

April 20, 2009

- I. CALL TO ORDER AND ROLL CALL: The Board of Trustees of the Wheaton Public Library held its regular monthly meeting on Monday, April 20, 2009 in the Library Board Room. The meeting was called to order at 7:31 p.m. by the Vice-President, Mike Redlich, in the absence of the President. Members present at roll call were: Mrs. Honeywell, Mr. Kyle, Mrs. Peterson, Mr. Redlich, Mrs. Slater and Mr. Termond. Absent: Mr. Armstrong, Ms. McLaughlin and Mrs. Kienzle. Mrs. Sarah Meisels, Library Director, and Mrs. Carolyn DeAre, Assistant Library Director, were also present. Ms. McLaughlin entered the meeting at 7:33 p.m. and presided over the meeting.
- II. Citizens to be Heard: Mr. Mike Kunowski attended the meeting; he stated he came to observe the meeting.
- III. Minutes of the March 16, 2009 Board Meeting: Mr. Termond pointed out the need for the word “and” in the last sentence of Paragraph C on page 3 of the minutes, to read: “both the adult and children’s departments as soon as staff can implement the change...”. Mrs. Slater moved and Mr. Termond seconded that the minutes of the regular Board meeting of March 16, 2009 be approved, as corrected.

Roll Call Vote

Ayes: Mrs. Honeywell
Mr. Kyle
Ms. McLaughlin
Mrs. Peterson
Mr. Redlich
Mrs. Slater
Mr. Termond

Nays: None

Absent: Mr. Armstrong
Mrs. Kienzle

Motion Carried Unanimously

- IV. Treasurer’s Report for March 2009 and Bill Listing for April 2009 Payment: Mr. Kyle reviewed the Treasurer’s Report. He called attention to the fact that the budget is underspent in all categories, since we need to carry forward a substantial reserve due to our budget cuts. Mrs. Meisels stated that she already started to pull back in late autumn as soon as we received the letter from the City in regard to the budget cuts. Mrs. Meisels indicated a supplemental bill listing for April payment for McCauley Mechanical in the amount of \$1,757.50 and AVAYA for \$3,091.50, telephone maintenance contract. The Fox Valley amount listed for payment is considerably less than originally billed. Mrs. Meisels was able to negotiate the amount, as it took Fox Valley numerous visits to identify and fix the problem. We had not paid Fox Valley since late autumn.

In the Trustees Fund, Mr. Termond questioned as to why there was no interest received under the JPMorgan Funds listing, which shows a principal amount of \$29,900.42. Mrs. Meisels indicated that this sum comes from insurance proceeds for the sculpture that was stolen. It is invested in a Government Money Market Fund with JPMorgan Chase, and the government funds have been yielding little or no interest of late. But the principal does not decline.

Mr. Termond moved and Mrs. Peterson seconded to approve the Treasurer’s Report for March 2009 and the Bill Listing for April 2009 payment, including the two items listed on the supplemental sheet.

Roll Call Vote

Ayes: Mrs. Honeywell
Mr. Kyle
Ms. McLaughlin
Mrs. Peterson

Mr. Redlich
Mrs. Slater
Mr. Termond

Nays: None

Absent: Mr. Armstrong
Mrs. Kienzle

Motion Carried Unanimously

- V. Library Director's Report for March 2009: We had a new record for March, with circulation up 4% at 123,493, and the gate count up almost 8% at 56,869. The bad weather and the bad economy brought people in, so we had record numbers. Mrs. Meisels reported that she had to address a number of building issues this month. Heavy rains brought back the intractable roof leaks we have been working on for several years. Riddiford returned and did some more caulking on the 4th. The latest information is that the roof manufacturer GAF and Riddiford want to get all parties concerned here and test the roof out for leaks to finally resolve where the water is coming in. There have been many attempts to fix it. We had work done on our Lutron electrical switching system, which was not working right, mostly in the addition lower level and main floor, and in the second floor renovation. The building was way too bright, and a number of adjustments had to be made, along with some parts replaced. There is an ongoing battle with Johnson Controls. A compressor needs to be replaced, and it should be under warranty, and there are a number of other deficiencies with the mechanicals on the roof, and Johnson Controls continues to be in an avoidance mode. With summer approaching, it is a matter of considerable concern. Al Schefske has been working with us on it, and the Assistant City Manager has talked to the City attorneys about our options.

