

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, December 14, 2010
7:30 p.m., Kossmann Room**

President Susan Sadowski called the December 14, 2010 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, David Dyer, Philip Hupfer, Bill Ryan, Janice Vanek, Rose Walsh and Linda Wheaton. Also in attendance were Director Marilyn Boria, Assistant Director Sarah Caltvedt and Public Information Coordinator Cheryl Moore.

Secretary Ingrid Becton administered the Oath of Office to reappointed Trustee Marsha Baker.

There were no comments from visitors.

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

THEREFORE BE IT RESOLVED:

That the minutes of the November 16, 2010 Regular Meeting are approved as presented.

That administrative staff are authorized to contract for the touch-up and repair of furniture as outlined below at a cost of \$3,527.00.

- Clean, touch-up and repair the entire puppet stage (in the Learning Garden).
- Clean, touch-up and repair table and chair legs in the Storybook Area.
- Clean, touch-up and repair tables in the Study Rooms in the Kids' Library.
- Clean, touch-up and repair tables in the Kids' Library.
- Sand, strip and refinish to match the drive-up window sill.
- Clean, touch-up and repair employee lounge kitchen sink area wood trim.
- Clean, touch-up and repair arms of study chairs in the Kids' Library.

That the following policy on Public Participation at Library Board Meetings is approved as presented.

**PUBLIC PARTICIPATION AT LIBRARY BOARD
MEETINGS AND PETITIONS TO THE BOARD**

At each regular and special open meeting, members of the public and Library employees may comment to or ask questions of the Board, subject to reasonable constraints. As a general rule, the Board will not respond to public comments at the time they are made. If a response is required, the matter will be discussed at a future meeting.

Individuals appearing before the Board are expected to follow these guidelines:

Address the Board only at the appropriate times as indicated on the agenda and when recognized by the Board President.

Minutes
Elmhurst Public Library Board of Trustees
December 14, 2010
page 2

Identify oneself by full name and address, and be brief. Ordinarily comments shall be limited to 3 minutes, but in unusual circumstances, when the person has given advance notice of the need to speak for a longer period of time, such person may be allowed to speak more than 3 minutes.

The Board President may shorten or lengthen an individual's opportunity to speak. No more than 30 minutes will be allotted to each subject under discussion, except with unanimous consent of the Board.

The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in Board policy.

Petitions or written correspondence to the Board shall be presented to the Board at the next regularly scheduled meeting.

The Consent Agenda was approved as presented.

The next order of business was Approval of the December 14, 2010 Accounts Payable. Jan Vanek moved:

THEREFORE BE IT RESOLVED:

That the December 14, 2010 check register be approved for payment.

Linda Wheaton seconded the motion. In response to a question, Director Boria explained that the credits from SWAN represent fines and fees paid by credit card that SWAN collects for the Library and then transfers the funds on a quarterly basis. 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 announced that the Library had received the FY 2009-2010 Per Capita grant in the amount of \$44, 211.54, which should have been paid last spring. She reported that the Library had also received a donation of \$5,000 from the Bates Foundation. Trustee Vanek conveyed compliments from Larry Carroll of Elmhurst College on Ms. Boria's presentation at the College's Omicron Delta Kappa induction ceremony on the topic of leadership. Ms. Boria noted that her theme had been truthfulness as the foundation for good leadership. Trustee Dyer inquired about the decline in circulation, and Ms. Boria expressed the opinion that 2009's extremely high circulation was an outlier, since this year's circulation is still higher than in 2008. Ms. Boria conveyed the thanks of the staff for the holiday luncheon they had enjoyed that afternoon. Trustee Vanek announced that there would be a community goodbye dinner for City Manager Tom Borchert on May 13 sponsored by the Elmhurst Heritage Foundation as a fundraiser.

Minutes
Elmhurst Public Library Board of Trustees
December 14, 2010
page 3

In her President's Report, President Sadowski read a letter of thanks from Barbara Swords for the Trustees' resolution of commendation for her service to the Library in various roles. She also directed the Trustees' attention to several articles on library-related topics provided by Trustee Hupfer.

There was no Unfinished Business.

The first item of New Business was approval of a contract with an executive search firm. David Dyer moved:

THEREFORE BE IT RESOLVED:

That the Library enter into a contract with Kepner & Associates to assist the Board in hiring a Library Director.

Phil Hupfer seconded the motion. President Sadowski prefaced the discussion with a reading of the duties of the Board of Trustees under Illinois law, emphasizing the hiring and compensation of a library director. The Trustees reviewed the proposed timelines and a chart comparing the process employed by each consultant who presented a proposal. Director Boria stated that hiring a new director will entail a considerable amount of work, but the investment pays off in getting to know the candidates and the library better and helping the staff to be more comfortable with the outcome. She indicated that the Board would need to appoint a search committee and suggested that any in-house or local candidates be brought to the attention of the Board so that they are aware of them if contacted by residents about the hiring process. The motion passed.

The next order of business was acceptance of a gift for the Library Employee Appreciation Fund. Trustee Dyer, who had facilitated the original anonymous donation that established the LEA Fund, reported that the donor wished to add to it with another gift of stock. He is working with the City on the mechanics of this, since stock certificates are no longer issued and a brokerage house needs to hold the securities for the Library. Trustee Dyer stressed the donor's insistence on anonymity and expressed some concern for the future, since he would be leaving the Board in the near future. After some discussion, the Trustees suggested that the Director be the new contact person, and Trustee Dyer indicated that he would do his best to secure the donation.

The next order of business was approval of a resolution of appreciation for the Elmhurst Garden Club. Marsha Baker moved:

Whereas, members of the Elmhurst Garden Club have continued their tradition of decorating the Library for the holiday season for the 58th year with an elegant and contemporary theme featuring silver accents throughout the building; and

Whereas, the Elmhurst Garden Club contributed to the spirit of the holiday season for Library staff and visitors; and

Whereas, members of the Elmhurst Garden Club generously and consistently have given of their time and talent in service to the Elmhurst community through their creative, charitable and educational projects year round;

Minutes
Elmhurst Public Library Board of Trustees
December 14, 2010
page 4

THEREFORE, BE IT HEREBY RESOLVED

That the Board of the Trustees of the Elmhurst Public Library offers its sincerest gratitude and commendation to the Elmhurst Garden Club on behalf of the Library's patrons and staff and all the citizens of Elmhurst.

Linda Wheaton seconded the motion. The motion carried.

The next order of business was approval of a staff holiday greeting. Jan Vanek moved:

TO THE STAFF:

Thank you for your contributions to the Elmhurst Public Library this past year.

Your dedication and commitment are reflected in outstanding ratings the library achieved in the LJ Star Library Rankings, the HPLR Index, and the 2010 Elmhurst Citizen Satisfaction Survey. We are looking forward to a new year of outstanding programs and services at EPL!

We wish you and your families a happy and peaceful Holiday Season.

David Dyer seconded the motion. The motion passed.

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

Ingrid Becton, Secretary