

**MINUTES
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE PARK RIDGE PUBLIC LIBRARY HELD AT 7:00 P.M. ON JUNE 15, 2010
IN THE FIRST FLOOR MEETING ROOM OF THE LIBRARY**

CALL TO ORDER

Mr. Crandus called the meeting to order at 7:06 p.m.

ROLL CALL

TRUSTEES PRESENT: Shlomo Crandus, President; Anthony Borrelli (7:20 p.m.), Secretary; John Benka, Kathleen de Grasse, Margaret Harrison, John Schmidt.

TRUSTEES ABSENT: Dorothy Hynous, Vice President; Richard Van Metre, Treasurer; Patricia Lofthouse.

OTHERS PRESENT: Janet Van De Carr, Library Director; Jodi Bemis Whitney, Angela Berger, John Doyle, Linda Egebrecht, Kate Hall, Maggie Hommel, Library Staff.

CONSENT AGENDA

Mr. Schmidt MOVED to approve the Consent Agenda.

Mrs. Harrison SECONDED the motion.

Roll call vote.

MOTION CARRIED UNANIMOUSLY.

COMMENTS FROM THE GENERAL PUBLIC

None

SECRETARY'S REPORT

Ms. de Grasse circulated ONE folder of correspondence and information.

- A note to the Library Board from Mrs. Warren Wade, praising the innovative programs and knowledgeable staff at the Library, and thanking them for the "first book" that she received for her granddaughter when she registered her for her first library card.
- A note to Mrs. Van De Carr, from Mrs. Betsy Foxwell, Kalo Foundation, thanking her for the Library's support of the "It Starts with the Arts" program highlighting Darcy Evon, Clara Barch Weeles & the Kalo Silver.
- A patron comment form from Mr. Hank Trenkle, Park Ridge resident, stating that Ms. Thompson had presented an excellent program and asked that she present more in the future.

TREASURER'S REPORT

Mrs. Van De Carr reviewed the Treasurer's report, stating that the Summary by Line Item report indicates that with period 13 expenses included, and 100% of the fiscal year completed, the Library expended 94% of the budget (excluding the Capital Budget). Mr. Crandus stated that remaining funds will go in to the general fund. Mrs. Van De Carr stated that because tax receipts are expected to arrive late this fall, funds in the Library Fund balance will be used to cover operating expenses until taxes are received. Mrs. Van De Carr reported that the Summary by Line Item report for Period 1

indicates that with 8% of the year elapsed, 8% of the budget (excluding the Capital Budget) was expended.

Mrs. Van De Carr distributed a copy of the cash report which was unavailable for the packets. She added that the reserves in the general fund should allow for payments of operating expenses through November 2010.

Mr. Benka, speaking as a citizen, noted that the previous year's budget was \$4,300,500 without the capital budget, and the new budget is \$4,043,000 without the capital budget – the citizens should know this is roughly a \$250,000 reduction in the budget for the current year.

LIBRARY DIRECTOR'S REPORT

Mrs. Van De Carr reviewed her monthly report, stating that May visitors was down slightly from last year while the attendance at programs for May was up. Dr. Borrelli noted that the days where the attendance at the Library was below 1,000 visitors were Sundays. Mrs. Van De Carr indicated that given Library hours of Noon to 5:00 pm on Sundays, the per-hour number of visitors on Sundays is consistent with other days of the week. There was some discussion regarding how the door counts are tallied, if it is possible to discern what attendance is in a particular hour of a "day", and the relationship of Library operating hours and possible cost savings.

Mrs. Van De Carr reported that May circulation was up 4% over last year, and that program attendance was also up 4%. Outreach visits for May were 3,064, and she noted that the Children's Services and Young Adult librarians visited every classroom in every school in Park Ridge for grades kindergarten through 8th grade and many preschools to promote the Library's summer reading clubs and summer programs.

Mrs. Van De Carr reviewed the personnel report for the month. She explained that a Young Adult summer assistant is hired every year to assist the Young Adult Librarian with all of the summer activities, and this year Clair Griebler has joined the Library in this position.

