

- I. CALL TO ORDER AND ROLL CALL: The Board of Trustees of the Wheaton Public Library held its regular monthly meeting on Monday, December 21, 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: Mrs. Honeywell, Mr. Kyle, Ms. McLaughlin, Mrs. Peterson, and Mr. Redlich. Absent: Mr. Armstrong, Mrs. Kienzle, and Mrs. Slater. Mrs. Sarah Meisels, Library Director, and Mrs. Carolyn DeAre, Assistant Library Director, were also present. Ms. McLaughlin appointed Mr. Redlich Secretary Pro Tem.

After calling the meeting to order, Ms. McLaughlin expressed her sorrow on learning of the death of Mr. Termond, who had been a Wheaton Public Library Board Member for many, many years. Everyone present at the meeting was saddened by the loss and a sympathy card to the family was signed.

- II. Citizens to be Heard: Ms. Nancy Nehmer of Winfield was present as an observer.
- III. Minutes of the November 16, 2009 Board Meeting: Mr. Kyle moved and Mrs. Peterson seconded that the minutes of the regular Board meeting of November 16, 2009 be approved.

Roll Call Vote

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

Nays: None

Absent: Mr. Armstrong
Mrs. Kienzle
Mrs. Slater

Motion Carried Unanimously

- IV. Treasurer's Report for November 2009 and Bill Listing for December 2009 Payment: Mrs. Meisels called attention to the 4 items on the Supplemental Bill Listing totaling \$2,339.95. Waldschmidt & Associates apparently is our new snow removal service contractor. In the absence of Mr. Armstrong, Mr. Kyle reviewed the Treasurer's Report. He noted that Building Maintenance budget items were considerably under budget. Mrs. Meisels stated that we have not, as yet, got quotations for the Building & Contents insurance, the big gas bills have not come in as yet, and some of our largest contractual service items are yet to come in. Mr. Kyle moved and Mr. Redlich seconded that the Treasurer's Report for November and the December 2009 Bill Listing, including the supplemental bill listing presented tonight, be approved.

Roll Call Vote

Ayes: Mrs. Honeywell
Mr. Kyle
Ms. McLaughlin

Mrs. Peterson
Mr. Redlich

Nays: None

Absent: Mr. Armstrong
Mrs. Kienzle
Mrs. Slater

Motion Carried Unanimously

- V. Library Director's Report for November 2009: November circulation dropped by 13%, again reflecting discontent with the DVD rental charge. Circulation of print materials and most other AV categories increased, however. The Board Finance Committee met on November 2nd. On the 9th, Board members Colleen McLaughlin, Martin Kyle, Mike Redlich, Jim Termondt and Don Armstrong, along with Sarah Meisels, attended the Planning Session with Council and spoke about concerns in regard to proposed budget cuts for 2010-2011. Both Carolyn DeAre and Sarah Meisels worked the Friends Better Book Sale, Nov. 13th – 15th. An audience of 135 crowded into the large meeting room on the 8th to hear the Windy City Harmonica Club concert scheduled on the Friends Sunday Sampler series. Young Adult Battle of the Books wrapped up with St. Joan of Arc Red team in 1st place and Franklin Middle School in 2nd. On the 16th, 124 Battlers and relatives celebrated the YABOB season with a pizza party at Enchanted Castle in Lombard. There were 40 adults for a movie matinee of "The Soloist," on the 17th. This film series is offered in partnership with the Wheaton Park District. Eight technology classes were attended by 73 persons. On the 20th, Carolyn DeAre and Eileen Stewart attended a LACONI meeting entitled, "New Models for Library Service: Embracing Technology, Building Partnerships," held at the Addison Library. Forty-two sessions of Children's Department storytimes were held for 541 youngsters. Reading with Rover concluded on the 14th with a monthly attendance of 42. The movie "Santa Buddies" drew an audience of 145 children and caregivers. There were 14 in the 2-5 age group who listened to a nature-themed story by a naturalist from Lincoln Marsh. Battle of the Books for grades 4-5 held its demonstration meet for 270 students and adults on the 19th. Battle begins on January 5, 2010. Fifty-seven free passes were checked out during the month for local museums.
- VI. Communications: Mrs. Meisels read a letter received from a user of our Homebound Service in which she thanked the Library for the service, as well as Beth Rupert for being very attentive to her reading selections.
- VII. Friends of the Library Report: Carolyn DeAre reported that the Special Book Sale of the Friends made something over \$3,000.00. It was a very pleasant sale with the east reading room on the main floor set up like a book store. People were in and out browsing. We have had full houses for the Sunday Sampler series; two new members joined after the last concert. The Book Lover's Calendar for 2010 is now for sale. The next meeting of the Friends Board is on January 12th at 4:00 p.m.
- VIII. Unfinished Business:
- A. Building Update: Mrs. Meisels reported that Bulley & Andrews was still responding to any building concerns we have. The firm sent out their top trouble

