

I. Call to Order and Roll Call:

The Board of Trustees of the Wheaton Public Library held its regular monthly meeting on Monday, December 19 in the Library Board Room. The meeting was called to order at 7:00 by President Mike Redlich. Members present at roll call were: Mr. Fogerty, Ms. Grabowski, Mrs. Kienzle, Mr. Kranjc, Ms. Porter, Mr. Redlich, Mrs. Slater, Mr. Solis, and Mrs. Wonser. Mrs. Sarah Meisels, Library Director, and Mrs. Carolyn DeAre, Assistant Director, were also present.

II. Citizens to Be Heard:

Three citizens attended the meeting. There were no public comments.

III. Minutes of the November 21, 2011 Board Meeting:

This item was removed from the consent agenda. Under *Round the Table*, the minutes will be corrected and amended to read: "Mrs. Wonser inquired about the services provided by a former employee. Conversation ensued regarding the presence of a contract as it relates to social security benefits." A further amendment will be made to read: "Mr. Solis expressed concern that the Strategic Planning Committee has not met since being established 60 days ago."

Mrs. Wonser moved and Mr. Solis seconded that the minutes be approved with corrections and amendments.

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| Ayes: | Mr. Fogerty Ms. Grabowski Mrs. Kienzle Mr. Kranjc Ms. Porter Mr. Redlich Mr. Solis Mrs. Slater Mrs. Wonser |
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| Nays: | None |
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| Absent: | None |
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Motion Carried Unanimously

IV. Treasurer's Report of November 2011 and Bill Listing for December 2011 Payment:

This item remained on the consent agenda and passed by unanimous voice vote.

V. Library Director's Report for November 2011:

Ms. Porter requested that the issue of email policy be removed from the library director's report and added to unfinished business portion of the agenda.

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| Ayes: | Mr. Fogerty Ms. Grabowski Mrs. Kienzle Mr. Kranjc Ms. Porter Mr. Redlich Mr. Solis Mrs. Slater |
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Mrs. Wonser

Nays: None

Absent: None

Motion Carried Unanimously

VI. Communications:

A resident wrote to thank the library staff for assistance in setting up a new Kindle. Mrs. Meisels commented that many staff have been trained on electronic devices and offer tutorials to patrons. The communications portion of the agenda will be moved to consent agenda in January.

VII. Unfinished Business:

A. Proposed Changes to the Bylaws

Ms. Porter thanked the members of the Bylaws Committee. She itemized the changes made to the bylaws and asked for comments on the proposed changes.

Article 1 Section 4: The committee was asked if there had been communication with the Mayor's office about the provision for a liaison. Communication has been through City Manager Don Rose. A suggestion was made to publicize the provision for high school liaisons through school clubs and libraries.

Article III Section 1: There was a question about the timing of an annual meeting in June, followed by the election of officers and seating of a new board in July. Ms. Porter replied that the language reflected state and local standards, and complied with the statute.

Article III Section 6: A question was raised about continuing discussion if attendance falls below a quorum. The value of having all members present for a discussion, as well possible concerns about perceived transparency issues were discussed. The sentence allowing a meeting to continue if attendance during the meeting falls below the minimum number required for a quorum shall be deleted from the proposed bylaws.

Article V Section 9: A discussion about the necessity of having the Library Director present as an ex-officio member of all committees took place. The committee chair asked for an "around the table" opinion on the wording of this article. By consensus, the wording will be restored to include the Library Director as an ex-officio member of all committees.

Article IX: Pursuant to discussion, the wording will be changed from "majority of a quorum" to "majority of the board," which is five members.

The board decided by consensus to begin electronic recordings of the meetings in January. Each board member will be provided with a copy of Sturgis Rules of Order. A second draft of the proposed bylaws will be presented in January.

B. Email Policy:

Mrs. Meisels provided information from the City concerning e-mail policy and establishing accounts for Library Board members. This subject will be on the January agenda.

VIII. New Business:

A. Budget:

Mr. Kranjc presented the proposed budget, which includes an increase from 3.3 to 3.4 million. The increase is primarily allocated to raises to both full and part time staff, and the hiring of a part time maintenance person. Conversation followed about the exact nature of this person's responsibilities. Mrs. Meisels will provide a job description and additional information at the January meeting.

Mr. Kranjc explained that due to the short turnaround time from the City for budget submissions, board input was limited. The budgeting process was discussed, with recommendations made for increased flexibility, consideration of the City budgeting timeline, possible year-round budgeting discussions, and merit pay for staff. Mention was made of the possibility of creating a personnel committee.

Mrs. Slater moved and Ms. Grabowski seconded that the proposed budget be approved.

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| Ayes: | Ms. Grabowski Mrs. Kienzle Mr. Kranjc Mr. Redlich Mrs. Slater |
| Nays: | Ms. Porter Mrs. Wonser |
| Abstains: | Mr. Fogerty Mr. Solis |
| Absent: | None |

Motion Carried

B. Video Statistics:

Mrs. Meisels provided circulation figures for VHS tapes. Mr. Solis observed that Elmhurst and several other libraries have eliminated their video collections. He advocated for an active pruning process to reduce the inventory. Mr. Fogerty commented that classic and obscure items may only be available in VHS format. Mrs. DeAre spoke to the weeding process, including the retention of VHS format tapes that have not been issued on DVD and the ways in which some VHS tapes support the school curriculum. Circulation figures for VHS tapes will continue to be monitored.

C. Café in the Library:

Ms. Wonser requested that this item be tabled.

D. Round the Table:

Mr. Solis stated that committee assignments were created in September. Two committees, strategic planning and succession, have not met after 90 days. He noted that strategic planning is included in many libraries' regular information and that succession planning is crucial for all key library positions. Mr. Redlich anticipates meeting in January for succession planning. Ms. Grabowski stated that the strategic planning committee should also meet in January.

Mr. Fogerty hopes for City email accounts next month as he is uncomfortable with possible violation of Illinois open meeting acts by using personal email for communication.

Mrs. Wonser said she did not receive her information packet in mail prior to the meeting and requested an electronic packet. She also requested a list of all library employees.

Mr. Kranjc shared information about Wisconsin libraries combining their budgets to buy eBooks. He provided Mrs. Meisels with a copy of the article.

Mr. Redlich commented that he saw the information on Facebook about patrons being able to receive help with electronic devices.

There being no further business, Mr. Solis moved and Mrs. Kienzle seconded that the meeting be adjourned.

Ayes: Mr. Fogerty
Ms. Grabowski
Mrs. Kienzle
Mr. Kranjc
Ms. Porter
Mr. Redlich
Mr. Solis
Mrs. Slater
Mrs. Wonser

Nays: None

Absent: None

Motion Carried Unanimously at 8:56 p.m.

Respectfully Submitted,

Stacy Slater
Secretary