

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

President Susan Sadowski called the October 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 Jan Vanek. Rose Walsh and Linda Wheaton were absent. Also in attendance were Library Director Mary Beth Campe and Public Information Coordinator Cheryl Moore.

There were no comments from visitors.

The next order of business was approval of the Consent Agenda. Jan Vanek moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the September 20, 2011 Regular Meeting be approved as presented.

That the administrative staff are authorized to purchase a power brush for the removal of snow at a cost not to exceed \$1850.00 from Highway Sales, Inc.

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

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

THEREFORE BE IT RESOLVED:

That the October 18, 2011 check register be approved for payment.

Ingrid Becton seconded the motion. Director Campe answered several questions about the check register. The motion carried.

Director Campe presented the Financial Reports, and noted that John Morrissey had pointed out an error on the expenditure report: The date on page 2 was incorrectly listed as 8/31/2011 with 33% of the year lapsed. The corrected date will read 9/30/2011 with 42% of the year lapsed.

In her Director's Report, Ms. Campe stated that a new Kids' Librarian, Gloria Walsh-Rock, had started, replacing Eileen Matthies, who had retired. Ms. Campe reported she had met with Judy Binden, owner of More than Mocha, about reducing her rent for the next fiscal year from \$600 to \$200. In response to a question from John Morrissey, Director Campe stated that the coffee

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shop was not making much of a profit, and the reduced rent would help keep More than Mocha in business. Bill Ryan suggested lowering the rent even more to \$100 in order to keep the coffee shop open, as it is a service the patrons really enjoy. He also asked if this could be done immediately, instead of waiting until the next fiscal year. The entire Board expressed support for this idea. Ms. Campe stated she would look into it and put it on the November agenda for the Board to vote on. Susan Sadowski asked why the "unspecified" circulation amount on the Director's Report was down 50%, and Director Campe said she would look into it.

In her President's report, Ms. Sadowski noted that several of the Board members were planning on attending Trustee Day at the Illinois Library Association Conference on October 20.

Director Campe gave her monthly update on the RFID Project, as requested by the Board at the August meeting. She reported on the special meetings she had held with staff who seemed most concerned about the RFID project. They have been given as much information as is available at this time. In response to a question from Bill Ryan, Ms. Campe and Ms. Sadowski reviewed what the Board had approved thus far. Ms. Campe explained how the sorter would work, and how jobs would not be eliminated, but instead duties would be shifted or augmented. She also explained the timeline of the bid process to the Board. Director Campe stated that she had met with an Elmhurst-based temp agency and would contact a few more before selecting an agency to supply temporary workers to retag the collection. She also explained the construction process and what had to be done to accommodate the new equipment at the Checkout Desk and in the Circulation Office. John Morrissey inquired if this was a "small potatoes" job for an RFID vendor, and Ms. Campe said, "While we're not Seattle Public, we're still a good-sized library for this kind of project." After explaining the self checkouts and how the parent/child media tags will work, she said she hoped to start the retagging in January. In response to a question from President Sadowski, Ms. Campe stated that the Board would vote on awarding the contract to a bidder to supply the RFID system in December.

There was no Unfinished Business.

The first item of New Business was Library Insurance Review and Quotes. Ingrid Becton moved:

**THEREFORE BE IT RESOLVED:**

That administrative staff are authorized to enter into an agreement for property, liability, workers' compensation and umbrella insurance coverage with Indiana Insurance Company at a cost of \$37,505 for a period of one year beginning November 21, 2011.

Marsha Baker seconded the motion. The motion passed.

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Under Other New Business, President Sadowski raised the possibility of holding only one meeting a month. She noted that the Bylaws do not call for a regular Committee of the Whole meeting, but only a regular Board meeting. Much information and discussion from the Committee of the Whole meeting is repeated at the Board meeting. Trustees Vanek, Becton and Baker voiced support. Director Campe said that this proposal would have to be placed on the agenda and voted upon at a future meeting. It would then have to be publicized to inform the public. Trustee Morrissey asked why the Committee of the Whole was started, and President Sadowski answered that there used to be 3 committees, which were combined into just 1 during the building project. Director Campe will put the matter on the agenda for November.

Trustee Ryan noted that he liked the online Board packet. Discussion ensued, and the Board agreed to eliminate mailing and distribution of packets. All materials will be provided online for the next meeting, and a resolution to that effect will be placed on the agenda for November.

Following up on the goals for the Director discussed at the September meeting, Trustee Morrissey distributed some suggestions for revised goals. Jan Vanek expressed concerns with several of them. For example, she disagreed with the 2<sup>nd</sup> suggestion that the Library strive to earn national recognition as a primary goal since the Library's mission is to serve Elmhurst, not to win awards. It was explained to Mr. Morrissey that the Library does not apply for awards. They are based on the information in the Illinois Public Library Annual Report and evaluated by outside parties with no additional input from the libraries. In response to Mr. Morrissey's suggestion that funds be raised through the coffee vendor or Friends group, Trustee Baker commented that EPL is a free public library, and to become a retailer would not be in line with the Library's vision. After much discussion, it was agreed that these two suggestions would not be adopted. Finally the Trustees considered Mr. Morrissey's suggestion that creation of a digital media lab be moved up in the timeline of goals. Director Campe explained what a digital media lab is, and promised to bring more information to the next meeting. She suggested that the Board look at Barrington's website to see a demonstration of a digital media lab.

Finally Ms. Campe reported that she was waiting for input from the City regarding the levy and would share any information she received with the Board.

There being no Other New Business, the meeting was adjourned at 8:55 p.m.

Marsha Baker, Secretary