

ATTACHMENT A

**MINUTES  
ELMHURST PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, July 19, 2011  
7:30 p.m., Kossmann Room**

President Susan Sadowski called the July 19, 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, Philip Hupfer, John Morrissey, Jan Vanek, Rose Walsh and Linda Wheaton. Bill Ryan was absent. Also in attendance were Library Director Marilyn Boria, Assistant Director Sarah Caltvedt, Head of the Kids' Library Sharon Karpel, Public Information Coordinator Cheryl Moore and visitors.

There were no comments from visitors.

The next order of business was approval of the Consent Agenda. John Morrissey moved:

THEREFORE BE IT RESOLVED:

**That** the Minutes of the June 21, 2011 Regular Meeting are approved as presented.

**That** the Minutes of the May 11, 2011 Special Meeting are approved as presented.

**That** the Minutes of the May 10, 2011 Executive Session are approved as presented.

**That** the Minutes of the May 11, 2011 Executive Session are approved as presented.

**That** the August 2011 Committee of the Whole meeting of the Board of Trustees is cancelled.

**That** the **Gavin Fund** be continued for the Elmhurst Public Library in FY 2011-2012, to be used for visual education as outlined in the terms of Edith Gavin's will, and as approved by the Board of Trustees.

**That** the **Library Employee Appreciation Fund** be continued for the Elmhurst Public Library in FY 2011-2012, to be used for employee appreciation as outlined in the agreement between the Library and the donor.

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**That the Capital Replacement Fund** be continued for the Elmhurst Public Library in FY 2011-2012, to be used to provide funds for the replacement of all items listed on the Capital Replacement Schedule.

**That the Working Cash Fund** be continued for the Elmhurst Public Library in FY 2011-2012, to be used by the Library Board as the Board determines.

**That the Bond and Interest Fund** be continued for the Elmhurst Public Library in FY 2011-2012, to be used for payment of debt service.

**That** the policy on Service to Community Groups is approved as presented.

### **SERVICE TO COMMUNITY GROUPS**

Library staff will provide a variety of services to community groups such as scouting groups, social and church groups, service clubs, and interest related clubs. While all of these groups are encouraged to arrange tours or visits to the Library, staff will also provide speakers, programs and related services at other locations in Elmhurst at the request of the group.

Groups should contact the Library's Public Information Coordinator at least two weeks in advance to arrange for tours and/or programs.

#### **A. Eligibility**

Groups must be Elmhurst based.

#### **B. Services**

##### **1. Tours**

Groups may request a tour of the library, including information about resources or services of particular interest to them. Although every effort will be made to accommodate groups on the preferred date and time, the scheduling of tours will depend upon staff availability and other programs within the Library.

##### **2. Programs**

Library staff will provide a presentation related to library services, programs or resources or, with sufficient notice, a program on a subject of interest to the members at a group's regularly scheduled meeting. Generally Library staff will present one program per group during a 12 month period, although additional presentations may be scheduled if time permits.

3. Events

Library staff will attend community events on request to provide information about relevant Library services.

4. Book discussion groups

The Library will maintain collections and lists of books used in Library-based book discussions and assist community book discussion groups in selecting titles. Groups may register their members' library card numbers and make group requests for their selected titles.

**That** the following Reference Policy is approved as presented.

## **REFERENCE POLICY**

### **PURPOSE**

Reference is a major service of the Elmhurst Public Library, and Library staff will make every effort to ensure that patrons are aware of this service and receive assistance in meeting their informational needs. The following policy is designed to ensure that Elmhurst patrons (Elmhurst residents, persons with EPL cards or persons with reciprocal borrowing cards with an EPL Business Sticker) receive the highest possible level of accurate, efficient, and user-friendly service. Limited reference service will be provided to individuals from other communities as outlined at the end of this policy.

### **SERVICE TO ELMHURST PATRONS**

#### **I. Availability of service**

Reference service will be provided on an equitable basis by professionally trained, Library staff to all Elmhurst patrons regardless of age during all hours that the Library is open. The entire collection will be available for reference purposes to patrons of all ages. All requests for information will be handled impartially and with confidentiality. Library staff will strive to provide service in a manner that preserves the privacy of the patron.

