

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, June 21, 2011
7:30 p.m., Kossmann Room**

President Susan Sadowski called the June 21, 2011 meeting of the Board of Trustees to order at 7:30 p.m. in the Kossmann Room.

Board members in attendance included Ingrid Becton, Philip Hupfer, John Morrissey, Jan Vanek, Rose Walsh and Linda Wheaton. Marsha Baker and Bill Ryan were absent. Also in attendance were Library Director Marilyn Boria, Assistant Director Sarah Caltvedt and Public Information Coordinator Cheryl Moore.

There were no comments from visitors.

The next order of business was approval of the Consent Agenda. Rose Walsh moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the May 17, 2011 Regular Meeting are approved as presented.

That the following Social Media Policy is approved as presented and is effective immediately.

SOCIAL MEDIA

Elmhurst Public Library will further its Mission and Vision by employing social media to inform the public of Library resources and services and to provide opportunities for interaction with the public. The following policies will ensure that the Library's online presence is consistent with its Values and image.

Staff with responsibility for collections, services, or programs may create and maintain blogs, social networking pages, Twitter accounts or similar online pages representing the Library with the approval of the Director or Assistant Director and the Public Information Coordinator. Postings in these forums will be restricted to information or discussion about library programs and services and relevant community events. The public is encouraged to participate in these forums, but the following content is prohibited:

- Obscene content or hate speech
- Personal attacks, insults or threatening language

Content that violates intellectual property rights
Personal information published without consent
Comments or links unrelated to the content of the forum
Commercial promotions or solicitations
Political campaigning or advocacy

Although content is not reviewed in advance of posting, the Library reserves the right to remove postings on any of its social media accounts that violate the above restrictions or are otherwise inappropriate. An individual who repeatedly violates the above prohibitions may be permanently blocked from posting.

Where appropriate, Library social media pages will include the following disclaimer: This site is for discussion purposes only and does not represent the official views of the Elmhurst Public Library. Any views expressed on this website are those of the individual post author only.

Library staff who participate in non-Elmhurst Public Library social media forums must not represent their statements as reflective of official Library policy. Staff who maintain personal blogs on library-related issues should include a disclaimer that the views expressed by the author are the author's alone and do not represent the views of the Elmhurst Public Library.

The Elmhurst Public Library assumes no liability regarding any event or interaction involving any participant in any Library-sponsored social networking service. In addition, the Library reserves the right to reproduce comments, posts and messages in other public venues. Identifying information, other than first name, will be removed unless prior approval is granted by the user.

That the Policy on Library Cards (5.1.2) – Lost/Stolen/Replacement is approved as presented.

LIBRARY CARDS - LOST/STOLEN/REPLACEMENT

When individuals apply for a library card, they sign the following statement: "I understand I am responsible for this card and all material checked out on this card until this card is reported lost or missing. I am further responsible for any charges that may result from late return, loss or damage of materials borrowed. I agree to comply with the library and System regulations."

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When an Elmhurst Public Library cardholder reports a library card stolen, that person will not be held responsible for any items checked out on that card after that date. A police report will be accepted as proof of theft.

A nominal fee will be charged to replace lost, stolen or mutilated Library cards.

That the Elmhurst Public Library will be closed to the public for a staff in-service training day on Friday, August 26, 2011.

Ingrid Becton seconded the motion. The Consent Agenda was approved as presented.

The next order of business was approval of the June 21, 2011 Accounts Payable. Linda Wheaton moved:

THEREFORE BE IT RESOLVED:

That the June 21, 2011 check register be approved for payment.

Jan Vanek seconded the motion. Director Boria responded to several questions about the invoices. The motion carried.

Director Boria presented the Financial Reports, and noted that the City was still working on adjusting the Group Health charge. The amount shown on the expenditure report was for two months. There were no questions.

In her Director's Report, Ms. Boria stated that she and Assistant Director Caltvedt had had lunch with incoming Director Mary Beth Campe that day, and that Ms. Campe was very excited about coming to Elmhurst. She and Ms. Campe had reviewed the aspects of the job that are only performed by the Director, and she is preparing folders and a calendar of required actions and activities for Ms. Campe. Director Boria pointed out that she had revised the statistics portion of her report and asked for the Board's reaction. She noted the changes, which included highlighting the circulation of downloadable titles and reporting on use of public computers and the web site. The Trustees indicated that they were satisfied with these changes and did not want anything else at this time, although Trustee Hupfer expressed an interest in seeing examples of patron questions in the Adult Services Department report.

In her President's report, Ms. Sadowksi congratulated Assistant Director Caltvedt on her 25 years of service to the Library.

Ms. Boria presented a staff report on the new Reaching Across Illinois Library System (RAILS) which will replace the Metropolitan Library System on July 1, 2011. She distributed a map of the new system, which will have more than 1,500 members representing more than 3,700

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libraries and will cover a 27,000 square mile area. She described the challenges of combining five library systems and establishing a governance and organizational structure. Although the Illinois State Library had instructed the system to ask for the same amount of money budgeted for last year, it is unclear how much funding will actually be received. However, expenses should be lower, and services will focus on delivery and the shared library automation systems.

At 8:05 p.m., the meeting was interrupted by a tornado warning, which necessitated evacuation to the basement.

The meeting reconvened at 9:05 p.m.

There was no Unfinished Business.

The first item of New Business was approval of Library Logo Apparel. Jan Vanek moved:

THEREFORE BE IT RESOLVED:

That administrative staff are authorized to purchase library logo apparel for Board members and selected staff representing the Library at public events. In addition, the Library will pay 50% of the purchase price (up to \$25) along with logo and shipping costs for one item of apparel annually for each interested staff member. For additional items of apparel, the Library will pay the logo and shipping costs. All orders must be placed through the Library.

Linda Wheaton seconded the motion. The motion carried.

There being no other New Business, the meeting was adjourned at 9:10 p.m.

Ingrid Becton, Secretary