

**MINUTES
OF THE REGULAR MEETING OF THE RESOURCES COMMITTEE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
MAY 13, 2010 AT 7:01 P.M. IN THE THIRD FLOOR MEETING ROOM**

ROLL CALL:

PRESENT: John Benka, Chair; Shlomo Crandus, Kathleen de Grasse, John Schmidt, Richard Van Metre, Library Board; Janet Van De Carr, Library Director; Linda Egebrecht, Library Staff.

ABSENT: None

Approval of Committee Minutes

There were no minutes from March as the meeting was cancelled because there were no agenda items. There was no meeting in April because the Trustees decided that it was more prudent to attend the budget meeting at the City instead of holding Committee meetings.

Mrs. de Grasse made a

MOTION: to approve the minutes for the Resources Committee Meeting held February 11, 2010.

Mr. Schmidt SECONDED the motion.

MOTION PASSED UNANIMOUSLY.

Policy & Procedure Manual Review

A full review of the Policy & Procedure Manual is conducted every three years by the Library Board. A complete review was last completed in 2007. Mrs. Van De Carr and Mr. Benka met on May 10, 2010 to discuss appropriate editorial changes which were not substantive. The Committee discussed various proposed changes, and determined:

- Policy IA1, #5 – Language added that the “Board of Trustees will act on the contract and expenditure of funds at the next appropriate Committee meeting.
- Policy IA7, #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 IC1 – 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.
 - Playaways – new inclusion.

The Committee would like some reference to online renewal. Mrs. Van De Carr will insert language.

Mr. Schmidt made a

MOTION: to accept the changes to the policies as written.

Mr. Benka SECONDED the motion.

MOTION PASSED UNANIMOUSLY.

Other

In response to the Mayor's comment that there may be "unnecessary programs" offered by the Library, Mrs. Van De Carr documented the Library programs for the Committee.

Areas of Collection – Ms. Egebrecht created a list of specific adult non-fiction circulation.

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.

Mr. Van Metre made a

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

Mr. Schmidt SECONDED the motion.

MOTION PASSED UNANIMOUSLY.

LAN Maintenance Agreement – Computer View is 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); \$6,400 retainer to be paid to Computer View in advance.

Ms. de Grasse made a

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

Mr. Crandus SECONDED the motion.

MOTION PASSED UNANIMOUSLY.

Adjournment: 8:06 p.m.