The bright spot in the month was the grand opening of the Story House Marsh on the 20th. A reception was held from 4 to 7, refreshments were served, and a nice crowd of people came to view and celebrate with us. The Children's Dept. staff did an outstanding job pepping up the long hall and circulation desk with lovely themed decorations. Mayor Gresk came in to cut the ribbon to the entrance with the Friends President, Barbara Grabowski. A team from the Communications Dept. interviewed the artist, Robert Ryan; the ribbon cutting and interiors were filmed for videocasting, and everyone was entranced with the artistic vision and its execution.

Donna Freymark presented the first class in a series of five to six family history researchers at the library for the DuPage County Genealogical Society. Kate Mallon and Erika DeLeon worked with a number of ESL students on several occasions. Erika DeLeon came up with a new program. She arranged for a free practice ACT Exam presented by Kaplan Learning on the 16th and 17th. Attendance totaled 55 for the two days. The test was conducted exactly like the real thing with students receiving free results and analysis in the mail. The Friends Sunday Sampler Series on the 8th featured Celtic Harps. Advance tickets were snapped up in a few days so that an additional performance following the first one was lined up to satisfy demand. Total attendance came to 181.

In Children's, another Reading with Rover series began on March 3rd for 24 children. Battle of the Books concluded on the 5th; 16 schools participated in 32 meets from January 5th through March 5th, with Wheaton Christian Grammar taking first place. Joy Wilcox coordinated Battle, and there were 349 people attending the four concluding meets in March. A program entitled "Wetland Critters" was held on the 22nd for an attendance of 35 adults and children in order to tie in with the opening of the Story House Marsh. Naturalist Becky Fliehler and her assistant helped children "build" a marsh as they introduced the audience to a live turtle, crayfish, American toad, and tiger salamander. The Story House was open for viewing.

- VI. Communications: Mrs. Meisels mentioned that she had received a few written or emailed comments expressing displeasure with the DVD rental charge. She has responded to most of them, indicating that we have had budget cuts and have had to make many economies, as well as implementing ways to increase our cash register receipts through the DVD rental charge and the increase in the overdue fine charge. Basically, Mrs. Meisels points out that DVDs provide entertainment; nothing wrong with that, but it cannot be the main mission of the Library over the educational and informational. We have had numerous notes and oral comments from people over the

last several years that they want more and new DVDs. We shall be glad to provide more and new within reason, but given our budget cuts we are going to have to ask the people who use the collection to help us out a bit. The \$1.00 for 5 nights is still a bargain. Board members asked whether usage has declined. Mrs. Meisels indicated it was down but it is hard to figure, since we had Easter week-end and the weather has become considerably better. Also, a lot of people used to take home the maximum of six whether or not they were going to be able to watch all of them, since there was no charge. She said she believes people are being more particular about that. The charge began on April 9th. In the 10 days since then that the library was open, we have taken in \$1,559.00, approximately \$160.00 a day. The Circulation staff have indicated that most people are understanding of the need for the charge.

VII. Friends of the Library Report: Mrs. DeAre mentioned that the Friends Annual Meeting is to be held on May 14th. A special program, by Those Were the Days Radio Players, will be open to members and also non-members. The Friends Garden Day on the west plaza has been scheduled for May 30th, a Saturday.

VIII. Unfinished Business:

A. Library Budget for FY 2009-2010 (APPROVE FINAL BUDGET): Mrs. Meisels indicated it would be necessary for the Board to formally approve the most recent version of the Budget for FY 2009-2010, which has been accepted by the City Council. At the March meeting, Board members referred revisions relative to Administration Schedule 210-2110 to the Finance Committee, since the Library's budget workshop with the Council was scheduled before the April Board meeting. The revisions were necessitated by additional information from the City Manager in regard to employee salaries. The Finance Committee met with Mrs. Meisels on March 23rd; as a result, the salary figures were revised downward, and there has been an additional savings to the budget of \$52,404, over and above the savings that had already been made and considered by the Library Board at the March Board meeting. The revision provides us with a prediction of a modest surplus at the end of FY 2009-2010, instead of the previously predicted shortfall. It is to be hoped that continuing economies, plus the increase in the overdue fine charges and the DVD rental charges will add to the carry-forward amount from FY 2009-2010 into FY 2010 – 2011. We have been informed that the budget cycle for FY 2010-2011 will also be a very difficult time for the City and its departments. The Budget Workshop with the City Council was held on Saturday, April 4th, and the Council appeared to be satisfied with the Library budget. Mr. Kyle talked about the workshop, which was attended by himself, Ms. McLaughlin, and Mrs. Meisels. He briefly reviewed the high points of our budget with the Council. Mr. Kyle mentioned that appreciative comments were made about the Library, and we were thanked for our cooperation in these difficult financial times.

