

**MINUTES
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE PARK RIDGE PUBLIC LIBRARY HELD AT 7:30 P.M. ON APRIL 20, 2010
IN THE FIRST FLOOR MEETING ROOM OF THE LIBRARY**

CALL TO ORDER

Mr. Crandus called the meeting to order at 7:35 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

TRUSTEES ABSENT: John Schmidt

OTHERS PRESENT: Janet Van De Carr, Library Director; Jodi Bemis Whitney, Angela Berger, Joe Basso, John Doyle, Linda Egebrecht, Kate Hall, Gretchen Kottkamp, Jose Mestey, Library Staff; Richard & Dorothy DuSold and Deborah Verlench, Friends of the Park Ridge Library and Park Ridge residents.

CONSENT AGENDA

Mr. Benka inquired as to the mention in the March, 2010 Board minutes (bottom of page 4) regarding what Committee will be addressing the issue of policy for notification of employees whose hours are to be reduced, or who will have a change in employment status. Mrs. Van De Carr responded that it would be under the purview of the Resources Committee.

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

Presentation of 2010 Library Award

Mr. Crandus stated the annual Library Award is presented to an individual, or individuals, who have made a significant contribution to the Park Ridge Public Library. This year the Board selected Deborah Verlench, a member of the Friends of the Park Ridge Library. Mrs. Van De Carr invited Ms. Verlench to come up. Mr. Crandus read the nomination form submitted on Ms. Verlench's behalf. He concluded by saying that the Library Board wished to honor her contribution to the Library, as a member of the Friends of the Park Ridge Library. Mrs. Van De Carr presented Mrs. Verlench with a crystal book on which was engraved "Park Ridge Public Library 2010 Library Award", her name and the Library logo. Mrs. Van De Carr added that the Library Award plaque, which is prominently displayed in the Library, would also be engraved with her name; and that the staff truly appreciates all that she does, and thanked her for her dedication and service to the Library. Mrs. Verlench thanked the Board and Library staff for their kindness and added that the Friends' collection of books is a cooperative effort.

Mrs. Van De Carr asked that the meeting be paused for a short time and invited everyone to enjoy some refreshments.

SECRETARY'S REPORT

Dr. Borrelli circulated TWO folders of correspondence and information:

- Letter from the National Endowment of the Arts declining the grant for the restoration of the mural.
- A patron comment form from Ms. Kristin Griffin, Park Ridge resident, suggesting that the automatic check-out computer be returned to the Children's Services department.
- A patron comment form from Mr. Jack Kohler, Park Ridge resident, suggesting that the summer reading program should have a Jeopardy game for students in grades 5 through 8.
- A patron comment form from Ms. D. Lennon, Park Ridge resident, stating that she misses the self check out in the Children's department.
- A patron comment form from Ms. Michelle Kmiec, Chicago resident, stating that she enjoyed the Johnny Gabor concert and suggested having him return in the summer for an outside program.
- A patron comment form from Ms. Sarah Kennedy, Park Ridge resident, suggesting a self check out (location not specified), less time between story-hour "semesters", and a bigger open area in the kids' section.
- A patron comment form from Mr. James Gallagher, Park Ridge resident, commenting on the fact that several pieces in the Children's Art Exhibit were outstanding and is proof "we must do what we can to keep art in the curriculum".
- A patron comment form from Mr. Richard Gewartowski, Park Ridge resident, complaining about the odor of smoke on patrons' clothing and the potential danger from such circumstances, and a reply from Mrs. Van De Carr, Library Director.
- A patron comment form from Mr. Walter Draka, Chicago resident, commending the Library staff for their very helpful and polite service. He added that the newly repaired/repadded chairs are very comfortable.
- A photo and article from the March 11, 2010 Park Ridge Herald-Advocate, highlighting one of the Library programs, "Stories with Officer Friendly", where Park Ridge Police Chief Frank Kaminski read to the children.
- A photo from the April 14, 2010 Park Ridge Journal, highlighting one of the Library programs, "Stories with Officer Friendly", where Commander Dave Keller, of the Park Ridge Police Department read to the children.
- A copy of the April 15, 2010 Trib Local, announcing the upcoming Community Fair being held at the Park Ridge Public Library on Saturday, April 24
- A copy of the April, 2010 Spokesman, including the letter from the Mayor in which he encourages Park Ridge citizens to volunteer in the community.
- A February 26, 2010 letter from "Park Ridge Cares", thanking the Library for their support of the Kibosho Library Project.
- A copy of the Indian Trails Public Library District quarterly newsletter (December 2009 – February 2010).

