

April 19, 2010

- I. CALL TO ORDER AND ROLL CALL: The Board of Trustees of the Wheaton Public Library held its regular monthly meeting on Monday, April 19, 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, Ms. Grabowski, Mrs. Honeywell, Mrs. Kienzle, Mr. Kyle, Ms. McLaughlin, Mr. Redlich, and Mrs. Slater. Absent: Mrs. Peterson. Mrs. Sarah Meisels, Library Director, and Mrs. Carolyn DeAre, Assistant Library Director, were also present. Ms. McLaughlin appointed Mr. Redlich Secretary Pro Tem.

Board members welcomed our new Board member, Ms. Grabowski, to the Library Board. She has been recently appointed to fill the vacancy due to Mr. Termond's death.

- II. Citizens to be Heard: Mr. Kevin O'Donnell, 709 N. Blanchard, Wheaton, shared with the Board his observations as to how the City of Wheaton could save money, which could inure to the benefit of the library budget. His points included consolidating fire departments across the county, consolidation of forensics work of the Police Department with the Office of the DuPage County Sheriff, and installing risk management devices on the pipeline system to avoid water main breaks. Mr. O'Donnell had a handout available, which will be sent to the Mayor and the City Manager.
- III. Minutes of the March 15, 2010 Board Meeting: Mrs. Slater moved and Mrs. Kienzle seconded that the minutes of the regular Board meeting of March 15, 2010 be approved.

Roll Call Vote

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

Nays: None

Absent: Mrs. Peterson

Motion Carried Unanimously

- IV. Treasurer's Report for March 2010 and Bill Listing for April 2010 Payment: Mrs. Meisels pointed out that the April Bill Listing has a total of approximately \$100,000 at the time of the Board meeting. However, any other April bills that are received for services rendered before May 1st will be sent over to City Hall for payment and charged to the current 2009-2010 fiscal year. That is how the end of fiscal year accounting requirements work. Mrs. Honeywell moved and Mr. Kyle seconded that the Treasurer's Report for March 2010 and the Bill Listing for April 2010, including the supplemental bill listing, be approved.

Roll Call Vote

Ayes: Mr. Armstrong
Ms. Grabowski
Mrs. Honeywell

Mrs. Kienzle
 Mr. Kyle
 Ms. McLaughlin
 Mr. Redlich
 Mrs. Slater

Nays: None

Absent: Mrs. Peterson

Motion Carried Unanimously

- V. Library Director's Report for March 2010: Circulation for March was strong at 111,997 items checked out, while the Gate count was high at 54,437. The Friends of the Library reported the results of the Snapshot Day Survey to City Council members during the Citizens to be Heard part of the March 1st meeting of City Council. Library Board members and administrative staff also attended, and the Board President spoke. Members of the public were also present and some addressed the Council, as well. Sarah Meisels and Carolyn DeAre attended the March 16th meeting of the Friends of the Library Board; plans were made for the May plant sale. The report included a list of all the programs held in the Library in March that were open to the public, ranging from the Sunday Sampler program (100 in attendance) to the movie Matinee (80 in attendance), to Gardening 101 (53 people), the book discussion groups and an ACT practice exam for 20 young adults. Eileen Stewart attended a DLS sponsored webinar called "Let's Get Social: Twitter" to learn about library-related uses of Twitter. There were 1,278 children attending 84 storytime sessions in March. The 23rd season of Battle of the Books concluded on the 11th with 17 schools playing in 34 meets. Wheaton Christian Grammar School took first place, followed by Longfellow, St. Michael and Wiesbrook. This month marked the two-year anniversary of Reading with Rover! Attendance for the month was 65. Both Janet Dumas and Jennifer Taber attended the webinar, "Sensational Summer Reading: Programming Tips and Titles for Children and Teens," presented by ALA Publishing.
- VI. Communications: None
- VII. Friends of the Library Report: The annual meeting of the Friends and election of officers will be held on May 13th, Mrs. DeAre reported. The entertainment is to be the Windy City Harmonica Group, which created a sensation at one of the Sunday Sampler concerts. The annual Garden Day Plant Sale will be Saturday, May 22nd. Donations of plants from peoples' gardens are requested.
- VIII. Unfinished Business:
- A. Building Update: Mrs. Meisels reported that Bulley & Andrews has again sent out their No. 1 Fix-It Man to resolve some of the issues we are having with the building. He determined that there was a crack in the concrete, which he caulked, in the children's atrium and that is what has been causing water damage on the south wall of the atrium. A new problem has surfaced on the east side of the building in connection with the window overlooking the parking lot near the elevator.
- IX. New Business:
- A. Quarterly List of Resignations and New Hires: There were no new hires. The list included two persons who retired from part-time positions. Mr. Redlich moved and

