

ATTACHMENT A

MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, November 17, 2009
7:30 p.m., Meeting Room 1

Vice President Frank Vanek called the November 17, 2009 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, Philip Hupfer, Susan Sadowski, William Ryan and Linda Wheaton. Board President Rose Walsh was absent. Also in attendance were Director Marilyn Boria, Assistant Director Sarah Caltvedt, Public Information Coordinator Cheryl Moore, Head of Adult Services Catherine Ingram 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 October 20, 2009 Regular Meeting be approved as presented.

That the Elmhurst Public Library Board of Trustees accepts the Comprehensive Annual Financial Report for the Elmhurst Public Library dated April 30, 2009.

That the Public Conduct Policy (3.17) is approved as presented effectively immediately.

PUBLIC CONDUCT POLICY

Individuals are expected to act in an appropriate manner when using the library. Individuals using the library shall engage in reading, studying, using library materials or any other activity normally associated with the use of a public library. Individuals not engaged in any of these activities will be asked to leave the premises. Use of specific library facilities may be limited at busy times.

Employees, library users, and vendors are prohibited from bringing any type of weapon, explosive, or destructive material onto Library property.

Disruptive behavior, which interferes with other individuals' use and enjoyment of the library, is prohibited. Disruptive behavior shall include: harassing or annoying others through noisy or boisterous activities, staring

at another person with the intent to annoy that person, following another person about the building with the intent to annoy that person, playing audio equipment so that others can hear it, singing or talking to others or in monologues, or behaving in a manner which reasonably can be expected to disturb other individuals.

Conversation in all public areas of the library should be at a level that does not disrupt other individuals using the library.

Appropriate clothing including a shirt and shoes must be worn in the library at all times. Clothing that is inappropriate or offensive so as to reasonably constitute a nuisance to other individuals using the library is prohibited.

Non-alcoholic drinks in closed containers and cold snack food will be permitted in the library. However, food is restricted to the lobby area and meeting rooms. Food may not produce an odor detectable to other library users.

Smoking is prohibited throughout the building and within 15 feet of any entrance, exit, or operable window under the Elmhurst Municipal Code. Smoking is also prohibited in the John Carroll Reading Garden and the Garden Island in the southwest corner of the parking lot.

Individuals who fail to abide by these rules or other regulations of the library will be asked to leave the premises. The Library Director and, in her absence, the Assistant Library Director, is authorized to ban individuals who repeatedly or egregiously violate library rules from use of the library for a specified period of time or until legal charges filed against the individual for incidents occurring at the library have been adjudicated, in accordance with 75 ILCS 5/4-7-11. Any individual who has been banned may have the decision reviewed by the Board of Trustees.

That administrative staff are authorized to contract for the purchase and installation of display panels in the Kids' Library at a cost of \$2,500, and contract for the purchase of prefinished maple slant shelves at a cost of \$2,330.

That administrative staff are authorized to contract for the purchase of 36 chairs for computer stations at a cost of \$17,500, and for the purchase of 6 small seats at a cost of \$2,000.

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That the Elmhurst Public Library Board of Trustees authorizes the Library to enter into an Intergovernmental Agreement for Reciprocal Borrowing Services with the Metropolitan Library System as outlined in the contract dated 10/28/09.

That the Elmhurst Public Library Board of Trustees accepts the Metropolitan Library System (MLS) membership conditions for FY 2009-2010, certifies its compliance and transmits it to MLS in accordance with the Membership criteria.

That administrative staff are authorized to enter into an agreement for property, casualty, liability and workers compensation insurance with Indiana Insurance Co. at a cost of \$37,709 for a period of one year beginning November 21, 2009.

Marsha Baker seconded the motion. The motion passed.

The next order of business was Approval of the November 18, 2009 Accounts Payable. David Dyer moved:

THEREFORE BE IT RESOLVED:

That the November 18, 2009 check register be approved for payment.

Susan Sadowski seconded the motion. Director Boria answered questions about several of the invoices. The motion carried.

Director Boria presented the Financial Reports. She noted that expenditures and revenues are mostly on target for the year and pointed out the known variances.

In her Director's Report, Ms. Boria summed up the month of October as "busy, busy, busy." Circulation saw the highest increase in 2 years, and all usage statistics were up. She reported that staff had been meeting to develop a plan to revise the classification system for recorded music to make it easier to browse.

There was no President's Report.

Head of Adult Services Catherine Ingram reported on her experience as a participant in Synergy, The Illinois Library Leadership Initiative. The 30 librarians selected for Synergy 2009 spent 9 days in 3 sessions over the past year learning about leadership, as opposed to management. Ms. Ingram reported that the program gave her a different perspective, many useful contacts in the library community, and many ideas which she has already implemented at EPL. Director Boria noted that Synergy is grant funded, so the libraries pay only transportation costs for a staff

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member to attend. She stated that the point of the program is to give opportunities to younger professionals to develop leadership skills, establish a network and find mentors, all of which will support future library leadership in Illinois. Ms. Ingram thanked the Board for their support and the opportunity to attend Synergy.

There was no Unfinished Business.

The first item of New Business was Approval of a Revised Collection Management Plan. Bill Ryan moved:

THEREFORE BE IT RESOLVED:

That the Elmhurst Public Library Board of Trustees adopts the following Collection Management Plan effective immediately. [Attached.]

Susan Sadowski seconded the motion. The motion passed.

There being no further New Business, the meeting was adjourned at 7:55 p.m.

Linda Wheaton, Secretary