

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

President Susan Sadowski called the March 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, Rose Walsh and Linda Wheaton. Bill Ryan arrived at 7:33. Janice Vanek was absent. Also in attendance were Assistant Director Sarah Caltvedt, Public Information Coordinator Cheryl Moore, Head of the Kids' Library Sharon Karpel and Teen Librarian Patti Palmer.

There were no comments from visitors.

The next order of business was approval of the Consent Agenda. Linda Wheaton moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the February 15, 2011 Regular Meeting are approved as presented.

That the Policy on Donations is approved as presented.

4.3 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.

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 naming opportunities and associated costs, 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. Receipts will not be given for any donated materials.

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 or sold.

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 of fine art 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 the Policy on Tuition Reimbursement is revised as presented.

8.5.10.3 TUTION REIMBURSEMENT

Subject to availability of funds, the Library will reimburse full-time staff members for the cost of undergraduate or graduate credit coursework, and part-time staff members for the cost of coursework in an accredited master's program in library science, subject to the following provisions:

- a. Eligibility is limited to staff members who have been employed at the Library for not less than 1 year for full-time employees and 2 years (working at least 15 hours per week) for part-time employees. To qualify for tuition reimbursement, an employee must have received a performance evaluation of "Exceeds Expectations" or better in the most recent review.
- b. The coursework must be related to the employee's position or career development as determined by the Library Director or Assistant Director.
- c. Administrative staff will establish procedures for application and approval of tuition reimbursement.
- d. Covered expenses eligible for reimbursement are limited to tuition, textbooks, and lab fees.
- e. Evidence of satisfactory completion of the course is required. For a grade of "B" or better, or a "pass" grade in a "pass/fail" course, the employee is eligible for 100% reimbursement of covered expenses. For a grade of "C" or equivalent, the employee is eligible for 70% reimbursement. For a grade below "C" or receipt of a "fail" in a "pass/fail" course, the employee would be ineligible for reimbursement.
- f. The maximum reimbursement per employee is \$5,000 per calendar year. The total reimbursement to all employees shall not exceed the amount budgeted in a given year.
- g. If a participant's employment with the Library is terminated for any reason, 50% of all reimbursement for covered expenses paid in the final 12 months of the employee's tenure with the Library must be repaid.

That the Internet Access Policy be revised as presented.

3.13 INTERNET ACCESS POLICY

The Elmhurst Public Library offers access to the Internet to augment the Library's physical collections with a wide range of subscription and freely available electronic resources. Internet access supports the Library's mission of providing users with opportunities to explore, learn and grow in an online environment.

Use of the Internet

Internet access is filtered in accordance with the Children's Internet Protection Act. Users should be aware that filters are not 100% effective. All users must accept the online User Agreement in order to access the Internet. Violation of the User Agreement shall result in loss of Internet use privileges.

The Library has no control over content on the Internet and is not responsible for what users view on the Internet. Parents or legal guardians must accept full responsibility for teaching their child appropriate Internet behavior and for supervising the child's use of the Internet so that inappropriate matter is not accessed. Minors should exercise caution in e-mail and other direct communications and avoid disclosing personal information.

Patron Assistance and Instruction

Library staff may provide assistance in the use of the Internet. This assistance will include strategies for searching the Internet and basic navigation techniques. Depending upon the amount of time available, some assistance may be provided for more technical aspects of Internet use, such as downloading, etc. The Library collection includes instructional materials for using the Internet, and formal instruction is available at scheduled times.

Use of Equipment and Networks

Elmhurst Public Library cardholders will be entitled to use the Internet for longer time periods than non-cardholders. The Library reserves the right to limit the speed of bandwidth-intensive applications used by individual patrons to preserve sufficient bandwidth for search applications and Library operations. Elmhurst Public Library requires that library patrons using the Internet via Library computers or their own equipment do so within the guidelines of acceptable use. The following activities are unacceptable:

- use of the Internet for any purpose which results in the harassment of other users
- destruction of, damage to or unauthorized alteration of the library's computer equipment, software, or network security procedures
- use of the Internet in any way which violates a Federal or State law, including copyright laws. Patrons are subject to prosecution for violating copyright laws.
- use of electronic information networks accessed via the Internet in any way which violates licensing and payment agreements between Elmhurst Public Library and network/database providers
- unauthorized duplication of copyright protected software or violation of software license agreements
- violation of system security
- behavior that is disruptive to other users, including but not limited to display of offensive visual material.

That the policy on Identity Protection is adopted as presented.

IDENTITY PROTECTION POLICY

Elmhurst Public Library (Library) will comply with the Identity Protection Act, 5 ILCS 17911 *et seq.* The Identity Protection Act requires units of local government to approve and implement an Identity Protection Policy to ensure the confidentiality and integrity of Social Security Numbers which agencies collect, maintain, and use.

Social Security Number Protections

Whenever an individual is asked to provide the Library with a SSN, the Library shall provide that individual with a statement of the purpose or purposes for which the Library is collecting and using the SSN. The Library shall also provide the statement of purpose upon request. A sample statement of purpose is attached as 3.6.1.

