

**MINUTES  
OF THE REGULAR MEETING OF THE RESOURCES COMMITTEE  
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD  
MAY 15, 2008 AT 7:30 P.M. IN THE THIRD FLOOR MEETING ROOM OF THE LIBRARY**

**ROLL CALL:**

**PRESENT:** John Benka, Chair; Patricia Lofthouse, Richard Van Metre, John Schmidt, Library Board; Janet Van De Carr, Library Director; Linda Egebrecht, Library Staff.

**ABSENT:** Kathleen de Grasse.

**Approval of Committee Minutes**

Mr. Schmidt made a

**MOTION:** To approve the minutes for the Resources Committee Meeting held April 10, 2008.

Mr. Van Metre SECONDED the motion.

MOTION PASSED UNANIMOUSLY.

**Review/Revision of By-Laws**

(a) Article IV, Section 2, number 4: Personnel Committee – change the definition to include that it is a Committee of the Whole; also number 1 should read that it is a Committee of the Whole; also include: the Committee meets on an on-call basis. (Mrs. Van De Carr will prepare the modified document for Board action.)

(b) Article III, Section 6: The City does not always meet the June deadline for production of financial data because of extenuating circumstances. Therefore, it may occur that the Library Director might have to postpone delivering the Library Annual Report to another month. However, the Committee decided not to change the time/date for reporting.

**Other** Mrs. Van De Carr prepared an introduction to the policy manual (attached) establishing the policy review procedure and schedule for such reviews.

Mrs. Van De Carr reported a 3% increase in circulation of materials – predominantly in books – adult fiction and juvenile fiction. The annual goal for circulation has been exceeded.

Mrs. Van De Carr distributed “Patron Library Card Statistics” (attached).

Insurance: the City insurance agents have approved coverage for moderate physical activity workshops.

**Adjournment:** 8:00 p.m.

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John Benka, Chair