

- I. CALL TO ORDER AND ROLL CALL: The Board of Trustees of the Wheaton Public Library held its regular monthly meeting on Monday, February 15, 2010, in the Library Board Room. The meeting was called to order at 7:31 p.m. by the President, Colleen McLaughlin. Members present at roll call were: Mr. Armstrong, Mrs. Honeywell, Mrs. Kienzle, Mr. Kyle, Ms. McLaughlin, Mrs. Peterson, Mr. Redlich and Mrs. Slater. Absent: None. Mrs. Sarah Meisels, Library Director, and Mrs. Carolyn DeAre, Assistant Library Director, were also present. Ms. McLaughlin appointed Mr. Redlich Secretary Pro Tem.
- II. Citizens to be Heard: Mr. Ted Utchen addressed the Library Board about his concerns in regard to the brochure entitled, "State of the Wheaton Public Library," which sets forth financial information for the public.
- III. Minutes of the December 21, 2009 Board Meeting: Mr. Redlich moved and Mrs. Peterson seconded that the minutes of the regular Board meeting of December 21, 2009 be approved.

Roll Call Vote

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

Nays: None

Absent: None

Motion Carried Unanimously

- IV. Treasurer's Report for December 2009 and Bill Listing for January 2010 Payment: Mrs. Peterson moved and Mrs. Slater seconded that the Treasurer's Report for December 2009 and the Bill Listing for January 2010 be approved.

Roll Call Vote

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

Nays: None

Absent: None

Motion Carried Unanimously

- V. Treasurer's Report for January 2010 and Bill Listing for February 2010 Payment: Mrs. Meisels reviewed the report, calling attention to the fact that we are running about \$300,000 under budget, which we need to do in order to have a carry-over into 2010 – 2011 to make it through another year. She also called attention to the supplemental bill listing for February, which includes three bills in connection with the building that were received after the Board packets were mailed. Mrs. Peterson moved and Mrs. Slater seconded that the Treasurer's Report for January 2010 and the Bill Listing for February 2010, including the Supplemental Listing presented tonight, be approved.

Roll Call Vote

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

Nays: None

Absent: None

Motion Carried Unanimously

- VI. Library Director's Report for December 2009 and January 2010: Mrs. Meisels stated that December was a typical month, not quite as busy as other months, because of the holidays, but circulation was 82,410. Business picked up, of course, in January, with circulation at 101,535 items, and a gate count of 47,961. The Friends Sunday Sampler concert drew a crowd of 150 for the "Dulcimer Tunes and Tales" program, and 125 filled our meeting room on the 19<sup>th</sup> to see the movie, "Julie and Julia," as part of the Movie Matinee series we are offering with the Wheaton Park District. The annual magazine sale began on January 9<sup>th</sup>; hundreds of withdrawn and donated magazines were sold. Dawn Kovacs reported that the new mail and file servers were installed this month. Ten technology classes were offered for 109 persons. Staff registered 437 children for the Winter Storytime Series; January attendance totaled 989. The 23<sup>rd</sup> season of Battle of the Books began on the 5<sup>th</sup>, with teams from 17 elementary schools. There were 13 meets in January with 1,101 spectators and team members attending. The ever-popular reading incentive program, Reading with Rover, filled up quickly on the 6<sup>th</sup> with 24 children in grades 2-5 registering and ten on the waiting list. Attendance for the month was 69. A naturalist from Lincoln Marsh presented a program to 14 children, ages 2-5 years, and 153 children grades 1 and up viewed a movie on the 18<sup>th</sup> entitled "Cloudy with a Chance of Meatballs." Jennifer Taber visited Sunshine Preschool on the 13<sup>th</sup> and 14<sup>th</sup>, reading stories to 66 children in 4 classes.
- VII. Communications: Mrs. Meisels read a letter from Jesse White, Secretary of State and State Librarian, informing us that the Library has been awarded a FY2010 Per Capita Grant in the amount of \$56,585.28. This year, since the State of Illinois is short of funds, Secretary White used LSTA funds from the federal government to fund the State Per Capita Grant.

