

- I. CALL TO ORDER AND ROLL CALL: The Board of Trustees of the Wheaton Public Library held its regular monthly meeting on Monday, October 19, 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, Mr. Redlich, and Mr. Termondt. Absent: Mrs. Kienzle, Mrs. Peterson and Mrs. Slater. Mrs. Sarah Meisels, Library Director, was also present. Mrs. Carolyn DeAre, Assistant Library Director, entered the meeting at 7:45 p.m.
- II. Citizens to be Heard: None. However, there was a group of students from Wheaton North who attended the meeting as part of their government class requirement.
- III. Minutes of the September 21, 2009 Board Meeting: Mr. Termondt moved and Mrs. Honeywell seconded that the minutes of the regular Board meeting of September 21, 2009 be approved.

Roll Call Vote

Ayes: Mr. Armstrong
Mrs. Honeywell
Mr. Kyle
Ms. McLaughlin
Mr. Redlich
Mr. Termondt

Nays: None

Absent: Mrs. Kienzle
Mrs. Peterson
Mrs. Slater

Motion Carried Unanimously

- IV. Treasurer's Report for September 2009 and Bill Listing for October 2009 Payment: In addition to these reports and listing, there was a supplemental bill listing on the table with two items: a bill in the amount of \$10,464.00 to 3M under Operating Contractual Services for a maintenance agreement on some of our RFID equipment, and due before the next Board meeting, and an honorarium in the amount of \$700.00 under Building Contractual Services to Dave DeAre, who volunteered to do janitorial work at the Library during the two weeks that one of the full-time maintenance men was out for surgery. Mr. Armstrong noted that a very large amount of our tax receipts came in during September, so most of the tax money has been paid out to us at this point. The items on the October bill listing are routine. Mr. Termondt moved and Mrs. Honeywell seconded that the Treasurer's Report for September and the October 2009 Bill Listing, including the supplemental listing presented tonight, be approved.

Roll Call Vote

Ayes: Mr. Armstrong
Mrs. Honeywell
Mr. Kyle
Ms. McLaughlin
Mr. Redlich
Mr. Termondt

Nays: None
 Absent: Mrs. Kienzle
 Mrs. Peterson
 Mrs. Slater

Motion Carried Unanimously

- V. Library Director's Report for September 2009: Although circulation showed a total of 95,083 checkouts this month, there was an 11,619 loss (almost 11%) over September of 2008. Mrs. Meisels stated that print materials increased (books and magazines); the total loss came from a decline in DVD checkouts, showing continued resistance to the \$1.00 rental charge for the DVD fiction format. Children's circulation held up. The Gate Count at 49,777 was down about 5%. Sarah Meisels and Carolyn DeAre attended the Board meeting of the Friends of the Library on the 8th; plans were finalized for the Annual Book Sale. Sarah attended the Annual City of Wheaton Prayer Breakfast on the 11th. September kicked off our book discussion groups: Contemporary Books attracted 41 persons in 3 sessions, and Great Books had 22 in attendance at one session. On the 13th, the Friends' outdoor folk music concert featuring Mark Dvorak was held on the west plaza during hot and sunny weather for approximately 85 persons. Beth Rupert and Bev Jirsa attended the Adult Reading Round Table program, "All About Audiobooks;" with topics including selection, marketing, listener's advisory, and the various formats. Kate Mallon represented the Library at a PADS meeting. Erika DeLeon went to the 6th Annual Young Adult Literature Conference hosted by Anderson's Book Shop in Naperville on the 26th to hear various YA authors speak. On the 30th, Kate Mallon facilitated a Morningstar Webinar on how to use all aspects of our online Morningstar Library Edition. Erika and Ben Wagoner worked with a group of middle school students doing research for their Science Fair projects. Bev Jirsa took part on an online focus group presented by Findaway, the company that makes the Playaway audiobooks.

Dawn Kovacs revamped the library's website, and she attended a meeting at DLS about the Per Capita Grant application requirement as to a technology inventory. Eileen Stewart gave a presentation on how Wheaton Public Library uses Facebook at a DLS program. Dawn and Donna Freymark attended a webinar from OCLC on software used to catalog digitized collections. Wheaton Public Library has collections on Wheaton history that make perfect candidates for digitizing and cataloging using this software. The Children's Department report focused on the free admission passes to 17 museums throughout the Chicago area. The department gave out 88 free passes during the month. Drop-in Storytimes were held for ages 3-5 years; total attendance was 116. A program by a naturalist from Lincoln Marsh involved stories about cattails, and the 16 children (ages 2-5 years) then completed a related craft to take home.

