

ATTACHMENT A

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, February 15, 2011
7:30 p.m., Kossmann Room**

President Susan Sadowski called the February 15, 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, Philip Hupfer, John Morrissey, Janice Vanek, Rose Walsh and Linda Wheaton. Bill Ryan arrived at 7:33. Also in attendance were Director Marilyn Boria, Assistant Director Sarah Caltvedt, Public Information Coordinator Cheryl Moore, and Mary Jane Kepner and Sarah Hampson of Kepner & Associates.

There were no comments from visitors.

The next order of business was approval of the Consent Agenda. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the minutes of the January 18, 2011 Regular Meeting are approved as presented.

That the Policy on Email Communications among Library Trustees is approved as presented.

**E-MAIL COMMUNICATIONS
AMONG LIBRARY TRUSTEES**

E-mail shall not be used to discuss or transmit messages pertaining to library business among a majority of a quorum of Library Trustees. (Note: A majority of a quorum of the Library Board is 3 members.)

Because of the ease with which e-mail can be forwarded, copied or misdirected, either intentionally or inadvertently, use of e-mail should be avoided altogether whenever the subject is a sensitive or confidential matter. When communicating via e-mail, "reply to all," "forward" or "cc" responses must be avoided since such communication would constitute a gathering of a majority of a quorum (or more) of the Library Board, in violation of the Illinois Open Meetings Act.

E-mail may be used for routine communications between Trustees and Library staff. Examples of this type of communication include:

- Requests for available dates and times for meetings
- Meeting reminders
- Transmittal of agenda materials in advance of a meeting
- Transmittal of other documents for personal review or editing.
- Dissemination of information

The Library will maintain an email account for the Library Board as a group to facilitate communications from the public. Library staff will monitor this account and ensure that messages receive an appropriate response.

All e-mail that constitutes a public record must be maintained in accordance with the Local Records Act and must therefore go through official Library email accounts, which are archived as specified under the law.

That the Policy on Service to the Business Community is approved as presented.

SERVICE TO THE ELMHURST BUSINESS COMMUNITY

The Elmhurst Public Library offers additional borrowing privileges to all persons working in Elmhurst and holding a valid reciprocal borrowing card. Proof of employment in Elmhurst must be provided annually, and a business sticker is applied to the reciprocal borrowing card. These additional privileges include Interlibrary Loan and Reserve service, exam proctoring and eligibility to check out Hot Copies and other items normally restricted to Elmhurst cardholders. The business sticker does not entitle holders to extended computer time, remote access to reference databases, personal use of meeting or group study rooms, or admission to limited attendance programs.

A business located in Elmhurst which does not have any employees holding a resident library card may reserve a meeting room subject to the rules and applicable fees for business use of the meeting rooms. The meeting room application must be signed by an officer of the business.

Linda Wheaton seconded the motion. The Consent Agenda was approved as presented.

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The next order of business was approval of the February 15, 2011 Accounts Payable. Jan Vanek moved:

THEREFORE BE IT RESOLVED:

That the February 15, 2011 check register be approved for payment.

Rose Walsh seconded the motion. It was noted that most payments were for books. There were no questions. The motion carried.

Director Boria presented the Financial Reports, noting that there had been no changes since the Committee of the Whole meeting

In her Director's Report, Ms. Boria pointed out that Elmhurst READS: The Civil War programming would begin the next day with a book discussion in the afternoon and a presentation called "An Evening with Mr. and Mrs. Lincoln" in the evening. She mentioned several other upcoming programs. Ms. Boria also noted that 2011 marks the 95th anniversary of the opening of the Elmhurst Public Library. She read from an account of the opening day, March 22, 1916, and stated that she was only the 6th library director in the past 95 years. In response to a question from President Sadowski, Ms. Boria reported that the library is now a member of the Management Assn. of Illinois through the City's corporate membership. This entitles the library to a variety of benefits, including salary surveys, training opportunities and a member hotline.

In her President's Report, President Sadowski reported that she and Trustees Becton, Morrissey and Walsh had attended the recent social gathering of government officials at the Wilder Mansion.

There was no Unfinished Business.

The first item of New Business was approval of the FY 2011-2012 and FY 2012-2013 Operating Budgets. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the FY 2011-2012 and FY 2012-2013 Operating Budgets are approved as presented. Administrative staff are directed to submit this information to the Mayor and the City Council for their approval

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Linda Wheaton seconded the motion. The motion carried. Director Boria stated that she would forward the budget to the City, and there would be a Council hearing in March. At that time, President Sadowski will make a brief presentation and answer questions.

Director Boria left the meeting at 7:40 p.m.

The next order of business was discussion of the director search with Mary Jane Kepner and Sarah Hampson of Kepner & Associates. Ms. Kepner began by giving an overview of the goals for the evening. She reported that she had received about 12 applications so far and expected more in the week before the deadline of March 7. Ads had been placed on the web sites of the Illinois Library Association, American Library Association, Career Central (Metropolitan Library System), the Library and Kepner and Associates. Ms. Hampson had spent a day meeting with groups of staff to learn what characteristics they would like to see in a new director. Ms. Kepner then asked the Trustees to outline the issues that they expected the new director to have to deal with in the first 6 – 8 months and what skills, characteristics and abilities they were looking for. Issues included establishing relationships with the new leadership in the City and School District, hiring an Assistant Director following the retirement of the incumbent, and dealing with the Illinois library systems' organizational and funding situation. The Trustees went around the table three times, each naming a particular ability or characteristic the new director should possess. These included:

- Leadership
- Being an effective communicator at all levels
- Financial knowledge and budgeting ability
- Ability to deal with issues spontaneously
- Ability to motivate staff and understand them (their sense of loss with MB's retirement)
- Engagement in the library world on the state and national level – known professionally
- Visibility in the library and community
- Teambuilding and coaching skills
- Not afraid of conflict; responds to issues promptly
- Emotional intelligence
- Not a micromanager, but knows what's going on (management by walking around)
- Technology knowledge
- Ability to look at the library as a value proposition
- Enthusiasm about the profession, passion for public libraries
- Strategic planning and implementation experience; strategic agility, vision & purpose
- Ability to build relationships, be respectful
- Learns about the organization first before making changes – no “Big Broom”
- A “Schmoozer”

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- Confident in decision making ability and in staff
- Good judge of character
- Ability to see where the library world is going – big picture, future
- Objective, listens to opinions, diplomatic
- Shrewd
- Articulate, a good writer

Sarah Hampson then gave a brief summary of the staff input, noting that they are highly motivated and have high standards for the director and the library. Mary Jane Kepner reviewed the next steps, noting that she would not be meeting with the full Board again until the preparations for the interviews with the two to three finalists. There was a further brief discussion of the types of questions that would be asked and what information would be provided to the Board prior to the interviews.

There being no other New Business, the meeting was adjourned at 8:40 p.m.

Ingrid Becton, Secretary