Mrs. Meisels also read a commendatory letter from a Library user in regard to Reference staffer Erika DeLeon. The writer is very pleased with the reference services Ms. DeLeon provided to her,

along with her friendly and helpful attitude.

VIII. Friends of the Library Report: Carolyn DeAre reported. Mr. Kyle presented a PowerPoint to the Friends on January 12<sup>th</sup> setting forth the concerns of the Board and Administration for the Library's deteriorating finances. The Friends members are very concerned and indicated they were willing to show support in any way that was possible. They are anxious to help. Mrs. DeAre also read a letter from one of the Friends that had been sent to the Mayor and Council. On the 10<sup>th</sup> of this month, this library participated in the state-wide Snapshot Day, sponsored by the Illinois Library Association. Members of the Friends answered the call to help out by handing out the Snapshot Day survey forms to the public as they walked in the door and collecting them as people left the building. Informational material was also given out to the public, including Mr. Kyle's PowerPoint program, which was put in a brochure format to be handed out. The public response to Snapshot Day was overwhelming; people were delighted to participate. The Gate Count was 1,939 for the 12-hour day; 1,157 surveys were completed and returned. Library visitors were asked to state why they came to the library. Answers from the survey were as follows:

Got a Library Card – 59	Used the Internet – 220
Checked out Materials – 863	Computer Use – 115
Did Homework – 156	Wireless Access – 116
Did Research – 307	Attended an Adult Program – 46
Job Searching – 66	Attended a Children's Program – 85

Internal Library Statistics that will be reported to the Illinois Library Association include:

Customer Visits/Door Count	1,939	Circulation for the Day	3,724 items
No. of Reference Questions	400	In-House Database Use	605
Web Page Hits	522	From Home/Office (remote)	1,038
Children's Program Attendance	142		

The Friends would like to present the statistics for Snapshot Day to City Council on March 1<sup>st</sup>, along with copies of all the comments that have also been compiled. There are 46 pages of the most laudatory comments from the public one could imagine, and they have been compiled and are ready for distribution. Copies were handed out to Board members to take home. Many people expressed concern over the loss of library funding and indicated that their families have used the library for years, even generations.

Mrs. DeAre also mentioned that the Friends will be holding the Annual Garden Day Sale on May 22<sup>nd</sup> this year. The Friends Board also voted \$15,000 from their funds to be used for children's and adult programs. This year their funds are helping to support Battle of the Books.

IX. Unfinished Business:

A. Building Update: Mrs. Meisels has expressed concern that there is no power backup system for the lower level sump pumps. There is a set of them in the south kitchen of the

meeting room complex, and there is an enormous set in the north side of the Children's Library. Ground water just pours into these sumps. The voltage is considered too high for battery backup. The pumps do have alarms. For this reason, we did place the building and contents insurance this year with Chubb, because they offered total coverage for water damage, including that caused by mechanical failure. It was more expensive to do that, but insurance quotes are much more affordably priced this year, so it seemed like the prudent thing to do.

However, Mrs. Meisels did ask Bulley & Andrews to come out and provide an estimate for backup for the lower level sump pumps using a natural gas generator. They have provided such an estimate. This is not a proposal. If we did anything in this regard, we would be bidding it out. Bulley's estimate is \$80,364 for installing a 20KW, 480V natural gas generator on the north side of the building, enclosed with a board on board fence. It might be possible to use Library Replacement funds for this, but it is a lot of money, particularly at this difficult time, and we have improved our insurance position.

After discussion, Mr. Kyle moved to table the matter until some future time, and Mr. Armstrong seconded the motion.