During hours when the Library is closed, access to a cooperative ready-reference service will be provided through a link on the website.

Reference service will be provided in response to all forms of inquiry, including in-person, electronic, telephone, fax and mail. In general, if telephone or chat transactions cannot be completed within five minutes, the

patron will be contacted later with the desired information. Under normal circumstances, a response or status report will be provided within 24 hours.

Due to time constraints and the difficulty of accurately communicating large amounts of data, only a limited amount of directory, stock price, or statistical information will be provided by telephone. However, a reasonable amount of reference information will be mailed, emailed, or faxed to patrons upon request. Individuals requesting large amounts of information or assistance with research projects will be asked to come to the Library.

## **II. Service priorities**

In-person requests will take precedence over other requests to the extent that they can be answered while the patron is waiting. There is no set limit to the amount of time that may be spent on a reference question; the librarian will decide when all reasonable sources have been exhausted. When other patrons are waiting, staff will generally defer complex questions to a less busy time. Patrons will then be notified of the outcome of the search. Questions requiring further research will not be accepted without the patron's name and contact information.

## **III. Sources and types of information provided**

Reference staff will use all available sources of information to answer questions subject to policy limitations. This includes, but is not limited to, books, magazines, electronic databases, the Internet, government agencies, associations, and personal acquaintances. Long-distance telephone calls and/or email may be used to answer questions. Citations to sources of information will be given when questions are answered.

The librarian's personal opinion will never be given as fact. While the librarian will provide sources of information, information will not be interpreted and the librarian will not offer legal, medical, or tax advice. When the requested information is not readily available through Library sources, patrons may be referred to another organization with subject-specific expertise.

Staff will guide people doing extensive research or compiling large amounts of information to appropriate sources. Post-secondary students will be directed to their college or university library when EPL resources are insufficient. When a patron requests a book which is not on the shelf or not in the Library's collection, staff will offer to obtain the material. (NOTE: Patrons will be encouraged to obtain materials

directly from Elmhurst College if available at that location. Elmhurst College students will be referred to the Elmhurst College Library for interlibrary loans of academic material.) If the material is needed immediately, staff will try to locate it in another library and have it held for the patron to pick up. Every reasonable effort will be made to fill each request and answer each question fully and accurately.

#### **IV. Homework Assignments (Elementary and Secondary Students)**

In recognition of the Library's vision of providing access to information for work and learning. Reference staff will cooperate with Elmhurst elementary and secondary schools in handling homework assignments. Assignment alerts will be solicited from the schools, and preparations will be made to deal with large assignments. Where appropriate, books will be pulled and placed on in-house reserve to ensure that adequate resources are available for all students. Instruction in the use of library materials will be provided if desired, but in general, homework questions will be treated like all other reference questions. Access to live homework help will be provided through the Library's website.

#### **V. Fees**

Reference service will be provided free of charge except when charges are levied by a supplying agency. The patron will be responsible for these charges. For ILL and photocopy charges, see Circulation Policies 5.4 and 5.4.1.

Up to ten pages of material printed by Librarians while researching a reference question will be provided free of charge; the standard fee for printing will be charged for larger amounts or print-outs of pages specifically requested by the patron.

#### **SERVICE TO NON-ELMHURST PATRONS**

As time permits, limited reference service will be available to non-Elmhurst patrons. Remote access to electronic databases is not available to non-Elmhurst patrons due to licensing agreements. Non-residents who visit the Library will be guided in finding resources but will be referred to their local libraries when the information sought is not readily available at the Elmhurst Public Library. Telephone callers will be referred to their local libraries if the information requested cannot be provided quickly. Printed information will be mailed only in the case of requests from outside the Chicago

metropolitan area for information pertaining to Elmhurst which is unavailable elsewhere.

### **PERIODIC REVIEW**

This reference service plan will be reviewed every two years by the adult and kids' reference staff, administration, and the Board of Trustees, although changes may be made as the need arises. The quality of reference service will be evaluated periodically by Library staff.

