

**MINUTES
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE PARK RIDGE PUBLIC LIBRARY HELD AT 7:00 P.M. ON MAY 18, 2010
IN THE FIRST FLOOR MEETING ROOM OF THE LIBRARY**

CALL TO ORDER

Mr. Crandus called the meeting to order at 7:03 p.m.

ROLL CALL

TRUSTEES PRESENT: Shlomo Crandus, President; Dorothy Hynous, Vice President; Anthony Borrelli, Secretary; Richard Van Metre, Treasurer; John Benka, Kathleen de Grasse, Margaret Harrison, Patricia Lofthouse, John Schmidt.

TRUSTEES ABSENT: None

OTHERS PRESENT: Janet Van De Carr, Library Director; Joe Basso, Jodi Bemis Whitney, Angela Berger, Linda Egebrecht, Kate Hall, Maggie Hommel, Jose Mestey, Library Staff; Alderman Richard DiPietro, City Council/Library Liaison, Park Ridge.

CONSENT AGENDA

Mr. Benka welcomed Alderman Richard DiPietro to the Board meeting. On behalf of the Library board and staff, he thanked him for attending the meeting. Mr. Crandus invited Alderman DiPietro to voice any questions as they arose during the course of the meeting.

Alderman DiPietro thanked Mrs. Van De Carr and the Library Board for inviting him to the meeting and commented on the City's recent budget process.

Mr. Van Metre **MOVED** to approve the Consent Agenda.

Mr. Crandus **SECONDED** the motion.

Roll call vote.

MOTION CARRIED UNANIMOUSLY.

COMMENTS FROM THE GENERAL PUBLIC

None

SECRETARY'S REPORT

Dr. Borrelli circulated TWO folders of correspondence and information:

- A card to Kate Hall, Children's Services Manager, from Karolyn Nance, thanking her for participating in the LACONI panel presentation in February.
- A patron comment form from Mrs. Barbara Versino, Park Ridge resident, thanking the Library staff for the "Hot DVDs" collection and her appreciation that they are displayed at the circulation desk.
- A letter to Mrs. Van De Carr, from Mr. Richard Gewartowski, Park Ridge resident, clarifying his previous letter regarding the odor of smoke on patrons' clothing and the potential danger from such circumstances.
- A photo and article from the May 6, 2010 Park Ridge Herald-Advocate, highlighting the Library program series "Forbidden Cinema" presented by Library staff member and movie historian,

Matthew Hoffman. "Forbidden Cinema" is a screening and discussion of various movies from the 1930's in the era of the film industry prior to the self-imposed Motion Picture Production Code.

- Seventeen comment forms praising Matthew Hoffman, Circulation, and his film series, "Forbidden Cinema".

TREASURER'S REPORT

Mr. Van Metre reviewed the Treasurer's report stating that the Summary by Line Item report indicates that with 100% of the fiscal year completed, the Library has expended 91% of the budget (excluding the Capital Budget). Mrs. Van De Carr noted that Period 13 expenses are not yet reflected in these totals. She also stated that staff have been very frugal all year because they are concerned about delays in receiving property tax revenues in the fall of 2010.

LIBRARY DIRECTOR'S REPORT

Mrs. Van De Carr reviewed her monthly report, stating that it was another very busy month. Library users checked out 944,378 items between May 1, 2009 and April 30, 2010, an increase of 11% over 2009, and a 26% increase over two years ago. The circulation total of 944,378 items circulated this year is an all-time record. April 2010 was the first month in the last 24 months where circulation was almost flat.

Mr. Benka stated that at the April Board meeting he had mentioned that when the Library cuts money out of the budget it is cutting money out of book purchases. Statistics show that circulation of books is skyrocketing. Discussion at the April Board meeting covered the question of how, when the demand for programs and books is exceptionally high can the Library cut programs and the purchase of books. He added that the Library staff have been very deliberate and frugal in their spending, and yet the demand is sensational.

Mr. Crandus informed Alderman DiPietro that he and Mrs. Van De Carr would be meeting with the Mayor to discuss his viewpoints regarding the Library and any questions he may have. In reviewing expenditures over the past ten years, the Library has been in line with the Consumer Price Index. Over the last few years the Library has had a flat budget and has been trying to build up its fund balance. Up until about eighteen months ago the Library had not implemented a policy regarding bolstering the fund balance, i.e., to assure that the Library has an amount equal to at least six months of expenditures. He explained that last year the Library had to draw on that fund balance until tax revenues were received.

