

## **ELMHURST PUBLIC LIBRARY**

### **BOARD OF TRUSTEES**

July 19, 2016

Kossmann Room, 7:00 p.m.

LWV Observer: B. Lipton

**1. Call to Order:** All board members present EXCEPT Wm. Ryan. Teresa Menolascino came late.

Executive Director Mary Beth Harper; Associate Director Marcy Rodriguez.

**2. Introduction of Visitors**

**3. Public Comment**

Roy McCampbell, atty. presented his concerns that children with autism and other developmental challenges have on occasion not been treated appropriately in the library. He urged the adoption of a program for staff training to address this issue. Mr. McCampbell was thanked for his input without further discussion.

**4. Correspondence** none

**5. Approval of the Minutes** of the June 21, 2016 Regular Meeting Approved 6 - 0

**6. Approval of the July 19, 2016 Accounts Payable** – approved after brief explanation of several items by Exec. Dir. Harper. See Attachment B\*\*\*

**7. Reports**

a. Financial

First tax payment received today; library did receive a state per-capita grant this year, smaller than last year's but at least it was something. All budget lines are approximately on target. Expenditures pretty much on target. Program costs are higher but summer is the season with the heaviest use, including summer reading programs. Down payment went out on new furniture to complete the 2<sup>nd</sup> floor renovation. See ATTACHMENT C\*\*\*

b. Director

- Library visitor counts are up 9% this month over last year at this time. Program attendance has increased dramatically for both adult (100%) and kids' programs (69%). Meeting room usage is also up by 8% and study rooms are up 6% this month over last year. The new study rooms were open last year so this is increased usage from the large increase we saw due to the renovation.
- Summer reading continues to attract readers of all ages. The kids' program has 4,893 participants and the adult program has many participants too (~218). It's great to see so many people reading over the summer.
- News item: Governor signed 'liquor in libraries' bill allowing sale of alcohol for programs. Ms. Harper will explore what is going on in nearby communities. There will be insurance issues and other legal hurdles if the Library wishes to pursue this.
- A large number of books on hold are not being picked up; currently ~825. This is a recurring issue; a discussion ensued regarding several possible solutions.

c. President: Linda Wheaton is moving out of Elmhurst in mid-August so she will be leaving the Board. Members all wished her luck.

**8. Unfinished Business**

Maker Space – no updates. Bids will be out soon so progress should be made by next meeting.

**9. New Business**

a. Acceptance of 2017 & 2018 Budget.

- Ms. Harper explained that she did not make any changes since last meeting; the 2018 budget is provisional and will be adjusted as necessary. The numbers are due to the City by August 8, so she would like approval tonight if possible.
- Overview of budget changes: Revenue numbers are placeholders based on projected tax revenues, state monies, and projected lower donation levels.

- Large outlays for makerspace/childrens department are listed under 'alterations'; they come to approx. \$1 million. New employee positions are budgeted to staff the Makerspace (at least 2 part-time). Salary projections for the next year include 2% raises overall; health insurance and custodial services will also increase. In general, the programming budget increases and materials expenditures decrease. This is the trend with most libraries across the country.
- Approved 7 – 0; Ms. Harper was commended for well-constructed and reasonable budget.
- See ATTACHMENT E\*\*\*
- b. the City of Elmhurst Annual Audit. Ms. Harper went back and checked all fund balances – they are unchanged since a few months ago when they began budgeting process. Approved 7 – 0. See ATTACHMENT F\*\*\*
- c. Meet Bryan Blank – postponed until next month as he had to fill in for an employee who called in sick
- d. Patron Request for Written Correspondence:

A letter was received from Miriam Potter regarding her son John whose privileges were revoked for 1 year due to his disruptive behavior; the last incident required Police intervention. Mrs. Potter requested that the Library rescind its allegations and restore John's privileges. John had been warned numerous times prior to the last incident; he was eventually barred from the Library for 3 months and told that if his behavior continued to be so disruptive he would be barred for a year. He did return after the 3-month suspension and continued his troublemaking at which point the Police were called and the one-year ban was invoked. It was decided to respond to Mrs. Potter with a letter stating the above and that if John wished to attend SCORE meetings, they are held at other sites in the area where he might go. Mrs. Miriam Potter's library privileges continue unrestricted. See ATTACHMENT G\*\*\*
- e. Other
  - Nominations of new officers. Annual meeting in August. A list of names was given to Mayor Morley.
  - Linda Wheaton was pictured in the Elmhurst Independent on her stepping down as Rotary president.
- f. Executive Session for the Purpose of Conducting the Annual Review of the Director under 55 IICS 120/2(c)1. Public meeting concluded at 7:45 pm.

\*\*\* All Board minutes, agenda and attachments can be accessed online at:  
<http://elmhurstpubliclibrary.org/about-us/administration-board/board-information/>