Mrs. Van De Carr announced that the Library would be receiving \$1,000 from the Alumnae Club of Park Ridge to be used to purchase adult fiction and audio books; Mrs. Van De Carr explained that she met with one of their members last week.

Mrs. Harrison inquired if the schedule to sign up to staff the Library's table during the Taste of Park Ridge is available. Mrs. Van De Carr replied that she would email the form to them as the date draws nearer.

In regard to Mrs. Van De Carr's written report, Mr. Benka asked Ms. Berger what was meant by the entry regarding "the Business Office was busy closing out the 2009/10 fiscal year and starting the new fiscal year". Mr. Benka inquired if there were any rough spots or problems encountered during the closing. Ms. Berger replied that everything went smoothly and she gave a brief overview of the closing process. She added that period 13 was held open to make sure that all expenses from the previous fiscal year were paid in the proper accounting period.

Mr. Benka inquired about the statement "the new fiscal year begins with relocating our files of invoices", to which Ms. Berger explained the process of moving prior year files, as well as the processing and approval process for record retention and destruction of files – pre-approval from the state is required.

Mr. Benka inquired about the Theodore Geisel Committee of which Children's Services Librarian Sarah Hagge is now a member. Ms. Hall explained that Theodore Geisel is better known as author Dr. Seuss, and Ms. Hagge was chosen to be on the national award committee which determines who receives the award for the best book published in that year for beginning readers.

Mrs. Van De Carr invited Ms. Hall, Children's Services Manager, and Ms. Hommel, Reader Services Manager, to give an update to the Board on what's going on in their departments for the Summer Reading Clubs. Ms. Hall stated that the Summer Reading Clubs began on Friday, June 11 and this year's theme is "Park Ridge: A Wonderful Place to Read!", which is a play on the City's slogan: "Park Ridge: A Wonderful Place to Live". Ms. Hall informed the Board that in celebration of the hundredth anniversary of the City of Park Ridge, this summer's reading club theme focuses on Park Ridge and its history. Ms. Hall explained that the Summer Reading Clubs began Friday, June 11 with sign ups and activities in the meeting room. She explained that a few months ago the Board approved the plan to allow the two departments to sell ad space in the reading club folders. She stated that \$2,800 was raised, of which \$1,500 will go to the Children's Services department for the purchase of the grand prizes, and \$1,300 will go to the Reader Services (Adult) and Young Adult summer reading clubs. The Friends of the Park Ridge Library always donate money for the patch that the children receive when completing the program. Mrs. Hall reviewed the various children's reading clubs, one for non-readers ("Read Around the Town" for Infants through students going in to first grade") wherein they have to read 390 minutes (6.5 hours) and one for readers (2nd to 6th grade) who have to read for 10 hours.

Ms. Hommel explained the summer reading club for the young adults, as well as the process and prizes. She then described the summer reading club for adults and showed the prize, a canvas tote bag.

COMMITTEE REPORTS

Planning & Operations:

Mrs. Harrison reported that the Committee discussed the Post Office mural grant applications and she explained that Mrs. Lofthouse has been contacting various organizations seeking support and grants for the mural restoration. Mrs. Lofthouse has been researching the Indian Boundary Line along Maywood and the Des Plaines River; touching the property of Alberto Culver. The Schiller Park Library and Franklin Park Library have had some events around the Indian Boundary Line. Mrs. Van de Carr has contacted the Illinois Preservation Society asking for an extension on the funds we have received. Mr. Hansen, a trustee from Maywood Public Library, will be invited to join the Committee meeting in July.