shooter and fix-it man, Ken Zielinski, who repaired a bit of roof caulking and also a hole in the caulking of an atrium window system on the south in the Children's Library. We also had some concerns about the LL sump pump in Children's, which they have investigated, and indicated that everything was working all right there. Bulley & Andrews has been wonderful to work with, not only during the project but the subsequent follow-up.

- B. Financial Update – Finance Committee Members Comments: Members of the Finance Committee commented about the Planning Session with the Council in November. Follow-up articles in several newspapers were noted in regard to the Letter to Council distributed at the December 7th Council meeting. Mr. Kyle stated that the articles missed the point of the letter, which is that the Library has been underfunded for the past 10 years and that, unlike the City's tax rate, the Library's tax rate has dropped precipitously the last few years. Board members will attend the next Friends Board meeting on January 12th to clarify the issues to the Friends so that they can voice their concerns.

Since Mr. Termondt was a member of the Finance Committee, Ms. McLaughlin asked Mrs. Honeywell if she would be willing to serve on that committee. Mrs. Honeywell answered affirmatively, and Ms. McLaughlin made the appointment.

IX. New Business:

- A. DVD Rental Charge Update: Mrs. Meisels stated that the Library is running a special during the month of December on the DVD's. It is a two-for-the-price of one deal, which effectively reduces the rental fee from \$1.00 to 50 cents. Borrowers are responding very well to the fee cut, according to the staff, who have asked if we plan to continue it in January. Mrs. Meisels stated that she would need to analyze the figures at the end of the month, but asked the Board permission to use some flexibility here in order to recover some of the circulation for that format. We may come out just as well with a reduced price if the volume improves considerably. The Board agreed to allow flexibility to experiment with the rental fee in order to promote usage.
- B. Change in the OMA and FOIA: Appoint Compliance Officers: Mrs. Meisels reported that there have been changes in the law in regard to the Open Meetings Act and the Freedom of Information Act. Public bodies must appoint compliance officers before January 1, 2010, and the appointees have to receive training, which is going to be offered online. In the past, we have had the same policy as the City in regard to FOIA requests, which have been very few. The city is revising its policies, and we are supposed to be receiving copies from them, which we can adopt, as we need to have our own policy in place. Ms. McLaughlin stated that she felt the compliance officers should be administrative staff, since they were on site to respond to requests. Mrs. Peterson moved and Mrs. Honeywell seconded that Mrs. Meisels, and alternately, Mrs. DeAre, be appointed the Library's compliance officers for OMA and FOIA.

Roll Call Vote

Ayes: Mrs. Honeywell

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

Nays: None

Absent: Mr. Armstrong
 Mrs. Kienzle
 Mrs. Slater

Motion Carried Unanimously

- C. Budget Planning for FY 2010 – 2011: Mrs. Meisels requested a meeting of the Finance Committee as soon as possible, because the Library's budget is due on January 21st. We need to work up our budget for the Library Board meeting of January 18th. Saturday, January 2nd, at 9:30 a.m. was proposed; however, Mrs. Meisels said she would contact Mr. Armstrong, since he was Chairman of the Finance Committee, as to whether he would be available. After his response, she would send an email out to all the members.
- D. Round the Table: Mrs. Honeywell mentioned again how much we would be missing Jim Termondt's service on the Board. He was always a very helpful Board member. Mrs. Meisels stated that when she began her career at the Library he was on the Board, and that everyone always had a high opinion of his financial expertise and his work on behalf of the Library in regard to the Adams Trust Fund.
- X. Adjournment: There being no further business of the Library Board of Trustees, Mrs. Peterson moved and Mr. Redlich seconded that the meeting be adjourned.

Roll Call Vote

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

Nays: None

Absent: Mr. Armstrong
 Mrs. Kienzle
 Mrs. Slater

Motion Carried Unanimously at 8:14 p.m.

Respectfully Submitted,

Mike Redlich
 Secretary Pro Tem