- VI. Communications: Mrs. Meisels read a complimentary note in regard to help received from D.J. Curry with the computers. Mrs. Meisels stated that this staff member knows technology extremely well and always goes the extra mile with library users so that they have good results.
- VII. Friends of the Library Report: Mrs. DeAre reported that the Friends Book Sale the last weekend in September was a great success, making \$18,000 plus. Many items placed on the first floor the following week in book trucks eventually sold, bringing in approximately \$1,700 more. There will be a Holiday Book Sale November 13th – 15th in the east reading room area on the first floor featuring collectibles, fine bindings and coffee table books. The 2010 Book Lover's

Calendar will also be available during the sale. Mrs. DeAre also mentioned that the Friends' Sunday Sampler concert on the 18th was very well attended.

VIII. Unfinished Business:

- A. Building Update: Mrs. Meisels mentioned that there has been a problem with the window system (leaks) in the Children's atrium on the south section. Alliance Glass, the installing contractor, is scheduled to come soon to fix the problem from the outside, weather permitting.

IX. New Business:

- A. List of Resignations and New Hires: This quarter we have had to replace quite a number of student assistants who have left for college. And we have replaced one part-time temporary position, involving book sorting and checking in from the book drops. Mrs. Honeywell moved to approve the quarterly list of resignations and new hires, and Mr. Armstrong seconded the motion.

Roll Call Vote

Ayes: Mr. Armstrong
Mrs. Honeywell
Mr. Kyle
Ms. McLaughlin
Mr. Redlich
Mr. Termondt

Nays: None

Absent: Mrs. Kienzle
Mrs. Peterson
Mrs. Slater

Motion Carried Unanimously

- B. Public Use of Computer Classroom – Second Floor: Board members reviewed the issue raised at the September Board meeting by Mr. Utchen to have the computer classroom open for public use when not used as a classroom. It was the consensus of the Library Board members to continue with current practice. If there is an overflow of people in the Internet room, or if someone requests to use a computer in the classroom when no classes are scheduled, 2nd floor staff permit use by the general public.
- C. Financial Concerns for Upcoming Budget Planning: Mrs. Meisels presented information to the Board concerning our financial outlook for the coming year. For FY 2009-2010, our tax receipts were cut by \$300,000, which resulted in our tax rate declining in one year from .1736% to .1518%, only slightly above the minimum in the Illinois Library Statutes for a library serving a community under 500,000 persons. According to the Statutes we could have a tax rate as high as .23%, because back in the early 1970's we had a referendum passed enabling the Library to do that. At one time we had a tax rate of .22%. Continued budget cuts will have a very bad impact on library services and the

collections. We have already made a considerable number of economies. We have a large building to maintain and very high usage. Mrs. Meisels stated that the last thing she wanted to see was a reduction in library open hours. Residents would be very angry to see the building locked up when their tax money provided the funds to build this wonderful new library. There gets to be a point where budget cuts are self-defeating. It was the consensus of the Library Board that the Finance Committee should request a planning session with the Council to express these concerns. Ms. McLaughlin said that she would call the City Manager and ask for a planning session.

- D. Round the Table: Mr. Kyle noticed that the Mystery section needs checking and better order. Mr. Redlich asked whether the Library had used up its free gas therms. Mrs. Meisels indicated that she did not have understandable information about that and had never been able to figure out how that works, and no one else has ever been able to explain it to her.

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

Roll Call Vote

Ayes: Mr. Armstrong
 Mrs. Honeywell
 Mr. Kyle
 Ms. McLaughlin
 Mr. Redlich
 Mr. Termond

Nays: None

Absent: Mrs. Kienzle
 Mrs. Peterson
 Mrs. Slater

Motion Carried Unanimously at 8:25 p.m.

Meeting of the Adams Memorial Trust Fund Board of Trustees: Library Board members reconvened as Members of the Board of the Adams Memorial Trust Fund. The September report showed a considerable improvement in the value of the Fund, year to date. Mr. Kyle mentioned that Ms. McLaughlin has an opportunity when she calls Mr. Rose to ask about help from the City’s law firm in addressing the fee issues in connection with the Fund.

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

Roll Call Vote

Ayes: Mr. Armstrong
 Mrs. Honeywell
 Mr. Kyle
 Ms. McLaughlin
 Mr. Redlich

Mr. Termond

Nays: None

Absent: Mrs. Kienzle
Mrs. Peterson
Mrs. Slater

Motion Carried Unanimously at 8:26 p.m.

Respectfully Submitted,

M. James Termond, Secretary