Mrs. Harrison reported that the Committee reviewed the Technology Plan per the requirement of the Per Capita Grant application. Dr. Borrelli commented on how nicely the vision statement is echoed throughout the goals of the plan. He also suggested adding research detail and tips to the Library website. The Committee discussed the use of hardware i.e. Kindles for use in the Library, keeping the focus on trying these items in the Library. Mrs. Lofthouse suggested a Library program on using such players, not as a marketing event but as an informational session for people to become more informed about their options. Mrs. Van De Carr stated that the Library is going to host a Technology Fair in September and is looking to partner with Best Buy to bring devices for people to try. The Committee discussed that assisting people with new technology fits within the mission of the Library. Mrs. Van De Carr informed the Committee that staff has been discussing the need to be more consistent in sending messages and newsletters from the new website. This will occur now that staff is more comfortable with the website and Mrs. Van De Carr has conducted all of the training sessions.

The Committee discussed the policies for both funding and for community advisors. Mrs. Van De Carr will be revising the items discussed and bring them to the July committee meeting for approval in order to develop some financial details and see how financial patterns have developed over the last few years. There is some discussion that the next tax bills may not be going out until January 2011. Most libraries have held four months of operating expenses in reserve, a few have held six months, but moving forward the Committee and Board may be discussing holding reserves equal to a year's worth of operating expenses in the Library Fund. Mr. Benka suggested that the July discussion occur in a Committee of the Whole meeting. After some discussion, it was decided that the subject would be discussed at all of the July Committee meetings and then at the July Board meeting.

Mrs. Harrison noted that at the Committee meeting, Mr. Crandus verified that enough people will be available for the Nominating Committee meeting, which needs to be held before the July Board meeting.

At the Committee meeting, Mr. Crandus summarized the meeting that he and Mrs. Van De Carr had with the Mayor on Monday evening June 7. They discussed issues regarding the Library and the recent City Council budget meetings. They did clarify that the Library's budget is stable for this year and will not return to the table for discussion until next year.

Mrs. Harrison concluded by stating that Mrs. Van De Carr updated the Committee on her research for inter-Library loan options. There are several companies who are interested in working with NSLS (North Suburban Library System) public libraries and could provide the service at a cost that is less than that incurred by NSLS. She will update the Committee in July with options discussed with the additional companies. The goal is that the inter-Library loan Committee will have some solid options by the end of the summer.

Some discussion occurred regarding community advisors.

Dr. Borrelli made a

MOTION: to adopt the policy of instituting Community Advisors as individuals or as a Committee as per #5 in policy I10A.

Mr. Schmidt seconded the Motion.

Roll Call Vote

MOTION PASSED UNANIMOUSLY.

Marketing & Fund-Raising:

Mrs. Harrison reported that the Committee discussed the Illinois Standards for Public Libraries Core Standards. Dr. Borelli congratulated Mrs. Van De Carr on Core Standard #14. He suggested that Core Standard #16 be changed to reflect the NSLS situation.

Mrs. Harrison discussed fundraising with the Alumnae Association of Community Women representative Beth Arnold. They have discussed the possibility of partnering with the Library this year. Mrs. Van De Carr received correspondence from their representative, Janice Akins, which noted that the Women's group does not host their own fundraising events but might assist the Library in doing so. Last year they partnered with the Youth Campus and helped hold an event at the Park Ridge Country Club for their 100th anniversary that raised \$72,000. Since Park Ridge is celebrating the 100th anniversary of its incorporation as a City, there might be a tie-in.

At the Committee meeting, Dr. Borrelli stated that he would like the Library to keep a consistent message about budget cuts combined with increased circulation.

It was announced that Mrs. Van De Carr received a message from Lillian Peska of the Alumnae Club of Park Ridge saying that they are aware that the Library's budget has been cut while at a time when the Library is busier than ever. Alumnae Club of Park Ridge would like to make a donation to the Library. Also, Dr. Borelli suggested that we go to local schools for mural fundraising as a possible educational opportunity.

Mrs. Van De Carr announced that she has a meeting scheduled for June 30 with the representatives of the Park Ridge Community Women's group.

Library Resources:

Mr. Benka reported that per policy, the Committee reviewed the Internet Access policy and changes are recommended from the most recently adopted version in April, 2009. It was recommended that point #2 of the policy be strengthened by introducing the term, "block", rather than "filter". In point #3, the issue of illegal activity is addressed. Should a user violate the policy, the Library Director would have the flexibility to appoint a staff member whose duty it would be to notify the Director of the violation, which would then result in the suspension of that user's Internet access.

