

- I. CALL TO ORDER AND ROLL CALL: The Board of Trustees of the Wheaton Public Library held its regular monthly meeting on Monday, September 21, 2009, in the Library Board Room. The meeting was called to order at 7:35 p.m. by the President, Colleen McLaughlin. Members present at roll call were: Mrs. Honeywell, Mrs. Kienzle, Mr. Kyle, Ms. McLaughlin, Mrs. Peterson, Mr. Redlich, Mrs. Slater and Mr. Termond. Absent: Mr. Armstrong. Mrs. Sarah Meisels, Library Director, and Mrs. Carolyn DeAre, Assistant Library Director, were also present.
- II. Citizens to be Heard: Mr. Ted Utchen addressed the Board as to his concerns that the computer classroom was not available to the general public for computer use when class was not in session. Mr. Utchen stated that he had been told that staff could not easily monitor the room. He did indicate that when the other room was crowded and he asked to use a computer in the classroom, staff did turn one on for him. However, he felt it should be open to the public since the computers did represent an investment in terms of library funds.
- III. Minutes of the July 20, 2009 Board Meeting: Mr. Termond moved and Mrs. Slater seconded that the minutes of the regular Board meeting of July 20, 2009 be approved.

Roll Call Vote

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

Nays: None

Absent: Mr. Armstrong

Motion Carried Unanimously

- IV. Treasurer's Report for July 2009 and Bill Listing for August 2009 Payment: Mrs. Kienzle moved and Mrs. Peterson seconded that the Treasurer's Report for July and the Bill Listing for August 2009 payment be approved.

Roll Call Vote

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

Nays: None

Absent: Mr. Armstrong

Motion Carried Unanimously

- V. Treasurer's Report for August 2009 and Bill Listing for September 2009 Payment: In the absence of Mr. Armstrong, Mr. Kyle went over some highlights of the report for Board members. Mrs. Meisels mentioned that as of the end of August we had received approximately half of our budgeted tax receipts. Mrs. Kienzle moved and Mrs. Peterson seconded that the Treasurer's Report for August and the September 2009 Bill Listing be approved.

Roll Call Vote

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

Nays: None

Absent: Mr. Armstrong

Motion Carried Unanimously

- VI. Library Director's Reports for July 2009 and August 2009: Mrs. Meisels stated that the DVD rental fee had less of an impact on August circulation figures than previous months. At 102,698 we had a loss of only 4,048, and we had a gain in most other categories: non-fiction & fiction books, audiobook CD's and magazines in both the Adult and Children's departments. The gate count was up 1.3%. The reports gave detailed information about the enrollment in our various summer reading programs (adult, teen and children's) and the various prizes awarded. Enrollments increased considerably over last year. The Friends outdoor concert on the West Plaza on August 18<sup>th</sup> attracted a crowd of approximately 200 people. The Friends also sponsored a two-hour workshop entitled, "How to Get the Job You Really Want," for 45 persons. It was a very busy summer.
- VII. Communications: We received a thank you note from Joy Wilcox in regard to her retirement gift of a necklace and matching earrings. Two notes complimented the staff in Periodicals on the 2<sup>nd</sup> floor for help given on the computers. Mr. Kyle reported that Beth Rupert, our Reader's Advisory Specialist, had sent him an email notifying him that she had put a hold on a title that she thought he would really enjoy. Mr. Kyle was very impressed with this special service.
- VIII. Friends of the Library Report: Mrs. DeAre called attention to the upcoming Friends Book Sale, September 24<sup>th</sup> – 27<sup>th</sup>. We are receiving a lot of donations, and the room set-up is in full swing. Mrs. DeAre also passed out brochures giving the details for the Friends Sunday Sampler series of concerts for 2009-2010, the September one already having taken place on the 13<sup>th</sup> on the West Plaza.

IX. Unfinished Business:

- A. Building Update: Mrs. Meisels stated that Robert Ryan, the Story House muralist, had returned to install the sign above the door to the Story House indicating that the artwork was a gift of the Friends of the Library. It is a rustic sign that looks good with the boathouse and dock.

Mrs. Meisels stated that she was finally able to get a contractor to fix a hole in the old 1978 addition wall on the south in Children's Meeting Room "C" and get the wall covering replaced. We were having puddles of water accumulating on the tile floor after a rain.

- B. By-Laws Revision: By-Law revisions received first reading at the July 20, 2009 Board meeting. The revisions were sent out one week prior to this meeting, as required in the current by-laws. The revised by-laws were up for approval at this meeting. Mrs. Honeywell moved and Mrs. Slater seconded that the revised By-Laws of the Library Board of Trustees be adopted.

