

July 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, July 20, 2009 in the Library Board Room. The meeting was called to order at 7:30 p.m. by the President, Colleen McLaughlin. Members present at roll call were: Mr. Armstrong, Mrs. Honeywell, Mr. Kyle, Ms. McLaughlin, Mrs. Peterson, Mrs. Slater and Mr. Termond. Absent: Mrs. Kienzle and Mr. Redlich. Mrs. Sarah Meisels, Library Director, and Mrs. Carolyn DeAre, Assistant Library Director, were also present.
- II. Citizens to be Heard: None
- III. Minutes of the June 15, 2009 Board Meeting: Mrs. Slater moved and Mrs. Peterson seconded that the minutes of the regular Board meeting of June 15, 2009 be approved.

Roll Call Vote

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

Nays: None

Absent: Mrs. Kienzle  
Mr. Redlich

Motion Carried Unanimously

- IV. Treasurer's Report for June 2009 and Bill Listing for July 2009 Payment: Mr. Armstrong reviewed the Treasurer's Report. We have received \$1,619,193.00 in tax receipts for June. The DVD rental charge brought in \$4,759.00, giving us \$8,829.00 for the first two months of the fiscal year. Mention was made of two of the larger bills for July payment: our annual OCLC bill for computerized cataloging for \$23,541.00 and a payment to Sikich, LLP in the amount of \$15,375.00, which represents the purchase of hours for maintenance on the in-house computer systems: hardware and software. There was a supplemental bill sheet in the amount of \$760.11, for the purchase of compact discs from Compact Disc Source. Mr. Kyle moved and Mrs. Peterson seconded to approve the Treasurer's Report for June and the Bill Listing for July 2009 payment, including the one item on the Supplemental Bill sheet.

Roll Call Vote

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

Nays: None  
 Absent: Mrs. Kienzle  
 Mr. Redlich

Motion Carried Unanimously

- V. Library Director's Report: A nice gain in the Children's Department of 4,323 was offset by a loss of 8,716 in the Adult Department, wholly attributable to DVD decrease, although there were considerable gains in both fiction and non-fiction books, number of magazines checked out, Audiobook CD circulation, Playaways, and video check-out. The same categories showed substantial increases in Children's, and Juvenile DVD circulation was also up. The Gate Count was up by 3% over last year. Sarah Meisels went to Memorial Park for the Time Capsule event on the 27<sup>th</sup>. Various Library items were sent over to City Hall for the new Time Capsule, including the colorful annual report for FY 2008-2009, and the illustrated booklet about the building that we had for the Dedication. The first summer concert of the Friends occurred on the 16<sup>th</sup>, and it took place indoors because it poured rain; 80 attended. On the 22<sup>nd</sup>, 70 people attended a PowerPoint presentation on "The Plan of Chicago: Daniel Burnham & the Remaking of the American City," by Carl Smith. There is a corresponding display about the Burnham Plan Centennial on view in the Reference Department until fall. Forty people came to a mini-performance of L'Elisir d'Amore, presented by DuPage Opera Theatre, which will be performed at the College of DuPage in July. Kate Mallon represented the Library at the First Trust Portfolios Health Fair for employees at the new building at 120 E. Liberty. Both Beth Rupert and Carolyn attended the Visually Impaired Awareness Day at College of DuPage. Technology classes drew 93 people. Dawn Kovacs attended three webinars from OCLC on various aspects of WorldCat Local. Fifty-seven storytime sessions were presented to 967 youngsters (3 weeks). Enrollment in the various summer reading clubs is way up this year. As of June 30<sup>th</sup>, the Page Trekkers Club had 2,200 registered (+19%) and the Little Critters Preschool Club had 800 registered (+23%). Carole Peterson's "Macaroni Soup" concert of music and play had 246 preschoolers and adults for two performances, while 404 children in grades 1-6 attended 3 juggling shows performed by Andy Head. Two presentations of "It's a Jungle Out There," by Dave Rudolf, brought in 347 children and adults. Joy Wilcox's storytelling, "Marsh Madness," had a crowd of 83. Friday films have typically had an audience of 80 plus. Reading with Rover picked up again with 67 attending 3 sessions, and 15 children ages 2-5 listened to a nature-themed story presented by a naturalist from Lincoln Marsh. Janet Dumas participated in a press conference to kick off the Summer Reading Season with State Rep. Franco Coladipietro at the Bloomingdale Public Library.
- VI. Communications Mrs. Meisels read a letter from a 93-year old user of the home delivery service, complimenting Beth Rupert on her wonderful service at home in her apartment. A note from a library user indicated how much he enjoys the Playaway audiobooks.
- VII. Friends of the Library Report: The second concert in the Summer Sampler series sponsored by the Friends did take place outside; the weather was very good. On August 18<sup>th</sup>, the Teflons group will perform popular songs, hopefully outside. Planning for the Sunday Sampler series is already taking place. There will be a meeting of the Friends Board on August 4<sup>th</sup> concerning plans for the annual book sale, which will take place the last weekend in September. Carolyn DeAre made the report.