Roll Call Vote

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

Nays: None

Absent: None

Motion Carried Unanimously

X. New Business:

- A. Quarterly List of Resignations and New Hires: The List includes one student assistant hired and two part-time temporary staff discontinued for the last quarter of the calendar year 2009. Mrs. Slater 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  
Mrs. Kienzle  
Mr. Kyle  
Ms. McLaughlin  
Mrs. Peterson

Mr. Redlich

Mrs. Slater

Nays: None

Absent: None

Motion Carried Unanimously

- B. Permission to Close on Sunday, May 23, 2010: Mrs. Meisels requested approval to close the Library on Sunday, May 23, 2010, which is the Sunday before Memorial weekend. That would mean the last Sunday we are open until the September opening would be May 16<sup>th</sup>. Sunday openings cost almost \$1,000 per Sunday, and at this time of year usage is very low on Sundays. Mrs. Kienzle moved and Mrs. Honeywell seconded to close the Library on Sunday, May 23, 2010.

Roll Call Vote

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

Nays: None

Absent: None

Motion Carried Unanimously

- C. Review of Closed Session Minutes (5ILCS 120/2.06 (d)): Since there was no need for confidentiality, the Library Board reviewed closed session minutes in open session. Mr. Kyle moved and Mrs. Peterson seconded to release the Closed Session Minutes of July 20, 2009, which were simply a review of the Closed Session Minutes of January 19, 2009, which have already been released.

Roll Call Vote

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

Nays: None

Absent: None

Motion Carried Unanimously

D. Report of the Finance Committee: Mr. Armstrong reported that the Finance Committee met several times in January in preparation for presenting a budget for the upcoming fiscal year to City Manager Rose on January 21<sup>st</sup>. At that time, Committee members gave Mr. Rose a budget asking for the same amount in tax revenues that we have received during the current fiscal year, which is \$3,400,000. The Finance Committee members indicated that this sum would permit the Library to continue operations in a fairly normal way given the economies that have already been made in the current year: being closed on Friday evenings, no vacation/holiday pay for part-time employees, no incentive pay for Sunday hours, the retirement of a children's librarian and not replaced, reduction in the purchase of books, AV and databases, the imposition of a charge for DVD checkout, and so forth. Mr. Rose did request that we provide another budget based on tax revenues of \$3,100,000 with an explanation of what impact such a budget would have.

1. Library Budget for FY 2010 – 2011: The Original Budget: Mrs. Meisels reviewed the original budget with the Library Board, based on tax receipts of \$3,400,000. Because of the economies mentioned, the original budget is actually 2.3% lower than the current budget, down by \$95,226, at \$3,983,369. The economies already made will make it possible to carry forward approximately \$300,000 into the 2010 – 2011 fiscal year, so that we shall be able to continue service hours and library materials purchases at approximately the current year's level. Even so, by the end of April 2011, a carry-over balance of any appreciable size will not be possible. But it is a good budget, one that will serve the public well. After reviewing the document, Mr. Armstrong moved and Mrs. Slater seconded to approve the original budget requesting the \$3,400,000 in tax revenues.

Roll Call Vote

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

Nays: None

Absent: None

Motion Carried Unanimously

2. Contingency Budget for FY 2010 – 2011: This budget is based on tax receipts of \$3,100,000, which is a \$300,000 reduction from the current year. This reduction would result in a 10% reduction in staffing hours, as well as some further reductions in materials purchases. It would be necessary to close the library one day, probably all day on Fridays, and reduce the number of Sunday openings. It would be the best we could do under the

circumstances, but at the end of the fiscal year, there would be no carry-over balance. After discussion, Mrs. Kienzle moved and Mr. Redlich seconded to give this budget to the City Manager, as requested.

Roll Call Vote

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

Nays: None

Absent: None

Motion Carried Unanimously

E. Round the Table: Ms. McLaughlin urged everyone to join the Friends on March 1<sup>st</sup>.

XI. Adjournment: There being no further business of the Wheaton Public Library Board of Trustees, Mr. Armstrong moved and Mr. Redlich seconded that the meeting be adjourned.

Roll Call Vote

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

Nays: None

Absent: None

Motion Carried Unanimously at 8:55 p.m.

Respectfully Submitted,

Mike Redlich  
Secretary Pro Tem