

**MUSSER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, DECEMBER 19, 2007 – 4:30 P.M.
LIBRARY CONFERENCE ROOM**

PRESENT: Drake, Durham, Johnston, Koehrsen, Martin, Nus, Stelzner, Ward.

STAFF: Anderson, Chaudoin, Collins, Warschauer. Guest: Barb Christensen.

ABSENT: Lande.

MINUTES

- I. **CALL TO ORDER:** Pres. Johnston called the meeting to order at 4:35 p.m.
- II. **APPROVAL OF AGENDA:** The Long Range Planning item was moved to just after the Staff Liaison report. Durham moved to approve the agenda with this change. Second by Drake. All ayes. Motion carried.
- III. **APPROVAL OF MINUTES:** Durham moved to approve the minutes of the October meeting. Second by Martin. All ayes. Motion carried.
- IV. **BILLS FOR PAYMENT:** Nus moved to approve payment of the following bills:
 - 10/30/07 totaling \$6,445.20,
 - 11/13/07 totaling \$13,730.37,
 - 12/04/07 totaling \$8,247.12,
 - 12/18/07 totaling \$5,923.82.Second by Ward. All ayes. Motion carried.
- V. **CITIZENS SPEAK:** None present.
- VI. **COMMUNICATIONS:**
 - A. **Staff Liaison** – The staff is busy weeding in Reference and getting rid of old magazines. They are creating a Genealogy/Local History “room” in the eastern section of the reference area.
 - B. **Long Range Planning – Progress on Pearl Pavillion** – Collins and Christensen met to discuss collaboration on the building project. They explained their vision for a more integrated, fluid space that would combine the Art Center and the Library in such a way as to create an experience for patrons and visitors. Plans are being formulated to coordinate a series of events tied in with the theme of the library’s Summer Reading Program “Insects”, including a visiting artist component. The Kickoff would be an Earth Day project with outreach to the schools and the Discovery Center, and activities would continue throughout the summer. They foresee providing for great interactive family activities, the possible sharing of staff for certain events, lots of promotion in the schools and a lot of press coverage. They will talk to school administration, work on funding, grants and Friends groups and possibly engage the naturalist at Wild Cat Den State Park. This large scale collaboration would demonstrate the ability of the Art Center and Library to work together and eventually share a building. A joint newsletter is also being discussed for use by the Library, Art Center and some of the larger arts organizations. Mailing would be targeted to memberships in these organizations rather than a mass mailing. They plan to 1) get the joint committee together again, and 2) possibly hire a consultant to move beyond the conceptual level. The joint committee will meet before the next library board meeting.
 - C. **Director’s Report – 1)** The Holiday Stroll had an amazing turnout, perhaps due to the presence of the Grinch and his Dog and the wonderful “roast

beast” cake. 2) New furniture in the director’s office came as a result of a large donation from Allsteel, thanks to the assistance of Chaudoin’s cousin. 3) Heads of departments have formed a Management Team to meet once a week and discuss changes for the library. Their plan consists of several steps: to eliminate the AV desk, move the Reference desk to the other side of the stairway, put the Holds out on the floor so patrons can serve themselves, move the audiobooks into the west side of the reference area, bring the AV items out onto the floor, and arrange the Internet computers so Reference can better monitor their use. This plan would give us only two desks to staff, with better flow and function. The current AV area will become the staff Circ Workroom when AV is moved out onto the floor. A used self-check machine has been purchased to try out and see how the public likes it. A new library would likely utilize self-check machines more sophisticated than this one.

VII. COMMITTEE REPORTS:

A. Operations:

1. **Unattended Child Policy (C-43)** – This policy works well. Mark it “Reviewed 12-19-07”.
2. **Travel Policy (C-42)** – Works well. Mark “Reviewed 12-19-07”.
3. **Registration Policy** – No changes. Mark “Reviewed 12017-07”.
4. **Fax Policy (C-14)** – We are rethinking this policy as we consider whether to move the fax machine down to the Reference desk, purchase a self-serve coin-op machine, or whether this is a necessary library service. Space is a consideration as is the possibility of support from the Friends. This item was tabled and will be revisited at the February 2008 meeting.

VIII. OLD BUSINESS: None.

IX. NEW BUSINESS:

A. Budget City/Contracted Areas – The Cable budget was discussed.

Collins hopes more of the library’s cultural and topical programming will be broadcast on Cable. The Library budget request of 1.43 million is mostly salary increases. There are requests for staff development workshops and meetings. The Budget Committee consists of Nus as Chair, Durham and Johnston.

B. Bequest – Collins reported receiving a bequest from Bill Cory for \$80,000. This can be used for building-related functions or for other things.

C. Budget review – Collins will meet with A.J. Johnson tomorrow morning for the budget review. Durham and perhaps Koehrsen will also attend. Stelzner moved to approve the budget request for presentation to the City Administrator. Second by Nus. All ayes. Motion carried. A letter of request will be drafted for the Illinois townships in time for their budget planning meetings.

X. ADJOURNMENT: The meeting adjourned at 6:08 p.m.

Respectfully submitted by,
Paula Durham, Secretary
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