

ATTACHMENT A

MINUTES  
ELMHURST PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, January 19, 2010  
7:30 p.m., Meeting Room 1

President Rose Walsh called the January 19, 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, William Ryan, Susan Sadowski, and Frank Vanek. Philip Hupfer and Linda Wheaton were 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 December 15, 2009 Regular Meeting be approved as presented.

That the following Freedom of Information Act Policy be adopted effective immediately:

**FREEDOM OF INFORMATION**

- I. A brief description of our public body is as follows:
  - A. The Elmhurst Public Library is a municipal library established under the Illinois Local Library Act, 75 ILCS 5. The Library Board is appointed by the Mayor of the City of Elmhurst with the approval of the City Council.
  - B. Our mission is to enrich life in Elmhurst by providing opportunities to explore, learn and grow.
  - C. An organizational chart is attached.
  - D. The total amount of our operating budget for FY 2009-2010 is: \$6,004,000. Funding sources are property and personal property replacement taxes, state and federal grants, fines, fees, and donations. Tax levy is:
    1. Corporate purposes (for general operating expenditures, including pension and debt service)
  - E. The office is located at this address: 125 S. Prospect Avenue, Elmhurst, IL

F. We have the following number of persons employed:

- |    |           |     |
|----|-----------|-----|
| 1. | Full-time | 26  |
| 2. | Part-time | 125 |

G. The following organization exercises control over our policies and procedures: The Elmhurst Public Library Board of Library Trustees, which meets monthly on the third Tuesday of each month, 7:30 p.m., at the library. Its members are: Rose Walsh, President; Frank Vanek, Vice President; Linda Wheaton, Secretary; Marsha Baker; Ingrid Becton; David Dyer; Philip Hupfer; William Ryan; Susan Sadowski.

H. We are required to report and be answerable for our operations to:

*Illinois State Library*, Springfield, Illinois. Its members are: State Librarian, Jesse White (Secretary of State); Director of State Library, Anne Craig; and various other staff.

II. Public records may be requested in the following manner:

A. The Deputy City Clerk, Erin K. Van De Walle, serves as the Freedom of Information Officer (FOIA) for the City of Elmhurst and the Elmhurst Public Library. The Freedom of Information Act Officer is located at the Elmhurst City Hall in the Administration Office on the 2<sup>nd</sup> floor. City Hall is located at 209 N. York St., Elmhurst, IL 60126.

B. All requests must be submitted in writing to the attention of the Freedom of Information Act Officer. Applicants may use the City of Elmhurst's suggested FOIA Request Form or may submit their own written request for records. Applicants choosing not to use the provided form must provide their full name, current address, phone number, a detailed account of the documents they are requesting and whether or not they are requesting the documents for commercial use. Written requests may be submitted in person at the Administration Office at City Hall, mailed to the attention of the Freedom of Information Act Officer, emailed to [foia@elmhurst.org](mailto:foia@elmhurst.org) or faxed to (630)530-3014.

C. Requests for public records are fulfilled under the guidelines of the Illinois Freedom of Information Act (5 ILCS 140). Requestors will be contacted within the time allotted by law with a response to their request. At that time the requestor will be told of any fees associated with their request.

D. For an additional charge, documents may be certified. Certified documents have a signed and sealed letter from the City Clerk stating that the attached documents are true and correct copies of the original documents on file with the City of Elmhurst.

That the Director and the Assistant Director of the Elmhurst Public Library are designated as Open Meetings Act Officers effective immediately.

That the following Donation/Partnership Policy is approved effective immediately:

### **DONATIONS AND PARTNERSHIPS**

Elmhurst Public Library welcomes donations from individuals and organizations to enhance or improve Library collections and programs. Donations may take the form of monetary gifts or in-kind donations of materials or services. The Library may also enter into partnerships to develop specific services or programs. All donations to the Library and to the Friends of the Library are reportable for tax purposes.

#### **Friends of the Elmhurst Public Library**

The Friends of the Elmhurst Public Library is a 501 (c) (3) organization established to support the Elmhurst Public Library. The Friends solicit donations through a variety of fundraising activities and each year make contributions to specific Library programs as determined by their Board. The Library Director is an ex officio member of the Friends Board, and Library staff may provide limited assistance to the Friends in the fulfillment of their mission.

#### **Commemorative Donations**

The Library offers opportunities to name building elements such as end panels, rooms, or landscape features in return for a cash donation. Administrative staff will maintain a list of available items and prices and will establish procedures for recognizing such donations.

Cash gifts donated as memorials or for other purposes are also accepted for the dedication of library materials. The general nature or subject area of the materials to be dedicated may be based upon the wishes of the donor. Selection of specific titles, however, will be made by library staff in accordance with the needs and selection policy of the library. These commemorative gifts will be acknowledged by a bookplate.

#### **Gift Materials**

The Library accepts donations of materials on a selective basis. The same criteria that are used for purchasing decisions will be applied by Library staff in deciding whether or not to accept proposed gifts. Materials not meeting these guidelines will not be accepted.

Library staff members will not assign a monetary value to any material which is accepted by the Library. Receipts will be provided for all donations that are arranged in advance and accepted by the Library.

The Library cannot accept special collections of materials that are to be kept together as a separate physical entity, nor can it accept gifts with restrictions as to use, permanence and/or location. Gift material will be integrated into the general collection.

### **Fine Art**

The mission and goals of the Library support the development of collections of library materials, and the Library building is designed to accommodate those types of collections. While the Library Board is grateful for donations from citizens, there are limited facilities in the building to display, protect and preserve fine art, including furniture, paintings, and sculpture. Therefore acceptance of these objects will be subject to the donor's permission to sell the object for the benefit of the Library either immediately or in the future. Donors desiring permanent retention and/or display of their fine art gift will be referred to a more appropriate venue.

