

ATTACHMENT A

MINUTES  
ELMHURST PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, September 15, 2009  
7:30 p.m., Meeting Room 1

President Rose Walsh called the September 15, 2009 meeting of the Board of Trustees to order at 7:30 p.m. in Meeting Room 1.

Board members in attendance included Ingrid Becton, David Dyer, Philip Hupfer, Susan Sadowski, Frank Vanek and William Ryan. Marsha Baker 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. William Ryan moved:

THEREFORE BE IT RESOLVED:

That the minutes of the August 18, 2009 Regular Meeting be approved as presented.

That the minutes of the Executive Session of May 19, 2009 be approved as presented.

That the minutes of the Executive Session of June 16, 2009 be approved as presented.

That the following policies be approved as presented and attached:

Policy on Payment for Goods and Services (4.4)

Purchasing Policy (4.5)

Loan Policy (5.2)

Public Conduct Policy (3.17)

Personnel Policies (8.1.3 and 8.4.3)

Program Registration Policy (3.16.3)

Service to Elmhurst Schools Policy (7.3)

That administrative staff is authorized to consult with attorney Harlan Spiroff when legal assistance is needed by the Library.

Susan Sadowski seconded the motion. The motion passed.

Minutes  
Elmhurst Public Library Board of Trustees  
September 15, 2009  
page 2

The next order of business was Approval of the September 15, 2009 Accounts Payable. David Dyer moved:

THEREFORE BE IT RESOLVED:

That the September 15, 2009 check register be approved for payment.

Philip Hupfer seconded the motion. Director Boria answered questions about several of the invoices. The motion carried.

Director Boria presented the Financial Reports, stating that nothing had changed since they were discussed at the Committee of the Whole meeting. She noted that the second installment of property taxes should have been received in early September and would be reflected in the next month's reports. She also stated that staff would make a revised estimate of revenue in a few months since it is anticipated to be lower than budgeted.

In her Director's Report, Ms. Boria stated that this had been the busiest August ever. September is generally the second slowest month of the year, but so far use statistics are running ahead of last year. Philip Hupfer inquired about the meeting with the City Manager, School Superintendent and Park District Executive Director, and Ms. Boria responded that they had discussed ongoing activities which are of mutual interest due to their overlapping constituencies. David Dyer inquired whether the percentage of summer reading participants had increased relative to the size of the target population, and Philip Hupfer asked for a report of trends in the percentage of students at each Elmhurst school who participate in summer reading. Ms. Boria agreed to provide this information. She noted that next year a greater effort would be made to verify eligibility since the program had reached maximum capacity. Maintaining order in the Kids Library had been difficult at times over the summer.

In her President's Report, Rose Walsh stated that she had enjoyed Staff Institute Day and had been impressed by the speaker and the enthusiasm of the staff. Ms. Boria noted that after the speaker discussed marketing techniques in the morning, the staff participated in an activity that quizzed them on library services and provided opportunities to brainstorm ways to publicize what the library offers. President Walsh also reported that she had turned over library representation on the Bicycle Task Force to Betty Laliberte, an Adult Services Librarian.

Under Unfinished Business, Ms. Boria reported that staff and the Board would start working on the budget in October since the levy must be set in November in time for the City Council to vote on it in December.

The first item of New Business was Approval of the 2010 Illinois State Library Per Capita Grant Application. Philip Hupfer moved:

Minutes  
Elmhurst Public Library Board of Trustees  
September 15, 2009  
page 3

THEREFORE BE IT RESOLVED:

That the Illinois State Library Per Capita Grant Application is approved as presented and administrative staff is directed to submit this document no later than October 15, 2009.

Frank Vanek seconded the motion. The motion passed.

The next item of New Business was Approval of the Release of the Minutes of the Executive Sessions held on May 19 and June 16, 2009. William Ryan moved:

THEREFORE BE IT RESOLVED:

That the minutes of the Executive Session meetings of the Elmhurst Public Library Board of Trustees dated May 19, 2009 and June 16, 2009, should be released for public viewing.

Susan Sadowski seconded the motion. The motion passed.

There being no further New Business, the meeting was adjourned at 8:02 p.m.

Susan Sadowski, Secretary Pro Tem