Mrs. Van De Carr reported that as of April 30, 2010, 71% of the population holds a library card, up 2% over April 2009. In regard to the daily door counts, there was not a single day in April with less than 1,000 visitors in the building. She added that the day after Easter (on which the Library was closed) there were 1,850 visitors to the Library.

Mrs. Lofthouse noted that attendance at Library programs was up significantly over last year with 930 more people attending programs in 2010. She stated that she would like to make the Mayor aware of this increase.

Mrs. Van De Carr reviewed the personnel report included in the Board packet. She welcomed Maggie Hommel back to the Library as Manager of the Reader Services Department.

Mr. Benka inquired about what happens to video cassettes and books-on-cassettes that are weeded from the collection. Mrs. Hall and Ms. Egebrecht replied that they are donated to the Friends of the Park Ridge Library who, if they cannot sell them at their book fairs, donate the materials to various organizations, schools, or charitable organizations. Some discussion ensued.

Mrs. Van De Carr announced that the Annual Volunteer Appreciation Party was held on Wednesday, May 12 to acknowledge the hard work of all of the volunteers. The party was attended by many of

our volunteers and some of our Trustees – Ms. Hynous, Mr. Van Metre, Mr. Benka – and the volunteers appreciated that they were in attendance. Mrs. Van De Carr distributed a copy of the program. A total of 101 adult volunteers donated 3,739 hours and student volunteers in various programs donated 464 hours of their time for a total of 4,203 volunteer hours this past year. Each volunteer that was present selected a special prize donated by local merchants and was encouraged to select a new book to be added to the collection that will have a book plate honoring the volunteer.

Mrs. Van De Carr reported that the Library hosted a very successful Community Fair on Saturday, April 24 thanks to Ms. Berger and her committee. Thirty-three community organizations participated in the Fair and an estimated 180 people attended and learned about the offerings of a wide variety of local community groups. Mrs. Van De Carr stated that much positive feedback was received from both attendees and participants, with many asking when they can sign up for the next Community Fair!

Mrs. Van De Carr invited the trustees to walk along with Library staff in the upcoming annual Memorial Day Parade.

Mrs. Van De Carr commented on the new Park Ridge Community Guide, and showed the Trustees the article highlighting the Library's "Storytime with Officer Friendly" monthly program series, with an accompanying photo of Police Chief Kaminski. She stated that the Library also has a small ad in the Community Guide regarding the "Your Library" campaign. She distributed bookmarks and posters from the "Your Library" campaign currently going on in the Library and throughout the community. Mrs. Van De Carr reported that the "Your Library" campaign was a product of the staff Marketing Committee. Some discussion ensued about the marketing materials.

COMMITTEE REPORTS

Budget & Finance:

Mrs. Van De Carr provided a summary of Library services directly impacted by the recent budget cuts.

Eliminated a total of three positions from Technical Services and Children's Services.

Technical Services –

- On-order clerk – Allows public to place holds on new items before they arrive and lets people know what is coming. Amount of new on-order records added to the catalog has been reduced and work has been redistributed.
- Processing – Does final processing of all new materials, whatever that entails. Duties have been redistributed among remaining staff – results in delays in receiving new materials.

Children's Services

- Clerical position – person responsible for mending all damaged materials, oversaw work of the volunteers, assisted with shelving projects and processed all of the loans to schools and preschools. Also assisted 5-10 hours per week at the service desk in the department.
- Damaged materials continue to circulate without repair until condition renders them unfit for the collection and then they are withdrawn, replaced if titles are available and funding allows.
- Service Desk in Children's is sometimes staffed by one person making for longer wait times for assistance and phone calls that are not always promptly answered. There is not always someone available for back up if things are busy.
- Work of processing school loans has been redistributed.

Administration

- Reduced the information Coordinator position by 5 hours per week – less time to work on projects and public information duties.

Supplies

- The supply budgets have been reduced in all departments and the department managers are monitoring supplies carefully. Anything beyond the purchase of standard items must be approved by the Business Manager.

- We will discontinue providing plastic bags when our supply runs out and will encourage people to bring their own or buy one of ours.

Library Materials

- The budget for library materials was reduced by 11% – this means fewer new books will be purchased in all areas - adults, children and young adults.
- Longer wait for popular materials
- Not all requests for purchases will be made
- Elimination of some online databases,
- Cancel some magazine and newspaper subscriptions – eliminate subscriptions to some of our professional publications.
- In the past we have received Per Capita Grant funds from the state that were used to supplement our budget for library materials. These funds have been delayed and may not come at all – this is a loss of an additional \$40,000 if these funds are not received.