At their discretion, the Library Board may commission or request works of fine art that are appropriate to the building and do not require excessive security or maintenance.

The Library has very limited space available for display, so fine art materials may be displayed on a rotating basis or placed in non-public staff areas. Gifts with restrictions as to permanence and/or location will not be accepted.

All gifts will be acknowledged, and a signed donation form recording the terms of the gift will be kept on file. However, no monetary value shall be assigned to any gift nor such information included in any receipt.

### **Program Support**

Library staff may solicit support for programs such as Summer Reading in the form of cash donations or prizes for program participants. Solicitation of program support will be coordinated by the Public Information Coordinator to avoid duplication and balance requests in the community. A letter of acknowledgement for gifts of money and in-kind support will be provided, and a copy will be placed on file. Any special recognition agreements will be stipulated in the letter.

The Library will also accept unsolicited donations for public programs that are in compliance with the Library's Programming policy (3.16).

Public acknowledgement of such donations in the library's promotional materials will normally be restricted to a statement of the donor's name and/or a display of logo. Standards controlling the size, format and location of such acknowledgment will be developed by the Public Information Coordinator to ensure both consistency and quality of appearance. Such acknowledgement will not take precedence or have prominence over the library's own logo or promotional material.

#### **Unrestricted Cash Donations**

Cash donations received by the Library without a stipulated purpose will be used to fund public programs and purchase library materials. A letter of acknowledgement will be provided, and a copy will be placed on file.

#### **Partnerships**

Elmhurst Public Library may enter into partnerships to develop specific programs or services that would be enhanced by collaboration with another organization. A partnership with a commercial organization does not imply and may not require Library endorsement of the partner's product or service. The terms of each partnership will be laid out in a written agreement approved by the Library Director and an executive of the partner organization.

That \$421,890 be transferred from the Operating Fund to the Capital Replacement Fund as soon as is practical.

Marsha Baker seconded the motion. The motion passed.

The next order of business was Approval of the January 19, 2010 Accounts Payable. David Dyer moved:

**THEREFORE BE IT RESOLVED:**

That the January 19, 2010 check register be approved for payment.

Frank Vanek seconded the motion. The motion carried.

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Director Boria presented the Financial Reports. In response to a question raised at the Committee of the Whole meeting, she explained that the Other Income listed in the Operating Fund Statement was a summary of the Other Income items shown on the Revenue Statement.

In her Director's Report, Ms. Boria stated that December had been a very busy month, with lots of visitors and increases in reference questions and circulation. She pointed out that the Library had circulated about 82,000 more items in the first 8 months of 2009 than in the comparable period of 2008. This translates into a lot more carts of materials that must be reshelved, which is why additional page hours are requested in the new budget. She also noted that meeting room use is almost at capacity. Trustee Dyer asked about the Library's Facebook and Twitter presence, and other Trustees commented on the Kids' Library display that was made entirely of paper.

In her President's Report, President Walsh read a letter of thanks from United Community Concerns Association for the Library's participation in Arte @ Nite-Food for Life. Nearly \$5,000 was raised, and a large amount of food was collected at the Library.

Assistant Director Caltvedt made a staff report on the Illinois Library Snapshot Day scheduled for February 10. Organized by the Illinois Library Association, libraries all over the state will be collecting statistics, taking pictures, and gathering user comments on that day. The results will be published and made available to the media, with the goal of showing how busy libraries are and how vital they are to the people of Illinois. Ms. Caltvedt commented that this project fits in well with the Library's Strategic Plan marketing initiatives, and the statistics, photos and comments gathered will be used in Library publications.

There was no Unfinished Business.

The first item of New Business was Authorization to Participate in the City of Elmhurst's Property Tax Rebate Program. Ingrid Becton moved:

**THEREFORE BE IT RESOLVED:**

That the Elmhurst Public Library will participate in the City of Elmhurst Property Tax Rebate Program for qualified residents.

Bill Ryan seconded the motion. The motion carried.

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Under Other New Business, Director Boria announced that on January 20 library supporters are asked to visit [SaveIllinoisLibraries.com](http://SaveIllinoisLibraries.com) to send a message to the Governor and State Treasurer asking them to release funding owed to the Illinois library systems. The systems are in financial exigency and may have to terminate such vital services as interlibrary delivery and reciprocal borrowing as well as support of catalog consortia like SWAN if the funds are not released soon.

The second item of Other New Business was the new library logo. Assistant Director Caltvedt displayed a new logo developed by a staff committee and reported that the committee is continuing to work on colors and a graphic standards manual for library publications. Trustee Dyer commented that this had been done without hiring expensive consultants.

Trustee Ryan raised two additional items of Other New Business. First, he asked if patrons had complained about hitting the bollards at the outdoor book drops, since they may be too low to see from an SUV or van. He had received a complaint to this effect. Ms. Boria replied that this had not been an issue as far as she was aware. Second, he inquired about ebooks, and specifically the Kindle, in relation to libraries. Ms. Boria responded that the Kindle is a proprietary format, and libraries cannot buy ebooks for this device. Although a few libraries have bought Kindles with books loaded onto them, it is our understanding that this is a violation of the user agreement, which forbids lending. She stated that the Library does offer ebooks for the Sony Reader and Nook as well as other formats and offered to send Mr. Ryan a copy of a Wall Street Journal article on the current status of ebooks. A general discussion of ebooks and the Playaway MP3 audiobooks ensued.

There being no further New Business, the meeting was adjourned at 8:10 p.m.

Susan Sadowski  
Secretary pro tem