Mrs. Meisels indicated that the final version of the budget, which the Library Board is looking at tonight, was revised only as to Administration Schedule 210-2110. One item remains open for adjustment by the Finance Director, and that is the budget amount for IMRF. The rate is going to go up in January 2010, so he has to refigure it and will let us know what figure to use for the upcoming fiscal year.

On a budget to budget basis, FY 2009-2010 is down 4.2% from the current year, or \$180,918.

Mr. Kyle moved and Mrs. Honeywell seconded to approve the Library Budget for FY 2009-2010 as presented to City Council.

Roll Call Vote

Ayes: Mrs. Honeywell
Mr. Kyle
Ms. McLaughlin
Mrs. Peterson
Mr. Redlich
Mrs. Slater
Mr. Termond

Nays: None

Absent: Mr. Armstrong
Mrs. Kienzle

Motion Carried Unanimously

- B. Welcome to the Wheaton Public Library Brochures (APPROVE CHANGES): The brochures have been updated in both the Adult and Children's versions to indicate the increase in the overdue charge, and, in the case of the Adult version, the rental charge for DVD's. After reviewing the brochures, Mr. Redlich moved and Mrs. Peterson seconded to approve the Adult and Children's versions of the Welcome to the Wheaton Public Library brochures.

Roll Call Vote

Ayes: Mrs. Honeywell
Mr. Kyle
Ms. McLaughlin
Mrs. Peterson
Mr. Redlich
Mrs. Slater
Mr. Termond

Nays: None

Absent: Mr. Armstrong
Mrs. Kienzle

Motion Carried Unanimously

- C. Part-Time Personnel Policy Manual (APPROVE CHANGES): Board members reviewed the changes in the Part-Time Personnel Policy Manual, which were necessitated by the discontinuance of earned vacation pay for part-time personnel effective May 1, 2009. Changes were also made in the wording of the section dealing with holiday pay for part-time personnel, indicating the requirement for working a minimum of 20 hours per week and active participation in IMRF at the Library in order to qualify for holiday pay, which is granted on a pro-rata basis. Mr. Termond moved and Mrs. Slater seconded to approve the revisions to the Part-Time Personnel Policy Manual.

Roll Call Vote

Ayes: Mrs. Honeywell
Mr. Kyle
Ms. McLaughlin
Mrs. Peterson
Mr. Redlich
Mrs. Slater
Mr. Termond

Nays: None

Absent: Mr. Armstrong
Mrs. Kienzle

Motion Carried Unanimously

IX. New Business:

- A. List of Resignations and New Hires: Board members reviewed the List of Resignations and New Hires covering the first quarter of the calendar year. One part-time person has resigned and will not be replaced. There are no new hires. Mrs. Peterson moved and Mrs. Honeywell seconded to approve the quarterly list of Resignations and New Hires.

Roll Call Vote

Ayes: Mrs. Honeywell
Mr. Kyle
Ms. McLaughlin
Mrs. Peterson
Mr. Redlich
Mrs. Slater
Mr. Termond

Nays: None

Absent: Mr. Armstrong
Mrs. Kienzle

Motion Carried Unanimously

- B. Effective Date – Salaries for FY 2009-2010: The budget for FY 2009-2010 includes small raises for full-time and part-time employees, with the exception of some full-time staff who are at the top of the hierarchy whose salaries will not be increased this year because of the economy. Mrs. Meisels asked the Board to determine the effective date of the payroll. Mr. Kyle indicated he was in favor of the first payroll in May, which would be the first payroll in the new fiscal year. Mr. Termond moved and Mrs. Slater seconded that the raises included in the FY 2009-2010 budget be implemented in the first payroll in May, which is May 13, 2009.

