

- I. CALL TO ORDER AND ROLL CALL: The Board of Trustees of the Wheaton Public Library held its regular monthly meeting on Monday, November 16, 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: None.
- III. Minutes of the October 19, 2009 Board Meeting: Mrs. Honeywell moved and Mr. Redlich seconded that the minutes of the regular Board meeting of October 19, 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 October 2009 and Bill Listing for November 2009 Payment: In addition to these reports and listing, there was a supplemental bill listing for November payment on the table with 5 items totaling \$1,816.64. Mr. Termond moved and Mr. Redlich seconded that the Treasurer's Report for October and the November 2009 Bill Listing, including the supplemental listing presented tonight, 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. Library Director's Report for October 2009: Low DVD circulation continued to be a drag on overall circulation, even though print materials check-out is up. However, reference questions increased by 6.3%, and the number of holds placed increased by 15.8%, as people use the library more instead of buying the new bestsellers. Reference database searches on the in-house LAN increased by 30%, and the remote searches jumped by 135%. Alliance Glass showed up on the 20th to fix leaks in the south atrium windows of the Children's Department, and Riddiford came to fix a small roof leak (caulking) in connection with the 2nd floor addition. Kate Mallon went to the City of Wheaton's Community Relations Commission's event, "A Job Makes a Difference," at IIT to present a demonstration of pertinent databases and the resume software program WinWay. The Wheaton Garden Club hosted a Small-Standard Flower Show on the first floor of the Library October 1st and 2nd. YABOB kicked off with a total of 10 teams in a Battle of the Books to conclude November 12th. The Friends Sunday Sampler Series drew 115 people to hear the lively music of Loose Change and Friends. We are partnering with the Park District in showing one movie a month. Twenty people attended the matinee of "Ghost Town," on the 20th. Eight computer classes attracted 80 participants this month. The Children's Department conducted weekly storytimes for 1,217 children in 88 sessions. Reading with Rover had an October attendance of 92. The dogs showed up in costume for the session on Halloween Saturday. 61 free passes to area museums were given out during the month as part of Macy's Museum Adventure Pass.
- VI. Communications: Board members noted the article about the Library's meeting with City Council at the November 9th City Council planning session in the Daily Herald.
- VII. Friends of the Library Report: The Friends of the Library held its Special Book Sale October 13th, 14th, and 15th. The Friends made \$3,600, plus money taken in for the Book Lover's Calendar, according to Carolyn DeAre's report. It was a very pleasant sale that was set up on the main floor with items arranged as in a bookstore.
- VIII. Unfinished Business:
- A. Building Update: Reported under Library Director's Report
- IX. New Business:
- A. Report of the Board Finance Committee Meeting of November 2, 2009: During the Finance Committee meeting of November 2, 2009, Mrs. Meisels recommended the following courses of action in order to reduce expenditures because of probable further reductions in tax revenues to the Library from the City.
1. Staffing Issues:
 - a) Holiday Pro-Rata Pay for Part-Time Employees: After vacation pay was discontinued for part-time employees on a prorata basis, it was hoped that we could still afford prorata holiday pay for regular part-time staff, as in the past. So far this current fiscal year, part-timers have earned 4 holidays, with 5 more to occur before the end of the fiscal year. Immediate discontinuance of this benefit could save the library almost \$13,000 this fiscal year. Part-time regular staff would still be paid for the 4 holidays already earned on a

prorata basis. The savings for FY 2010-2011 could amount to approximately \$22,000.

- b) Sunday Incentive Pay for Part-Time Regular Employees/Compensatory Time or Pay for Full-Time Employees: Since the late 1970's, the Library has paid time and one-half to part-time employees for working on Sundays as an incentive to do so. Full-time employees who worked on Sundays had a choice of compensatory time or the pay at the same time and one-half rate. If this practice is eliminated immediately, a savings of approximately \$8,000 could be made, and approximately \$12,000 for FY 2010-2011. Full-time employees would be credited with 4 hours for a Sunday worked, and they would need to put in 4 hours another day of the week in order to put in their 40 hours, which would then be spread over 6 days.
- c) Changes in Staffing Hours: Mrs. Meisels recommended a minor change in full-time scheduling. When working the afternoon/evening shift, full-time employees would start at 12:30 p.m. The dinner break would be from 4:45 to 5:45. The shift would end at 9:00 p.m. This change makes for easier and more flexible scheduling for the department heads.

The consensus of the Finance Committee was to approve these recommendations pending approval by the Library Board at the November Board meeting.

Mr. Kyle moved and Mrs. Kienzle seconded that the recommendations outlined above, which had been approved by the Finance Committee, be implemented as soon as possible.

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. Reductions in Budget Categories:

- (a) Library Materials (Books and AV): Mrs. Meisels recommended that we pull back on expenditures for Books by approximately \$60,000 this fiscal year and \$40,000 on Audio-Visual Materials; \$10,000 on Periodicals.

- (b) Purchase of Supplies & materials will be reduced by approximately \$25,000.
- (c) Subscriptions to Reference Databases will be reduced by \$20,000.
- (d) The Library will rely more on the Friends for programming in order to reduce the Community Service category of the Budget.

Board members recognized the necessity for pull-backs in these areas. The effects of reductions will be monitored with the monthly financial reports.

- B. Increase in IMRF Rates Effective January 1, 2010: Mrs. Meisels reported that the Finance Director has indicated IMRF rates will be rising about 2% a year beginning with January 1, 2010. We shall have to increase that line item in our budget accordingly.
- C. Report of the Board Finance Committee in Regard to the Planning Session with City Council November 9, 2009: Board members examined various reports showing the Library's operating expenses per resident compared with other area communities, the Library's EAV and tax rate, etc. It was also brought up that the Library had passed a referendum in the early 1970's, which made it possible for the Library to levy a tax rate of up to .23%. However, under home rule, the City has chosen to ignore that, which is not what the city and village corporate authorities of our neighbors do. Considerable discussion occurred in regard to what the cuts outlined above would do to the Library, the community, and the effect on our Top Ten status. The Finance Committee will continue to try to communicate with the Council on these issues during the upcoming budget process for FY 2010-2011. At the November 9th meeting, the Finance Committee had asked the Council not to cut our funding and to instead keep it at the current level of \$3,400,000. The consensus of the Library Board was to send a follow-up letter to the council requesting the current level of funding.
- D. File Server & Mail Server Upgrade: Hardware & Installation Bids: Board members examined a bid sheet in regard to our file server & mail server upgrade. The bid process was developed with the help of Chad Michaelis, the City's IT expert on staff, along with Dawn Kovacs. Low bids totaling \$17,659.84 were obtained as follows:

Hardware from Sherlock (HP products)	\$12,478.00
Software from MNJ	2,106.84
Installation by Sikich	3,075.00

Ms. McLaughlin questioned whether we were buying the latest technology for our purpose with the HP tape drive. Mr. Termondt moved and Mr. Kyle seconded to approve the bids as outlined above with the caveat that we check to make sure we are buying the latest technology available compatible with our use of it.

Roll Call Vote

Ayes: Mrs. Honeywell

Mr. Kyle
Ms. McLaughlin
Mrs. Peterson
Mr. Redlich
Mrs. Slater
Mr. Termond

Nays: None

Absent: Mr. Armstrong

Motion Carried Unanimously

E. Round the Table: No items were brought up.

X. Adjournment: There being no further business of the Library Board of Trustees, Mr. Termond 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. Termond

Nays: None

Absent: Mr. Armstrong

Motion Carried Unanimously at 8:45 p.m.

Respectfully Submitted,

M. James Termond, Secretary