Roll Call Vote

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

Nays: None

Absent: Mr. Armstrong

Motion Carried UnanimouslyX. New Business:

- A. R-02-09: A Resolution Authorizing the Release of Closed Session Minutes  
(Adopt Resolution):

Mr. Termond moved and Mrs. Kienzle seconded to adopt the following Resolution R-02-09:

- B. Holiday Closings for December 2009: Mrs. Honeywell moved and Mrs. Kienzle seconded to approve the closing of the Library on December 20<sup>th</sup> and 27<sup>th</sup>, which are Sundays, because of the December holidays.

Roll Call Vote

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

Nays: None

Absent: Mr. Armstrong

Motion Carried Unanimously

C. Policies Review Continued:

1. Schedule of Charges – Lost/Damaged Materials – All Formats: Completely revised schedules of charges for lost/damaged material in all formats and in all departments were included in the Board packets for review. Mr. Redlich moved and Mrs. Slater seconded that the revised schedules of charges for lost/damaged materials in all formats be approved.

Roll Call Vote

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

Nays: None

Absent: Mr. Armstrong

Motion Carried Unanimously

2. Review Policy for Calculating Non-Resident Fee for Renters: The Library currently charges \$150.00 to issue non-resident fee cards to a family that rents an apartment or home outside Wheaton City limits, which amounts to 15% of a monthly rental cost of \$1,000.00. The Finance Director has indicated in the past that this is an appropriate charge based on our tax rate. The consensus of the Board was not to make any change at the present time.

3. Review Policy for Patron Confidentiality: Mrs. Meisels recommended that the Board adopt the policy on Patron Confidentiality that is published in the Administrative Ready Reference document as a model policy. The Library currently has a policy, but the model policy is more detailed, provides a form to be filled out by a police officer requesting information and provides greater legal protection for the library. Mr. Redlich moved and Mrs. Slater seconded that the Library Board adopt the model policy on Patron Confidentiality that is published in the Administrative Ready Reference document.

Roll Call Vote

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

Nays: None

Absent: Mr. Armstrong

Motion Carried Unanimously

- D. Illinois State Per Capita Grant Application – 2010: Mrs. Meisels reviewed the prepared draft of the library's grant application for FY 2010. She reviewed all the policies that the Board had considered and revisions made at the July 20, 2009 Board meeting, and now at this Board meeting, to comply with No. 16 Legal Compliance and No. 19 Trustees. The policy reviews and revisions comply with the State Per Capita Grant requirements in regard to compliance with Chapter 75, Libraries, of the Illinois Library Laws, and also the Administrative Ready Reference document. Board members reviewed the summation of No. 17 concerning the Reference and Reader's Advisory section of the Illinois Public Library Standards that Mrs. DeAre had completed, noting the increasing role of our reader's advisory services and Beth Rupert's contribution to that. Mrs. Meisels' narration of how we handle our ongoing building maintenance and equipment requirements with contracts and budgeting in order to keep the building in good condition appeared in No. 20. Highlighted was the role the City's Facility Manager has in helping to negotiate City-wide contracts at favorable prices, which helps our budget. Also included in this section is the Schedule of Library Replacement Fund Allocations allotted by Mrs. Meisels for capital improvements as the need may arise in future, according to our current balance in the Library Replacement Fund of \$1,080,000. Mrs. Kovacs provided the write-up of the TechAtlas inventory, which she recently completed for No. 21, and also her assessment of the library's website ADA compliance was read and appreciated. The Grant Application concludes with a report as to how we spent our FY2009 Grant funds (reference databases) in the amount of \$67,042.28, and how we intend to use our FY2010 Grant funds when they become available. Mr. Termond moved and Mrs. Kienzle seconded to approve the Illinois State Per Capita Grant application for FY2010 as prepared.

Roll Call Vote

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

Nays: None

Absent: Mr. Armstrong

Motion Carried Unanimously

E. Round the Table: It was the consensus of the Board to place on the October 2009 Board meeting agenda the subject that Mr. Utchen raised in Citizens to be Heard. Ms. McLaughlin passed around some delightful photographs of child/dog sculptures of various sizes that were made by a southwestern sculptor. She had seen them recently out West and thought they might fit in with our Reading with Rover program theme. Everyone thought they had a lot of appeal, and we shall be thinking about the possibilities.

XI. Adjournment: There being no further business of the Library Board of Trustees, Mrs. Slater moved and Mrs. Kienzle seconded that the meeting be adjourned.

Roll Call Vote

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

Nays: None

Absent: Mr. Armstrong

Motion Carried Unanimously at 8:45 p.m.

Respectfully submitted,

M. James Termondt, Secretary