On behalf of the Committee, Mr. Benka made a

MOTION: to accept the changes to Policy IC6a as revised and presented.

Roll Call Vote.

MOTION PASSED UNANIMOUSLY.

The Committee reviewed Chapter 1 of the Core Standards of the IL Standards for Public Libraries and agreed that each standard is satisfied through the efforts of the Library Board, administration and staff. In particular, the Committee noted that in looking at Chapter 1, of the seven basic standards, numbers 2, 3, and 7 directly relate to Resources Committee responsibilities, and that it is agreed that the Library complies. In reviewing the Core Standards 1 through 24, the Committee concluded that Core Standards 5, 7, 13, 16, 17, and 22 definitely fall under the purview of the Resources Committee and all members agree that the Committee, Board, and Library Administration we are in full compliance with those and all Core Standards.

Building & Grounds:

Ms. de Grasse reported that the Committee discussed the Children's Department project and noted that the carpet removal and installation in the Children's Services department has been completed. The furniture has been returned with all new fabric. The doors will be installed in July, during daytime hours because it is too costly to install the doors at night. The Children's Department will remain open during installation and there will be no disruption of service.

The Committee reviewed the monthly maintenance report, which consisted mainly of standard repairs.

The Committee reviewed the HVAC Capital Project. Mrs. Van De Carr stated that the Committee discussed hiring a company to provide and install computerized controls for the HVAC system using grant funds. The Committee asked Mrs. Van De Carr to consult with the City attorney regarding the project. Mrs. Van De Carr has checked with legal counsel and they advise that Illinois Library Law supersedes municipal law in this case and indicated that this project must be subject to a formal bid process. Mrs. Van De Carr withdrew her recommendation to consider this project a "no bid contract" project. Some discussion ensued regarding the project details.

Mr. Benka made a

MOTION: for the Board to move into Executive Session at the end of the current Board meeting to discuss a personnel matter.

Mrs. Harrison SECONDED the motion.

Roll call vote.

MOTION CARRIED.

FRIENDS OF THE LIBRARY

Mrs. Van De Carr reported that she attended that Annual Friends of the Library meeting on Monday, June 7. The Friends announced that they will give the Library \$10,000 towards the Spring Wish List. Five hundred dollars will go to the Endowment Fund and the balance will be used to purchase circulating non-fiction books, Summer Reading Club prizes and patch, DVDs for Children's Services and Reader Services, video games, PlayAways. Mr. Benka asked that a list of the video game titles that have been purchased for Children's Services and Reader Services be provided to the Resources Committee.

UNFINISHED BUSINESS

None

NEW BUSINESS

Mr. Crandus expressed the need to form a Nominating Committee to put a slate together for Library Board officers for the upcoming Board elections in July. The Committee would meet prior to July's Board meeting. Mr. Benka, Mrs. Harrison and Mr. Schmidt volunteered to be on the Committee. Mrs. Van De Carr stated that this would be an open meeting, and so a notice will be posted once the date is decided. She will provide the Committee with a list of past officers.

EXECUTIVE SESSION

Mr. Crandus MOVED to adjourn the regular meeting to go into Executive Session.

Mrs. Harrison SECONDED the motion.

ROLL CALL VOTE

MOTION PASSED UNANIMOUSLY

The Board went into an Executive Session at 8:02 p.m.

ADJOURNMENT – EXECUTIVE SESSION

Mr. Benka MOVED to come out of Executive Session.

Mr. Schmidt SECONDED the motion.

Voice vote. MOTION CARRIED UNANIMOUSLY.

Executive Session adjourned at 8:45 p.m.

ADJOURNMENT

Mrs. Harrison MOVED to adjourn the Board meeting.

Ms. de Grasse SECONDED the motion.

Voice vote. MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 8:46 p.m.