

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

President Sadowski called the October 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, Philip Hupfer, Janice Vanek, Rose Walsh and Linda Wheaton. Bill Ryan was absent. Also in attendance were Director Marilyn Boria, Assistant Director Sarah Caltvedt, Head of Circulation Services Samantha Cresswell and Public Information Coordinator Cheryl Moore.

There were no visitors.

The first order of business was approval of the Consent Agenda.

THEREFORE BE IT RESOLVED:

**That** the minutes of the September 21, 2010 Regular Meeting are approved as presented.

**That** the minutes of the Executive Session meetings of the Elmhurst Public Library Board of Trustees dated June 8, 2010, should be released for public viewing.

**That** the Emergency Closings Policy is approved as presented.

**4.2 EMERGENCY CLOSINGS**

**POWER FAILURE**

The person-in-charge of the building is directed to close the Library to the public in the event of a power failure 1/2 hour after the lights have gone out or sooner if the emergency lights fail or the level of natural light in the building is unsafe.

Depending upon the time of day, staff should remain in the building until power is restored or until it is obvious that power will not be restored in a reasonable amount of time. The person-in-charge of the building is responsible for contacting Commonwealth Edison to determine the extent of the outage and the outlook for restoring power.

#### SEVERE WEATHER

In cases of severe weather, the safety of the staff getting to and home from work is of great importance. The person-in-charge of the building is responsible for evaluating weather conditions and deciding when to close the Library.

A decision to close the Library before the workday begins should be made by the Director or designee. Staff should be notified as outlined in the Emergency Procedures Manual.

Any time the Library is closed, the Board President or designee should be notified.

If the Library is closed for unusual circumstances such as a snowstorm or power failure, salaried employees will receive compensation for the time they would normally have been scheduled to work. (NOTE: Employees will not receive compensation for emergency closings if the closings occur on their normally scheduled day off, during vacation or illness.) Hourly employees scheduled to work at the time of an emergency closing will be paid for a maximum of four hours of downtime or until the end of their shifts, whichever comes first.

**That** the Theft of Library Materials Policy is approved as presented.

#### **4.7 THEFT OF LIBRARY MATERIALS**

The Library reserves the right to inspect personal articles such as shopping bags, briefcases and purses if there is reasonable belief that an individual may be attempting to remove library resources without properly charging out these materials.

Bags will be searched only if the individual has refused to return to the Checkout Desk, and is attempting to leave the building.

If the individual refuses to permit a search, staff will attempt to obtain a name and/or a description and auto license number. The incident will be reported to the Director as soon as possible for further disposition, which may include suspension of the individual's borrowing privileges, exclusion from the library, or notification of the police.

Minutes  
Elmhurst Public Library Board of Trustees  
October 19, 2010  
page 3

**That** the Policy on Receptions is rescinded effective immediately.

**That** administrative staff is authorized to contract for the purchase and installation of a security camera in the lobby at a cost of \$3,100.

The Consent Agenda was approved as presented.

The next order of business was Approval of the September 21, 2010 Accounts Payable. David Dyer moved:

THEREFORE BE IT RESOLVED:

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

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

Director Boria presented the Financial Reports, noting that there were no changes from the reports presented at the Committee of the Whole meeting. She said that she was investigating how health insurance is charged since there are variations from month to month. There were no questions.

In her Director's Report, Ms. Boria introduced Samantha Cresswell, the new Head of Circulation Services, and the Trustees introduced themselves to her. Ms. Boria noted that 7 new staff members joined the Circulation Department this month, and in response to a question from Trustee Hupfer, verified that these were replacements, not new positions. She described how one retirement had led to a domino effect of staff moving into different positions in Circulation and the Kids' Library. Director Boria updated the Trustees on the status of the RFID system, which is outdated and will need to be replaced within the next 18 months. The entire collection will need to be re-tagged, and funds have been set aside in the Capital Replacement Fund for the new system. A staff committee is currently investigating the options, which include contracting with a firm that would do the tagging. She announced that the Friends of the Library Annual Meeting would be November 12 and would feature Doug Beach of Elmhurst College speaking on the history of jazz. Finally, Ms. Boria noted that SWAN had become an independent governmental agency October 1 and now has title to all equipment and bank accounts.

In the President's Report, President Sadowski reported that Marsha Baker had volunteered to represent the library on the Board of the Elmhurst Art Museum, but that Trustee Vanek had substituted for her at an emergency meeting held earlier in the evening. Trustee Vanek then reported on this meeting.

Minutes  
Elmhurst Public Library Board of Trustees  
October 19, 2010  
page 4

Director Boria gave a Staff Report on the Library Journal Index of Public Library Service 2010, in which the library received a 3 star rating for the first time. She explained the differences between the two major ranking systems, the Hennen American Public Library Rating Index (HAPLR) and the LJ Index, both of which are based on the same data set. She noted that they are quite different in what they value, and neither rating is perfect, but the library scores well on both.

There was no Unfinished Business.

The first item of New Business was Approval to Pay the City of Elmhurst a Fee in Lieu of Water Detention. Janice Vanek moved:

THEREFORE BE IT RESOLVED:

**That** the Elmhurst Public Library pay the City of Elmhurst \$107,730 as a fee in lieu of stormwater detention for the property located at 125 S. Prospect Avenue.

Philip Hupfer seconded the motion. President Sadowski noted that the matter had been reviewed at the Committee of the Whole meeting. The motion passed.

Director Boria reported that the fire alarm had been activated by a brief drop in city water pressure that triggered sensors in the sprinkler system earlier in the evening. The building was cleared quickly, and the Fire Department checked the sprinkler system before resetting the fire alarm.

There being no other New Business, the meeting was adjourned at 8:23 p.m.

Ingrid Becton, Secretary