4.2 METHOD OF SELECTION

Due to the vast number of titles published and limitations of budget, space and format, Elmhurst Public Library cannot possibly purchase all materials published. Materials and electronic sources will be selected with consideration for, but not limited to, the following aspects:

- Interest to Elmhurst residents
- Materials as "news"
- Readability and style
- Popularity of the author or performer
- Authenticity of the information
- Authority of the author or publisher
- Physical features and format
- Cost
- Currency of the material or electronic source
- Space to house the material or ease of access if not housed in the Library

Selection policies related to specific collections are covered in detail in the library's Collection Development Policy (6.2).

6.1.4.3 CENSORSHIP

Although it is occasionally necessary to restrict access to certain materials to prevent theft or mutilation, the Elmhurst Public Library will not segregate materials on the basis of controversial subject matter. Material shall not be removed from the library collection solely because the ideas and/or topics presented may be objectionable to an individual Elmhurst resident or group of residents.

Ingrid Becton seconded the motion. The Consent Agenda was approved as presented.

The next order of business was approval of the January 18, 2011 Accounts Payable. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the January 18, 2011 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 had been no changes since the Committee of the Whole meeting. She pointed out that the stock given by an anonymous donor to the LEA Fund at the end of December had been entered on the LEA Report, although it was not yet reflected in the City financial statements. She explained that the stock is being held in a brokerage account since stock certificates are no longer issued and that libraries may not purchase stock or reinvest dividends. They can only hold or sell stock that has been given to them.

In her Director's Report, Ms. Boria discussed the Library's Internet access and the need to allocate more bandwidth to wireless devices. She explained measures currently in effect to manage use of bandwidth and stated that she would include money in the next budget to expand the number of wireless connections available to patrons. She also stated that an estimated amount for upgrading the RFID system would be budgeted, but would be funded by the Capital Replacement Fund.

In her President's Report, President Sadowski read a letter of thanks from United Community Concerns Association for the Library's collection of food items in December. They were able to serve 297 needy families this year, and the largest amount of food was collected at the Library. Director Boria mentioned that this is an example of a partnership with a community organization as called for in the Strategic Plan.

There was no Unfinished Business.

The first item of New Business was approval of a resolution of commendation for David Dyer. Rose Walsh moved:

Whereas, David Dyer served on the Board of Trustees of the Elmhurst Public Library with outstanding dedication and commitment for 26 years; and

Whereas, he served on the Library Board during the 1986 tax rate referendum and the 2001 referendum campaign for a new library, working with Board members to inform the public about the crucial needs for secure funding and for a new building to improve library services and expand collections; and

Whereas, he took part in the general planning for the new building and also served on the Building Committee for the 18 month construction period and was instrumental in the negotiations for contracts with each of the Library's coffee vendors; and

Whereas, he supported the Library financially by sponsoring two lobby display cases and the fish tank in the new building as well as many library programs and worked with an anonymous donor to create and augment the Library Employee Appreciation Fund; and

Whereas, he contributed to the statewide library community as Treasurer and President of the Board of the Suburban Library System from 1989 to 1995; member of the Illinois State Library Advisory Committee from 1996 to 1999; and member of the Board of the Illinois Library Association from 1999 to 2002, and

Whereas, he provided leadership to the Board, serving as Chair of the Finance Committee for seven years, as Vice President for three years and as Board President for three years from 1991-1994;

Therefore, be it hereby

RESOLVED, that we, the Library Board of Trustees, on behalf of the Library staff and the people of the Elmhurst community, express sincere gratitude and appreciation for David Dyer's exemplary contributions to the Library during his years of service on the Library Board.

Bill Ryan seconded the motion. The motion carried.

Director Boria left the meeting at 7:57 p.m.

The next order of business was discussion of the director search with Mary Jane Kepner of Kepner & Associates. Ms. Kepner distributed a timeline for the search, a draft job description and a draft job advertisement. She discussed the makeup of the search committee and outlined the time commitment involved, stressing that all trustees will interview the final candidates. President Sadowski asked Trustees to contact her if they were interested in serving on the search committee. The Trustees discussed the job description and suggested several changes. Ms. Caltvedt and Ms. Kepner stated that they would revise it accordingly. In reviewing the job advertisement, Ms. Kepner pointed out the emphasis on the quality of the Library. In response to a question, she stated that the Trustees would negotiate the salary with the selected candidate, but that setting the base at \$110,000 was in line with recent hires at comparable libraries. It was the consensus of the Trustees that this was appropriate.

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Ms. Kepner stated that she would be present at the February Board meeting to discuss the specific characteristics that the Trustees are seeking in a new Director and what questions would elicit this information from the candidates.

There being no other New Business, the meeting was adjourned at 8:46 p.m.

Ingrid Becton, Secretary