

MINUTES OF THE ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
Tuesday, October 11, 2011
Kossmann Room, 7:00 p.m.

President Sue Sadowski called the meeting of the Board of Trustees Committee of the Whole to order at 7:00 p.m. on October 11, 2011 in the Kossmann Room of the Library.

Trustees in attendance included Ingrid Becton, John Morrissey, Bill Ryan, Rose Walsh and Linda Wheaton. Marsha Baker and Jan Vanek were absent.

Also in attendance were Director Mary Beth Campe, Assistant Director Sarah Caltvedt, Head of Adult Services Catherine Ingram, and Public Information Coordinator Cheryl Moore.

Acceptance of the Minutes of the September 13, 2011 Committee of the Whole Meeting

Trustee Morrissey stated that a discussion of human resources efficiencies was not mentioned in the minutes. Assistant Director Caltvedt agreed to amend the minutes accordingly.

Review of Financial Statements

Director Campe presented the Financial Statements, noting that the second major installment of taxes had been received in September. She reported that she had learned from the City that the Library would be receiving less income from interest and Replacement Tax this year and next, a reduction of approximately \$58,000 from the budgeted amounts. However, savings are anticipated from lower expenditures for cataloging supplies due to the RFID project. At this point other revenues and expenditures are generally on target, and Ms. Campe stated that she would be monitoring the budget carefully to keep it in balance.

Preliminary Budget Discussion

Noting that the levy would have to be established in November, Director Campe reviewed a spreadsheet with preliminary budget numbers for the 2012-2013 fiscal year. Based on current projections, it would be necessary to raise the levy at least 1% or spend down reserves to cover a \$45,000 operating budget deficit. In considering income from the coffee bar, the Trustees discussed the fact that the cafe is not intended as a revenue source, but an amenity for patrons. The budget draft included transfers from the LEA, Gavin, and Capital Replacement Funds for their specific purposes, but no transfers for general operations. On the expenditure side, Ms. Campe projected a slight decrease in full time salaries due to retirements, despite budgeting for a small pay increase. She discussed changes in other expenditure lines to account for completed projects and anticipated needs. In summary, Director Campe stated that the proposed budget was conservative on income and squeezed expenses as much as possible. However, the levy has been flat for several years, and it would be harmful to patron service and the aging building to continue at this level too long and be forced to draw on reserves for operations, not just special projects and repairs. Ms. Campe asked the Trustees to consider the budget options in preparation for further discussion at the November Committee of the Whole meeting.

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Review of Insurance Proposals

No information had been received from the insurance agent as yet. Quotes should be included in the packet for the October 18 Board meeting.

Review of the Purchase of a Power Brush for Snow Removal

Director Campe stated that custodial staff had requested purchase of a power brush for light snowfalls when they need to clear the sidewalks frequently. The money is available in the budget, and the power brush would reduce shoveling, which in turn would reduce the risk of injury. The Trustees were in agreement that a power brush should be purchased.

Discussion of Director Goals for FY 2012/2013

Ms. Campe presented her goals for the next several years, pointing out that they are relatively broad except for the RFID project and some new collections. She described the plans for circulate E-readers and display popular new magazines and special issues in a "point of purchase" Magazines to Go rack in the lobby. In reviewing other current goals, she reported what she had already done to achieve them, such as joining the Rotary and working in the Kids' Department once a week. Long-term, a major goal is to stay on top of developments in technology and the community.

Public Information Report

Public Information Coordinator Moore presented a new format for her monthly report. It will be available on the Board's intranet page, so they can follow links to articles about the Library instead of receiving printed copies. She will also be reporting on social media statistics, since Facebook, Twitter, Yelp and Bookletters have become important means of communicating with the public. Daily Facebook and Twitter posts, which were previously handled by the Head of Adult Services, are now being contributed by all departments and posted by the Communications Assistant through an automatic scheduling program. The Trustees were pleased with the new report format.

Unfinished Business

Director Campe distributed the secondary check register and the purchasing card statements. In response to a question regarding a florist invoice, Ms. Caltvedt replied that relatives of two staff members had died recently. The Trustees asked to be notified when this happens.

Additional New Business

President Sadowski presented a resolution of appreciation for the service of former Trustee Philip Hupfer, who had resigned recently. The Trustees indicated that they would like to adopt this resolution.

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A discussion of attendance at the October 18 Board meeting ensued. It appeared that there might be difficulty getting a quorum. Staff will communicate with absent Trustees and determine whether it would be necessary to reschedule the meeting to Thursday.

Finally, Director Campe distributed a flyer that explains the RFID project. This flyer will be available to the public to inform them what is going on. She said that she hoped to publish the bid request on October 27 and award the contract in early November. The Board will receive monthly updates on the progress of the project.

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

Minutes prepared by Library staff