VIII. Unfinished Business:

- A. Non-Fiction DVDs – Review Rental Fee: Mrs. Meisels stated that we should rethink the policy of charging a rental fee for DVDs. She would like to recommend that we remove the charge for non-fiction DVDs as opposed to the fiction or entertainment selections. The non-fiction DVDs include various kinds of instruction: languages, exercise classes, business courses and so forth; these DVDs all carry a Call Number. Instruction is tied very closely to the Library's mission, and we should encourage the use of these items. Mrs. Slater mentioned that with exercise DVDs, as well as with other kinds of instruction, there are a number of repeat check-outs, and a fee is burdensome. Mrs. Slater moved that the Library remove the rental fee for non-fiction DVDs, and Mrs. Peterson seconded the motion.

Roll Call Vote

Ayes: Mr. Armstrong  
Mrs. Honeywell  
Ms. McLaughlin  
Mrs. Peterson  
Mrs. Slater  
Mr. Termondt

Nays: Mr. Kyle

Absent: Mrs. Kienzle  
Mr. Redlich

Motion Carried Unanimously

- B. Review costs – PT Vacation and Holiday pay – Payable in August: Mrs. Meisels submitted a tabulation to the Library Board giving the exact costs of Part-Time Vacation and Holiday Pay for the Fiscal Year 2008-2009. The amounts shown will be paid to regular part-time employees in August. The Library Board discontinued vacation pay for part-time employees for the current fiscal year because of the library's budget cuts. Holiday pay has been continued for the current fiscal year pending further review at budget time for FY 2010-2011. Therefore, the costs have been established and are in the file until budget time.
- C. Sundays – Review Costs and Opening Dates: Mrs. Meisels submitted Sunday cost information to the Library Board for their review. In Fiscal Year 2008-2009, the Library was open 33 Sundays at a cost of \$1,066 per Sunday, which works out to an average of \$267 per hour. The Library is open four hours on Sundays, during which time use is heavy and intense. The sum of \$267 per hour for a Sunday given the heavy use is a reasonable cost. Full-Time staffing is kept to a minimum to keep costs down; we rely heavily on our Part-Time employees. Mrs. Meisels recommended that we maintain Sunday hours for 33 Sundays, starting the Sunday after Labor Day, as in the past, and on the same pay basis, since the incentive pay provided part-time staff is not a significant part of the overall part-time salary budget. Mr. Termondt moved to accept the Library Director's recommendation, and Mr. Armstrong seconded the motion.

Roll Call Vote

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

Nays: None

Absent: Mrs. Kienzle  
 Mr. Redlich

Motion Carried Unanimously

Mrs. Meisels stated that Sunday hours will resume then on September 13, 2009, which is the first Sunday after Labor Day.