Mrs. Kienzle seconded to approve the Quarterly List of Resignations and New Hires.

Roll Call Vote

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

Nays: None

Absent: Mrs. Peterson

Motion Carried Unanimously

- B. Report of Budget Workshop with Council Held on April 12, 2010: Mr. Armstrong reported. He addressed the Council at the Budget Workshop, stating that the Library Board was requesting the \$3,400,000 version, but that a Contingency Budget for \$3,100,000 in tax receipts had been submitted, as well, since the City Manager had requested that. The Contingency Budget would involve a 10% reduction in salaries for full-time persons, with a corresponding reduction in the number of hours worked for part-time staff. This would mean that the Library would have to reduce the number of opening hours, possibly involving closing the Library all day on Friday, since the Library is already closed on Friday evenings. Board members were surprised at the reaction of Council members, since that is consistent with what was stated at the Planning Session with Council last November and at other times since then. Mr. Armstrong assured the Council that we had considered a number of options. Mrs. Meisels also responded to some questions and outlined for the Council all the cost-saving measures we have already undertaken during the current fiscal year. The Library Board was asked to take another look at it, and Mr. Sues suggested to the other Council members that there might be some funds that could be reallocated to the Library. He felt it was important that the Library continue to be open some hours every day. Subsequently, the City Manager telephoned Mr. Armstrong, indicating that the Library Board should consider other options as opposed to closing for an entire day and suggesting that there might be some funds available to do that. Mr. Armstrong responded that the matter would be further addressed at the April Board meeting. One possibility that seems to have come up would be to open at 10:00 a.m. instead of 9:00 a.m.
- C. FY 2010 – 2011 Budget Issues: Continued Discussion/Options: It would be possible to open at 10:00 a.m. instead of 9:00 a.m.; however, that would only save us six hours a week instead of the nine hours. We could do it if they could restore part of the funding we are projected to lose. Mr. Armstrong said he emphasized in his conversation with the City Manager that if we use up all our reserves this year, we would only be digging ourselves into a bigger hole next year. Mr. Kyle indicated that a group of city managers are predicting difficult times to go on for perhaps another six years. Laying off full-time staff is not an option. We have the same number of full-time employees that we had when the building was only 72,000 sq. ft. Now it is 124,500 sq. ft. All the full-time staff wear multiple hats, and it is the full-time staff that make the library what it is. The part-time

staff are used for repetitive tasks, such as circulation and helping with storytimes. After discussion, Mrs. Slater moved and Mrs. Honeywell seconded that we request a restoration of funding in the amount of \$150,000 in order for the Library to remain open more hours a week, possibly not opening until 10:00 a.m., and indicating that we would have to closely monitor the situation as the year progressed to see if we could make it through the year.

Roll Call Vote

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

Nays: None

Absent: Mrs. Peterson

Motion Carried Unanimously

Mr. Armstrong will contact City Manager Don Rose concerning the Board's decision.

D. Round the Table: No one had any comments to make.

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

Roll Call Vote

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

Nays: None

Absent: Mrs. Peterson

Motion Carried Unanimously at 8:51 p.m.

Meeting of the Adams Memorial Trust Fund Board of Trustees: Board members briefly reviewed the financial report for the Adams Memorial Trust Fund for March 2010.

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

Roll Call Vote

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

Nays: None

Absent: Mrs. Peterson

Motion Carried Unanimously at 8:55 p.m.

Respectfully Submitted,

Mike Redlich, Secretary Pro Tem