The Library shall not:

1. Publicly post or publicly display in any manner an individual's SSN. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
2. Print an individual's SSN on any card required for the individual to access products or services provided by the person or entity.

3. Require an individual to transmit a SSN over the Internet, unless the connection is secure or the SSN is encrypted.
4. Print an individual's SSN on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or Federal law requires the SSN to be on the document to be mailed. SSNs may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A SSN that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

In addition, the Library shall not: ¹

1. Collect, use, or disclose a SSN from an individual unless:
 - (i) Required to do so under State or Federal law, rules or regulations, or the collection, use or disclosure of the SSN is otherwise necessary for the performance of the Library's duties and responsibilities;
 - (ii) The need and purpose for the SSN number is documented before collection of the SSN; and
 - (iii) The SSN collected is relevant to the documented need and purpose.
2. Require an individual to use his or her SSN to access an Internet website;
3. Use the SSN for any purpose other than the purpose for which it was collected.

Requirement to Redact Social Security Numbers

The Library shall comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. The Library shall redact

SSN's from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting SSNs, the Library shall request each SSN in a manner that makes the SSN easily redacted if required to be released as part of a public records request. "Redact" means to alter or truncate data so that no more than five sequential digits for a SSN are accessible as part of personal information.

Employee Access to Social Security Numbers

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs are trained to protect the confidentiality of SSNs.

¹ These prohibitions do not apply in the following circumstances:

(1) The disclosure of SSN to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's Social Security number will be achieved.

(2) The disclosure of Social Security numbers pursuant to a court order, warrant, or subpoena.

(3) The collection, use, or disclosure of Social Security numbers in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.

(4) The collection, use or disclosure of Social Security numbers for internal verification or administrative purposes.

(5) The disclosure of Social Security numbers by a State agency to any entity for the collection of delinquent child support or of any State debt or to a governmental agency to assist with an investigation or the prevention of fraud.

(6) The collection or use of Social Security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

Minutes
Elmhurst Public Library Board of Trustees
March 15, 2011
page 9

Marsha Baker seconded the motion. The Consent Agenda was approved as presented.

The next order of business was approval of the March 15, 2011 Accounts Payable. Rose Walsh moved:

THEREFORE BE IT RESOLVED:

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

Linda Wheaton seconded the motion. There were no questions. The motion carried.

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

Presenting the Director's Report, Ms. Caltvedt mentioned several upcoming *Elmhurst READS: The Civil War* programs and noted that the flag had been flown at half staff that day in memory of the last surviving American veteran of World War I. In response to an earlier question from Trustee Morrissey, she pointed out that total downloadable book statistics are reported in the monthly Adult Services database usage statistics. Approximately one third of that total is now e-books, and two thirds is downloadable audiobooks. E-book circulation has risen in recent months, with February circulation totaling 276.

There was no President's Report.

The next item of business was a staff report on Summer Reading by Head of Adult Services Sharon Karpel and Teen Librarian Patti Palmer. Ms. Karpel distributed an article on the impact of public library summer reading programs on the student reading skills and discussed several studies that indicate that summer is the time when the gap in reading skills between advantaged and disadvantaged children grows unless the disadvantaged children read at least 4 to 5 books. She recounted that there are children in Elmhurst who don't read a single book over the summer vacation, even when it is required by their school. She then described the approach that EPL staff takes to entice children, especially boys, to read and showed how the Summer Reading program relates to the Library's Strategic Plan. Finally, she described this year's Summer Reading theme, "One World, Many Stories," and the plans for the summer. Ms. Palmer described the Teen Summer Reading program, "You Are Here," and how it would work. The Adult Summer Reading theme will also be "One World, Many Stories." Finally Ms. Karpel showed a video made by middle school students in Florida to celebrate reading, saying that she hoped all Elmhurst children would be just as enthusiastic about books. President Sadowski suggested that the Trustees all sign up for Summer Reading this year.

Minutes
Elmhurst Public Library Board of Trustees
March 15, 2011
page 10

The first item of Unfinished Business was the Library Budget Hearing on March 21. Ms. Caltvedt stated that she would notify the Trustees by email of the projected starting time after the regular Council meeting.

There was no additional Unfinished Business.

The first item of New Business was approval to replace the washer and dryer. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That administrative staff is authorized to purchase a washer and dryer for the Library at a cost of \$1490.

Linda Wheaton seconded the motion. The motion carried.

Under Other New Business, President Sadowski announced that the Director Search Committee would be meeting on March 25. Trustee Morrissey inquired about the Library's purchase of e-books, and Ms. Caltvedt pointed out that library e-books are circulated to one person at a time for a fixed loan period. There was a brief discussion of the recent Harper Collins limitation on e-book circulations in libraries and the current e-book situation.

There being no other New Business, the meeting was adjourned at 8:22 p.m.

Ingrid Becton, Secretary