The Library's written reference policies will be made available to the public on the Library's web site and in print on request.

**That** the following Emergency Closing Policy is approved as presented.

### **EMERGENCY CLOSINGS**

#### **POWER FAILURE**

The person-in-charge of the building is directed to close the Library to the public in the event of a power failure 1/2 hour after the lights have gone out or sooner if the emergency lights fail or the level of natural light in the building is unsafe.

Depending upon the time of day, staff should remain in the building until power is restored or until it is obvious that power will not be restored in a reasonable amount of time. The person-in-charge of the building is responsible for contacting Commonwealth Edison to determine the extent of the outage and the outlook for restoring power.

#### **SEVERE WEATHER**

In cases of severe weather, the safety of the staff getting to and home from work is of great importance. The person-in-charge of the building is responsible for evaluating weather conditions and deciding when to close the Library.

A decision to close the Library before the workday begins should be made by the Director or designee. Staff should be notified as outlined in the Emergency Procedures Manual.

Any time the Library is closed, the Board President or designee should be notified.

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If the Library is closed for unusual circumstances such as a snowstorm or power failure, salaried employees will receive compensation for the time they would normally have been scheduled to work. (NOTE: Employees will not receive compensation for emergency closings if the closings occur on their normally scheduled day off, during vacation or illness.) Hourly employees who are working at the time of an emergency closing will be paid for a maximum of four hours of downtime or until the end of their shifts, whichever comes first.

Linda Wheaton seconded the motion. The Consent Agenda was approved as presented.

The next order of business was approval of the July 19, 2011 Accounts Payable. Rose Walsh moved:

**THEREFORE BE IT RESOLVED:**

**That** the July 19, 2011 check register be approved for payment.

Linda Wheaton seconded the motion. Director Boria responded to several questions about the invoices. The motion carried.

Director Boria presented the Financial Reports, noting that nothing had changed since the previous week. There were no questions.

In her Director's Report, Ms. Boria pointed out that circulation was down slightly, attributable in part to a day-long closure due to a power failure. In response to a question, Ms. Karpziel stated that 4,884 children had signed up for Summer Reading so far. Director Boria distributed an article about sales of print vs. e-books, noting that print fiction sales had declined more than 25% in the first quarter of the year. There was a brief discussion of the Borders and Barnes & Noble bookstore chains. Ms. Boria reported that the new Playaway Views are very popular. She went on to say that the new RAILS library system is up and running, and thus far the transition has been transparent to the libraries. There is enough money to operate for one year. The State of Illinois will finish paying last year's bills by December 2011, which means that the library's FY 2011 Per Capita Grant should be received by then. Ms. Sadowski asked about the American Library Association Conference, and Ms. Boria said it had been informative. She directed the Trustees to the information on the Illinois Library Association conference in their packets and pointed out that Thursday is Trustee Day. She asked the Trustees to notify Rita Andreuccetti by August 5 if they would like to attend.

In her President's report, Ms. Sadowski discussed the pending reappointments of three Trustees whose terms expired June 30. Ms. Boria pointed out that Trustees serve until replaced, even after their terms expire. President Sadowski noted that this was Director Boria's last Board

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meeting and wished her well. Ms. Boria responded by thanking the Board for having given her the opportunity to run the library and expressed her appreciation for the partnership between the Board and Administration over the past 27 years.

There was no Unfinished Business.

The first item of New Business was approval of the purchase of equipment to increase access to the wireless network.

Marsha Baker moved:

THEREFORE BE IT RESOLVED:

**That** administrative staff are authorized to increase wireless access through the purchase of a Bluesocket Controller at a cost of \$1997.45 plus shipping.

Ingrid Becton seconded the motion. The motion passed.