Miscellaneous

- In the past two years circulation has increased significantly and the amount of materials that our circulation department now handles is 26% more than it was two years ago, 45% more than ten years ago. We have done all of this with the same amount of staff and through a number of efficiencies we have been able to manage up until now. In this past year we have seen a significant increase in the number of errors on returned materials. Items that are not properly checked in get back on the shelf and generate overdue notices – the books are later found on the shelves by the patron or staff doing a self check.
- In order to correct this problem we are retraining staff and volunteers, asking people to slow down when they are checking in materials and we are doing more shelf checks before overdue notices are mailed. We are monitoring these changes to see if we are reducing the number of errors and catching others before the overdue notices are mailed. John Doyle is monitoring this over the next few months to see if there is a decrease in errors.

Mrs. Van De Carr reported the announcement this week of the impending closing of NSLS (North Suburban Library System) as of May 31, 2010.

- Most staff will be laid off as of May 28.
- Many services will cease.
- The library directors have developed a plan to maintain van delivery for three more months (through the summer until September 15) while they look at alternatives for this service. Possibilities being considered include:
 - Merge van delivery service with MLS (Metropolitan Library System)
 - Hire a service to deliver materials
 - Pass costs on to users

Discussion ensued regarding the myriad of items and ramifications of the library system's closing. Ms. Hynous speculated on ways to educate the Park Ridge community about the significance of losing van delivery service between libraries. Mr. Van Metre noted that the elimination of van delivery service – which provides for the sharing of materials between libraries – hits at the heart of the Park Ridge Public Library and turns this “big city library” into a “small town library”.

Mrs. Van De Carr stated that the Park Ridge Library has been a member of the North Suburban Library System for over forty years and the system has been a model for libraries and library systems all over the country.

Dr. Borrelli began a discussion on the use of volunteers within the Library. There was discussion regarding volunteerism and the limitations inherent in such assistance.

Mr. Crandus noted that the Library is really a Customer Service organization and it is made up of many services and programs (some of which are very specialized) and the usage of the Library has grown exponentially. The Library staff and Trustees have felt the pressure of the challenges of working harder while also dealing with cutbacks.

Planning & Operations:

Mrs. Lofthouse reported that the Committee discussed the Post Office mural (which was a gift to the Library from Paul Carlson's estate) and grant applications. She explained to Alderman DiPietro that the Library has a quote of \$38,000 to restore the mural so that it can be displayed in the Library. The Library raised \$2,000 for the restoration but was turned down for an NEA grant. Mrs. Lofthouse did some research and discovered that the land was unofficially ceded to the Americans in 1804 but the official ceding took place in 1816 and the Potawatomie were involved, not the Fox and Sauk tribes. Mrs. Lofthouse reported that she had written letters to the Potawatomie seeking assistance and they voiced some interest. They sent her a map with their bands in North America, and she is in the process of assembling information packets to send to them regarding the mural and its restoration. Mrs. Lofthouse noted some other organizations that she is in the process of contacting regarding the project. The Committee reviewed the approach to pursue additional support for the mural restoration and determined that more historical information about the mural is needed. The mural will continue to be stored for the next few months while the Committee continues that research. Mrs. Lofthouse added that she also discussed the project with trustees from other library boards at a recent Trustee luncheon, and has met with interest about the project. Mrs. Van De Carr noted that if the Library can't get close to funding at least two-thirds of the necessary amount with grants, the project will have to be shelved. Mrs. Van De Carr explained the Illinois Landmark Grant.

Marketing & Fund-Raising:

Mrs. Harrison reported that the Committee reviewed the annual report format and discussed items that Mrs. Van De Carr collected from other libraries and local organizations. The Committee suggested a new format for the Library's annual report and identified items to include in the new format. Mrs. Van De Carr will start working on this new format. When completed, the annual report will be available on the website.

Mrs. Harrison stated that Mr. Benka suggested that the Committee think about determining a formal name for the Annual Library award. Dr. Borrelli mentioned the idea of naming the award after an individual. Mrs. Van De Carr will determine potential individuals and other Committee members will continue to think of ideas.

A date has been set for the Library's next after hours event – Saturday, March 5, 2011. One possible presenter is Barbara Rinella who does dramatizations of books, becoming the characters of the books which are most often biographies. Mrs. Harrison stated that she had emailed Ms. Rinella only to learn that she does not work weekends, and she won't be available in February. Therefore the Committee will discuss other possible speakers at the next meeting.