IX. New Business:

- A. List of Resignations and New Hires – Quarterly List: The Library Board reviewed the Quarterly List of Resignations and New Hires. Joy Wilcox retired from full-time employment in May and will not, for now, be replaced because of budget considerations. She will give us a minimum number of part-time hours to continue Battle of the Books and some storytelling programs. Two student assistants have left us and more will be going off to college in August. They will be replaced, as we have to get all the books back on the shelves, which is their chief job. Mrs. Peterson moved and Mr. Termond seconded to approve the Quarterly List of Resignations and New Hires.

Roll Call Vote

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

Nays: None

Absent: Mrs. Kienzle  
 Mr. Redlich

Motion Carried Unanimously

- B. Salary Schedule for FY 2009-2010: Student Assistant Schedule – Increase in Minimum Wage: On July 1<sup>st</sup>, the Minimum Wage went up to \$8.00 an hour, which affects the Student Assistant Schedule of the Salary Schedule for FY 2009-2010. Mrs. Meisels

presented the new schedule to the Library Board, with the starting pay at \$8.00 per hour. Mrs. Honeywell moved and Mr. Kyle seconded to approve the revised Schedule for Student Assistant reimbursement.

Roll Call Vote

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

Nays: None

Absent: Mrs. Kienzle  
Mr. Redlich

Motion Carried Unanimously

- C. Downloadable Audio Book Contract: The end of August is the time for the renewal of our Downloadable Audio Book contract. Board members reviewed a summary of the service prepared by Bev Jirsa. We currently subscribe to NetLibrary. In December, NetLibrary rolled out its "Media Center," a new user-friendly interface that allows one-touch downloading straight to the user's own listening device. The Media Center is available to download free at the NetLibrary website. It has an enhanced interface. NetLibrary also introduced a collection of 1,000 titles in the iPod and iPhone compatible MP3 format. Use continues to grow, at a moderate pace. Currently 432 unique users are registered. Downloads for May and June 2009 each exceed those for any month in the past fiscal year. User registration increased by 50 over FY 2007-2008. A total of 1,577 downloads were performed, nearly 300 over last fiscal year. Many users have purchased players specifically to take advantage of NetLibrary content. To continue with NetLibrary would cost \$5,830.00. OverDrive downloadables would cost \$8,000.00. Some libraries provide both services. At this time, however, we cannot afford both. Mrs. Meisels recommended that we continue with NetLibrary for another year, since usage is growing, and reconsider the whole issue this time next year when the renewal comes up. Mrs. Slater moved and Mrs. Honeywell seconded to approve continuing with NetLibrary for another year, subject to review in July 2010.

Roll Call Vote

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

Nays: None

Absent: Mrs. Kienzle  
Mr. Redlich

Motion Carried Unanimously

- D. Policies Review: Reference and Reader's Advisory; Mission Statement, etc.: The Library Board conducted a review of a number of the Library's policies, which are required by Illinois Library Law. A number of changes were recommended for our major policies to keep our Policy Notebook up-to-date; chiefly the Mission Statement, the Collection Management and Materials Selection Policy, the Reference and Reader's Advisory Service Policy, and the By-Laws of the Board of Trustees of the Wheaton Public Library. Also submitted to the Board was a "Use Policy for Computer Game Stations" submitted by the Children's Department. This is a new policy. The Library Board members reviewed the policies with Mrs. Meisels and Mrs. DeAre. Changes, modifications, and new additional text in the policies were highlighted in red for ease of reading. Mrs. Honeywell moved and Mr. Termondtd seconded to adopt the "Use Policy for Computer Game Stations" submitted by the Children's Department.

Roll Call Vote

Ayes: Mr. Armstrong  
Mrs. Honeywell  
Mr. Kyle  
Ms. McLaughlin  
Mrs. Peterson  
Mrs. Slater  
Mr. Termondtd

Nays: None

Absent: Mrs. Kienzle  
Mr. Redlich

Motion Carried Unanimously

Mr. Termondtd then moved and Mrs. Peterson seconded to approve the changes to the Mission Statement and the Collection Management and Materials Selection Policy.