TREASURER'S REPORT

Mr. Van Metre reviewed the Treasurer's report stating that the Summary by Line Item report indicates that with 92% of the fiscal year completed, the Library has expended 83% of the budget (excluding the Capital Budget). Mrs. Van De Carr noted that with the \$1.6 million in property tax revenue that was received in March, the Library Fund balance is equal to approximately seven months of expenses. She added that another small amount of property taxes might be received in April, and then there will be nothing until probably November. There was some discussion regarding the policy regarding the Library fund balance.

Mrs. Van De Carr reported that the value of the Michel Fund as of March 31, 2010 is \$347,381.33, an increase of approximately \$9,000 this quarter.

LIBRARY DIRECTOR'S REPORT

Mrs. Van De Carr reviewed her monthly report, stating that it was another very busy month at the Library, with Circulation up 10% over last year, and that year-to-date circulation continues to grow, with this year being 12% higher than 2009 thus far with circulation of 96,220 more items than last year for a total of 869,356 items. She added that she anticipates that the Library will be at well over 900,000 items circulated at the end of the fiscal year, which is the highest ever. Staff has been busy weeding the book collections to meet the Library's established targets for the end of the fiscal year. All book collections are frozen at the 1998 levels in order to fit within the existing space. This means approximately 21,000 new books are added to the collection each year and an equal number are withdrawn. Just this month 4,400 items have been removed from the collections. Many of the materials will go to the Friends of the Park Ridge Library May book sale.

Mr. Benka asked that Mrs. Van De Carr relay to the staff in her next communication, that the Board looks at all circulation statistics and graphs at every meeting and that they are aware of the extra workload the staff is carrying due to increases in circulation and number of Library visitors. He wants the staff to know that although the Library Board is unable to grant them any financial assistance or monetary bonuses, that they are expressing their heartfelt thanks and gratitude for their exemplary work and dedication to the Library.

Mrs. Van De Carr reported that in the month of March there were many days where 1,700 to 1,800 people visited the Library; only one day had fewer than 1,000 visitors.

Mrs. Van De Carr reviewed the personnel report included in the Board packet. She also reviewed some of the fliers included in the Board packet.

Mrs. Van De Carr announced that the Annual Volunteer Tea will be in May and that invitations will be forthcoming to the Board.

Mrs. Van De Carr stated that Mr. Mestey had been coordinating the redecorating of the Children's Services department and spent three nights overseeing the painting of the department last week. The painting is now complete. The carpet samples have been approved and the staff is awaiting the installation date. The contractor was in the building today measuring the doors for Children's Services. Also, the upholsterer is going to be reupholstering the furniture in the Children's department and everything should be completed in about eight weeks. Mrs. Van De Carr added that 100 chairs on the second floor were re-padded and are now very comfortable.

Mrs. Van De Carr asked Joe Basso, IT Manager to give an update on the new network. Mr. Basso stated that all seven servers are up and running; the patron PC's have all been rebuilt and security is up-to-date on all of them. There is still some back-end work to do, but that will not impact staff and patrons. Dr. Borrelli inquired if the computers have a "lifespan" in order to allocate funds for budgetary purposes. Mr. Basso stated that most have a lifespan of three years, and a record is kept on all such matters.