Library Resources:

Mr. Benka reported that in conjunction with the agreement the Board has to review the Policies and Procedures Manual once every three years, that item took up the majority of the Committee meeting.

He noted that several of the changes were editorial and not substantive. The Committee discussed various proposed changes, and determined:

- Policy IA 1, #5 – Language added that the “Board of Trustees will act on the contract and expenditure of funds at the next appropriate Committee meeting.
- Policy IA 6– Library Award (as explained above in the Marketing & Fund-Raising Committee report.
- Policy IA 7, #2 & #5 – Language changed concerning Library Fund.

- Policy IA9, #5 & Policy Statement Change – Sponsorships will be recommended by the Director and approved by the Board of Trustees.
- Policy IC 1 – Use of Library Facilities – Cost is approximately \$29 in staff time to manage meeting room reservations.
 - See page 2 of Policy, Priorities for Use – Groups falling under #1, #2, & #3 would still be free of charge.
 - Groups listed under #4 – the Board will discuss whether to charge \$35 per room use at the May 18 Board meeting.
- Policy ID2, Schedule of Charges – Video games from 3 weeks to 2 weeks with one renewal. Overdue charges per day – suggested increase from 10 cents per day to 20 cents per day (eight items plus Playaways). The Board will vote on this at the May 18 meeting. The Playaways are a new inclusion

On behalf of the Committee, Mr. Benka made a

MOTION: to accept the changes to the policies as written, except for IA7, which will be readdressed by the Resources Committee.

Roll Call Vote.

MOTION PASSED UNANIMOUSLY.

The Committee discussed the Mayor's comment that there may be "unnecessary programs" offered by the Library and Mrs. Van De Carr documented Library programs for the Committee. It was also noted that Mrs. Van De Carr and Mr. Crandus will be meeting with the Mayor.

The Committee discussed moving the start time for Library Board regular monthly meeting and monthly Committee meetings from 7:30 p.m. to 7:00 p.m. as official policy.

On behalf of the Committee, Mr. Benka made a

MOTION: to permanently change meeting start time for Library Board and Committee meetings from 7:30 p.m. to 7:00 p.m.

Roll Call Vote

MOTION PASSED UNANIMOUSLY.

Mrs. Van De Carr reviewed a LAN Maintenance Agreement from Computer View (the company that installed the Library's network). Mrs. Van De Carr wants to enter into an additional 12-month agreement (non-bid contract). Kathie Henn, City Attorney, has reviewed the agreement which covers 40 hours per year; additional hours at the same rate of \$160 per hour (competitive amount) to be paid in advance for a total \$6,400 retainer to be paid to Computer View. Some discussion ensued regarding details.

On behalf of the Committee, Mr. Benka made a

MOTION: to approve the LAN Management Retainer Agreement with Computer View as proposed.

Roll Call Vote

MOTION PASSED UNANIMOUSLY.

Building & Grounds:

The Committee discussed that carpet removal and installation in the Children's Services department has been completed. The doors will be installed during the summer and are custom-made. The furniture will be reupholstered by the end of May.

Ms. de Grasse reported that the Committee discussed the FY2010-11 HVAC Capital Project and it was stated that the HVAC bid documents are being prepared.

The Committee reviewed the monthly maintenance report and noted that the list of 26 activities were mostly routine but that maintenance of the exterior lights requires regular attention.

FRIENDS OF THE LIBRARY

Mrs. Van De Carr reported that the Friends had their spring book sale the first weekend of May (May 7 through May 9). The sale was successful with sales of about \$5,000, which was down compared to previous years, but not unexpected. They have spoken with other Friends organizations and they are experiencing the same thing. The Friends have made contact with a number of teachers and allow them to come in on Sunday afternoon after the half-price sale and take what they want/need for their classrooms.

UNFINISHED BUSINESS

None

NEW BUSINESS

Mrs. Lofthouse announced that she recently saw an article in the Tribune indicating that Frank Vanek, the Vice-President of the Elmhurst Public Library Board of Trustees had passed away. The Park Ridge Trustees met Mr. Vanek when they took a tour of the Elmhurst Library. She asked Mrs. Van De Carr if the Board could send a sympathy card and Mrs. Van De Carr replied that she would.

Mr. Crandus thanked Alderman DiPietro for attending the meeting. Alderman DiPietro thanked the Board and indicated that he would look forward to attending another meeting at a future date.

ADJOURNMENT

Mr. Benka MOVED to adjourn the Board meeting.

Mrs. Lofthouse SECONDED the motion.

Voice vote. MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 8:40 p.m.