Roll Call Vote

Ayes: Mr. Armstrong  
Mrs. Honeywell  
Mr. Kyle  
Ms. McLaughlin  
Mrs. Peterson  
Mrs. Slater  
Mr. Termondtd

Nays: None

Absent: Mrs. Kienzle  
Mr. Redlich

Motion Carried Unanimously

Mrs. Peterson then moved and Mr. Armstrong seconded to approve the changes to the Reference and Reader's Advisory Service Policy.

Roll Call Vote

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

Nays: None

Absent: Mrs. Kienzle  
Mr. Redlich

Motion Carried Unanimously

Changes were proposed to the ByLaws of the Library Board of Trustees as follows:

Article III. Trustees and Officers. Section 1 changed to read: The Powers and Duties of the Board of Trustees shall be those defined by the Illinois Local Library Act 75ILCS 5/4-7, including but not limited to the following:

Article II. Meetings. Section 7. Changed to read: No absentee voting shall be permitted except as allowed under the Open Meetings Act 5ILCS 120/7.

Article III. Trustees and Officers. Section 13. Changed in its entirety to read: The Library's Special Funds are maintained in the accounts listed below and are reported separately from the regular operating revenues of the Library and included with the Library's audit.

The Trustees Fund (Donations to the Library)  
Garbe Family Trust Fund  
Adams Memorial Trust Fund

Receipts received from the State Library attributable to the Illinois Per Capita Grant are maintained with the City of Wheaton and require special accounting procedures. Checks drawn on the Trustees Fund, the Garbe Family Book Fund and the Adams Memorial Trust Fund shall be signed by any two of the duly authorized officers or one officer and the Library Director.

These amendments to the ByLaws are being proposed at this meeting. Mrs. Meisels indicated that the vote will be taken at the September meeting, with written notice of the proposed amendments mailed to all Board members at least one week before the September Board meeting, as required by Article V of the ByLaws.

- E. Closed Session: Review of Closed Session Minutes (5ILCS 120/2.06 (d)): Mr. Termond moved and Mrs. Slater seconded that the Board go into closed session for the purpose of reviewing closed session minutes under 5ILCS 120/2.06 (d).

Roll Call Vote

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

Nays: None

Absent: Mrs. Kienzle  
Mr. Redlich

Motion Carried Unanimously at 8:32 p.m.

The Library Board returned to the open portion of their meeting at 8:35 p.m.

- F. Round the Table: Mr. Kyle spoke about the issues emerging with format books vs. Kindle books. Mrs. Slater said that she likes to use the Kindle books. Mrs. DeAre called attention to the current issue of Focus. The Library is offering several workshops related to employment issues. There is also a wonderful new software program that the Library is now providing that assists people step-by-step in writing a resume. Mrs. Meisels mentioned that she was sorry to learn Art Armbrust had passed away. Mr. Armbrust was a member of the Library Board in the 1970's and was a lifelong library promoter. She indicated it would be appropriate for the Library to acquire a good medical reference resource in Mr. Armbrust's memory, as that was a subject of great interest to him. The Board members thought it would be a nice thing to do. There would be a bookplate in the book to his memory. The Family has designated the Library as one of the recipients of memorial donations in order to buy books on the subjects of science and medicine.

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

Roll Call Vote

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

Nays: None

Absent: Mrs. Kienzle  
Mr. Redlich

Motion Carried Unanimously at 8:43 p.m.

Meeting of the Adams Memorial Trust Fund Board of Trustees: Board members reviewed the Adams Memorial Trust Fund performance report for June. The value of the Equity Index Fund declined slightly, but was still higher than it was in January.

The Bond fund, now called the JP Morgan Core Bond Fund Select Class, increased in value and remains higher than the January valuation. Mr. Kyle stated that 12 years ago, the Board decided to split the Adams Trust Fund 50% invested in equities and 50% invested in bonds. The fixed income Bond Fund has increased \$3,000.00 during that time. The equities are down 30% over an 11-year period.

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

Roll Call Vote

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

Nays: None

Absent: Mrs. Kienzle  
Mr. Redlich

Motion Carried Unanimously at 8:47 p.m.

Respectfully Submitted,

M. James Termond, Secretary