Mrs. Van De Carr asked Ms. Berger to give an update on the Community Fair being hosted at the Library on Saturday, April 24 from 10:00 am to Noon. Ms. Berger stated that thirty-four organizations have registered to participate. The Community Fair has been very widely publicized and it will showcase the many community organizations that contribute to the vitality of our community.

Ms. Berger added that there will also be two Library fundraisers on that same day (April 24) – one at Noodles and one at Oberweis Dairy. Coupons will be handed out to the public on Saturday.

Mrs. Van De Carr asked Mrs. Hall to demonstrate the new CCS catalog interface that the Library will be using (BiblioCommons). Mrs. Van De Carr explained that BiblioCommons is an overlay that has many user-friendly upgrades to the current system.

Mrs. Van De Carr distributed and explained a series of emails regarding the distribution of Library cards during the school year to students who are not Park Ridge residents but who attend private schools located in Park Ridge. Mrs. Van De Carr noted that there are 1,378 private school students in Park Ridge private schools this year, and on average a total of 100 cards are distributed to qualifying students in a school year. The Library is reimbursed by the schools for any late fees or lost book fees. Also, some of the families decide to purchase a Park Ridge Public Library card at the end of the school year.

COMMITTEE REPORTS

Planning & Operations:

Mrs. Lofthouse reviewed the Committee minutes. She stated that the Committee reviewed the Strategic Plan including points identified for discussion by Mrs. Van De Carr, The Committee discussed developing Library champions to be a grass roots effort that support the Library. A list of supporters will be identified by the Board and the Committee discussed a desire to strengthen the association with the Friends of the Library.

Marketing & Fund-Raising:

Mrs. Harrison reiterated that the Committee had received notice that the Library did not receive the grant from the National Endowment for the Arts to restore the mural. Mrs. Harrison states that it is a good idea to contact the N.E.A. in regard to their determination, as is noted in their letter.

Mrs. Harrison explained that the Committee discussed the Strategic Plan and reviewed March statistics for the new website. In March the website averaged 1,000 hits per day. It was also noted that the Library is no longer doing "e-bytes" due to the new e-newsletter format on the website. There will be a change to library catalog functionality, since the CCS Consortium has signed a contract for the purchase of BiblioCommons and installation will occur over the next few months.

The Committee also discussed the issue regarding auto call for overdue books. Patrons who sign up for e-mail notification receive reminders two days before their materials are due. They also discussed the strategic initiative of the Library targeting children's groups like the Indian Princesses, Girl Scouts, Boy Scouts and other groups to bring more Library services to children.

The Committee discussed that the Annual Report will be on the website this summer and the Committee will review the format of the Annual Report at its May meeting.

The Community Network website will be reviewed when the City launches its new site to ensure that the Community Network site complements the City's website. Mrs. Van De Carr mentioned that she will report to the Board when staff is ready to take on the redesign of the Community Network site. The site needs to have a community calendar feature for all of the community events.

Mrs. Harrison noted that Mrs. Van De Carr has received a number of phone calls asking that the Library fundraiser not be held on the last Saturday in February 2011 because the Orchestra fundraiser is already scheduled for that night. Therefore, the Library will have its event on either the third Saturday in February or the first Saturday in March, 2011. The Committee hopes to have a determination at its May meeting.

Library Resources:

No meeting.

Mr. Benka asked that whenever a Committee meeting is cancelled, the reason for the cancellation be noted on the agenda.

In that regard, it was noted that the Resources and Building & Grounds Committees did not meet this month because the Library Board members were attending the Special City Council Budget meeting on April 15 at City Hall.

Mrs. Van De Carr stated that the Library and Board have committed to conducting a full review of the Library Policies and Procedures Manual every three years. Therefore, she asked the Resources Committee members to review the Manual and make notes to discuss at the May Committee meetings.