The next item of New Business was approval of revisions to the policy on Employment Procedures. Jan Vanek moved:

THEREFORE BE IT RESOLVED:

**That** the following policy on Employment Procedures is approved as presented.

#### **EMPLOYMENT PROCEDURES**

##### **8.3.1. Hiring**

It is the policy of the Library to hire individuals who are best qualified for employment as determined by identified standards of education, experience, aptitude, character and ability to perform essential duties of the position. All decisions regarding the recruitment, selection and placement of employees are made solely on the basis of job related criteria. Notwithstanding anything contained herein to the contrary, in no event shall the hiring of an employee be considered as creating a contractual relationship between the employee and the Library; and unless otherwise provided, such relationship shall be defined as "employment-at-will" where either party may dissolve the relationship.

### **8.3.2. Application**

All applicants for Library employment shall file applications on forms provided by the Library. All application forms shall be retained by the Library.

### **8.3.3 Background Checks**

All applicants for employment who are age 16 or older must pass a criminal background check prior to being offered a position at the Library. Applicants with any offenses involving theft, violence, arson, or sexual misconduct will not be hired. Other offenses will be evaluated relative to the position in question.

### **8.3.4. Verification of Employment Eligibility**

The Library, following federal law, requires that employees be either U.S. citizens or authorized to be employed in the U.S. Verification of this must be provided at the time of hiring and shall consist of documents which are acceptable under the law. No employee may begin work until the applicable form has been completed and certified by Library supervisory staff.

### **8.3.5. Equal Employment Opportunity.**

The Library shall not discriminate against any employee or applicant for employment on the base of race, color, religion, gender, sexual orientation, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or unfavorable discharge from military service.

An applicant or employee shall be considered only on the basis of qualifications required for the position sought or held, i.e. experience, training, abilities, skills and knowledge, as well as personal character and integrity as a proper representative of the Library.

### **8.3.6. Relatives of Employees and Library Trustees**

The Library may employ a relative or cohabitant of an employee provided the individual meets the usual qualifications for employment. However, such persons cannot be given work assignments which require one to direct, review or process the work of the other, or which permits one to have access to the personnel records of the other. The Library may not employ a relative or cohabitant of a Library Trustee. For purposes of this policy, "relative" is defined as spouse, civil union partner, child, parent, sibling, grandparent, grandchild, aunt, uncle, or first cousin, including all corresponding in-law, foster, adoptive, and "step" relations.

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Rose Walsh seconded the motion. The motion carried.

The next item of New Business was approval of the release of the minutes of the May 10 and May 11, 2011 Executive Sessions of the Board of Trustees. Ingrid Becton moved:

THEREFORE BE IT RESOLVED:

**That** the Minutes of the May 10 and May 11, 2011 Executive Sessions of the Board of Trustees be released for public viewing.

Rose Walsh seconded the motion. The motion carried.

Under Other New Business, President Sadowski asked Trustee Walsh to read the following resolution:

Whereas, Marilyn Boria has served with distinction as Director of the Elmhurst Public Library since 1984, and

Whereas, she led the Library and community through over a decade of planning to analyze the need for a new Library building, obtain an appropriate site and obtain funding for it, and

Whereas, she worked closely with the Board, staff, City of Elmhurst, architects and contractors to build an outstanding library facility that will serve the residents of Elmhurst for decades to come, and

Whereas, she led a successful tax referendum campaign to secure the financial future of the Library in 1986, and

Whereas, she has provided outstanding Library service to the citizens of Elmhurst that has been recognized in many years of high rankings in the HAPLR Index and Library Journal America's Star Libraries Index as well as in overwhelmingly positive ratings in the biennial Elmhurst Citizen Survey, and

Whereas, she was selected as ILA Librarian of the Year in 2001, and

Whereas, she received the Elmhurst Jaycees Distinguished Service Award in 2010, and

Whereas, she has been a leader in local, state and national library organizations, serving on the Boards of the Metropolitan Library System and Public Library

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Association as well as on numerous Illinois Library Association and Illinois State Library committees, and

Whereas, she has contributed to the quality of life in Elmhurst not only through her professional work, but also through volunteer service for the Rotary Club and other local organizations,

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 Marilyn Boria's exemplary contributions to the Library during her years of service as Library Director.

Linda Wheaton seconded the motion. The motion carried.

There being no other New Business, the meeting was adjourned at 8:07 p.m.

Ingrid Becton, Secretary