Roll Call Vote

Ayes: Mrs. Honeywell
Mr. Kyle
Ms. McLaughlin
Mrs. Peterson
Mr. Redlich
Mrs. Slater
Mr. Termond

Nays: None

Absent: Mr. Armstrong
Mrs. Kienzle

Motion Carried Unanimously

- C. Appointment of Nominating Committee for May 2009 Election of Officers: Mrs. Meisels stated that the Election of Officers, according to the Bylaws, takes place at the May Board meeting; those elected take office at the June meeting. Mrs. Meisels passed out a list of the current Board members. Terms of three members: Mrs. Kienzle, Mr. Redlich and Mr. Termond, expire at the end of June 2009, but they are requesting reappointment, and Mrs. Meisels has informed the City Clerk about that. None of the current officers has served four years in his/her respective office, so they are eligible for re-election. Mrs. McLaughlin appointed Mrs. Slater, Mr. Armstrong, Mrs. Kienzle, and Mrs. Honeywell to serve on the

Nominating Committee. Ms. McLaughlin, as Board President, also serves on all committees. Mr. Redlich moved approval of the appointments, and Mr. Termondt seconded the motion.

Roll Call Vote

Ayes: Mrs. Honeywell
Mr. Kyle
Ms. McLaughlin
Mrs. Peterson
Mr. Redlich
Mrs. Slater
Mr. Termondt

Nays: None

Absent: Mr. Armstrong
Mrs. Kienzle

Motion Carried Unanimously

Mrs. McLaughlin suggested trying for late afternoon or evening of May 7th or 8th. Mrs. Meisels will poll the Committee members to set a date.

- D. Round the Table: Mrs. DeAre told the Board about the Money Smart Week programs being held at the Library this week. There are also going to be some programs about finding a job. She passed out a brochure that Eileen Stewart has put together entitled, "Looking for a Job." It is about various resources the Library has to help people in their search for employment. Mrs. Meisels passed out statistics as to the self-check stations requested by Mr. Kyle at the last meeting. The self-checks have gradually increased since inception; however, because of the rental fee on DVDs, the public has to go to a cash register station and cannot use the self-check stations for checking out DVDs.

Mrs. Meisels asked the Board if it would be all right to experiment with the DVD charge from time to time, such as offer 6 DVDs for \$5.00 perhaps over Memorial week-end, or sometimes at the beginning of the week, to give it a boost. It was the consensus of the Board that it would be all right to have some special promotions from time to time without consulting the Library Board each time.

- X. Adjournment: There being no further business of the Library Board of Trustees, Mr. Termondt moved and Mrs. Slater seconded that the meeting be adjourned.

Roll Call Vote

Ayes: Mrs. Honeywell
Mr. Kyle
Ms. McLaughlin
Mrs. Peterson
Mr. Redlich
Mrs. Slater
Mr. Termondt

Nays: None

Absent: Mr. Armstrong
Mrs. Kienzle

Motion Carried Unanimously at 8:30 p.m.

Meeting of the Adams Memorial Trust Fund Board of Trustees: Members of the Wheaton Public Library Board of Trustees reconvened as members of the Adams Memorial Trust Fund Board of Trustees at 8:30 p.m. Members reviewed the Financial Statement for March 2009. Mr. Kyle indicated that the funds in the Adams account at JPMorgan Chase were doing fairly well considering the overall bad economic conditions. It is the fee that is killing us. Mr. Kyle stated that it has been a year since the Officers talked to the City about changing the Trustee of the Trust Fund in order to save the high bank fees, and nothing has been accomplished.

- XI. Adjournment: There being no further business of the Adams Memorial Trust Fund Board of Trustees, Mr. Redlich moved and Mr. Termond seconded that the meeting be adjourned.

Roll Call Vote

Ayes: Mrs. Honeywell
Mr. Kyle
Ms. McLaughlin
Mrs. Peterson
Mr. Redlich
Mrs. Slater
Mr. Termond

Nays: None

Absent: Mr. Armstrong
Mrs. Kienzle

Motion Carried Unanimously at 8:32 p.m.

Respectfully Submitted,

M. James Termond
Secretary