Building & Grounds:

No meeting.

Budget & Finance:

Mrs. Van De Carr announced that there are three sets of Budget & Finance Committee minutes to approve, in order to take them from "draft" to "final" status.

Mr. Benka noted that the contingency fund was completely eliminated from the FY10/11 budget. He asked what that means in layman's terms for the operation of the Library. Mrs. Van De Carr replied that in the event of an emergency the Library would have to reduce spending in another area, like books, or the Library would have to take money from the Library Fund to cover whatever the emergency is. Mr. Benka clarified that this means that another area of the Library will be penalized for any shortfall. Mr. Benka asked about the impact of budget reductions related to the adult non-fiction collection. Mrs. Van De Carr replied that the Library will purchase fewer non-fiction and fiction titles (i.e., books). That will also be the case for Children's fiction and non-fiction titles. Mr. Benka wanted to make sure that it is clear that these budgetary reductions translate to fewer book purchases. Mrs. Van De Carr added that patrons will have to wait longer to obtain titles they would like to borrow.

Mrs. Harrison asked for verification that the American Library Association has established standards as to what percentage of a library budget should be spent on new materials. Mrs. Van De Carr replied that it is 12%. She added that with the current cuts, the Park Ridge Public Library will have dropped below this standard recommended percentage.

On behalf of the Committee, Mr. Van Metre made a

MOTION: to approve the Minutes of the February 23, 2010 Budget & Finance Committee meeting.

Voice Vote.

MOTION PASSED UNANIMOUSLY.

On behalf of the Committee, Mr. Van Metre made a

MOTION: to approve the Minutes of the March 11, 2010 Budget & Finance Committee meeting.

Voice Vote.

MOTION PASSED UNANIMOUSLY.

On behalf of the Committee, Mr. Van Metre made a

MOTION: to approve the Minutes of the April 3, 2010 Budget & Finance Committee meeting.

Voice Vote.

MOTION PASSED UNANIMOUSLY.

On behalf of the Committee, Mr. Van Metre made a

MOTION: to approve revisions to the FY10/11 Library Budget as proposed, in the amount of \$300,000.

Roll call vote.

MOTION PASSED UNANIMOUSLY.

On behalf of the Committee, Mr. Van Metre made a

MOTION: to approve revisions to the FY10/11 Library Budget as proposed, in the amount of \$110,000.

Roll call vote.

MOTION PASSED 7 to 1; Nay: Mr. Benka (Mrs. Lofthouse Yay "with regret")

FRIENDS OF THE LIBRARY

Mrs. Van De Carr reported that the Friends are still accepting book donations in anticipation of their Friends of the Library spring book sale, which is May 7 through May 9. She explained that Friday from 4:00 to 8:00 p.m. is a members-only preview night; Saturday from 9:00 a.m. to 3:00 p.m. the book sale is open to the public; and Sunday from Noon to 2:00 p.m. is the half-price book sale. Mrs. Van De Carr encouraged those assembled to attend and to stock up on books.

UNFINISHED BUSINESS

Some discussion ensued regarding the budget hearings and budget process.

NEW BUSINESS

Mr. Benka inquired if it would be possible to get a tree for the front of the Library. Mrs. Van De Carr stated that she has been approached by several people and organizations who want to donate a tree to the Library for this purpose. Because the original plan also called for the removal of the gray gravel Mrs. Van De Carr stated that a small flower garden may go in that place for this summer.

Mrs. Lofthouse inquired if it would be possible to move the regular Board meetings to 7:00 pm. After some discussion, it was decided to have the May Board and Committee meetings begin at 7:00 pm on an ad hoc basis, pending review of the Library policies. The Trustees were all in agreement to try this in May.

ADJOURNMENT

Mr. Benka MOVED to adjourn the Board meeting.

Mrs. Harrison SECONDED the motion.

Voice vote. MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 9:07 p.m.

Anthony Borrelli, Secretary