

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
September 10, 2008**

MINUTES

ROLL CALL

President Daniels called the meeting to order in the Library Meeting Room at 7:40 p.m. Trustees present: DiCola, Humphreys, Daniels. Trustees absent: Greene, Read. Also present: Library Director Bowen, Assistant Director Carlson. Visitors: none.

APPROVAL OF MINUTES

The Board reviewed the minutes of the regular meeting of August 27, 2008. It was moved by Humphreys and seconded by DiCola **THAT THE MINUTES OF THE REGULAR MEETING OF AUGUST 27, 2008 BE APPROVED AS WRITTEN.** Ayes: DiCola, Humphreys, Daniels. Abstentions: none. Nays: none. Motion carried.

PAYMENT OF INVOICES

The Board reviewed the list of invoices submitted for payment. It was moved by Humphreys and seconded by DiCola **TO APPROVE PAYMENT OF OPERATING INVOICES FOR SEPTEMBER 10, 2008 AS CORRECTED TOTALING \$44,910.46 AND ACKNOWLEDGE PAYROLLS FOR AUGUST 2008 TOTALING \$163,868.22 AND JOURNAL ENTRY FOR PARKING PERMITS TOTALING \$1,950.00.** Ayes: DiCola, Humphreys, Daniels. Abstentions: none. Nays: none. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

Trustee Greene arrived at 7:47 p.m.

Trustee Read had made arrangements ahead of time to join the meeting via electronic means due to being ill, and he became available at about the same time.

OLD BUSINESS

None.

NEW BUSINESS

- Review and approval of a revision of the Library Rules of Behavior

The Board reviewed the revision of the Library Rules of Behavior. Bowen explained that one general revision he made was to clarify the reason a person is told to leave the library for the rest of the day for a second or third infraction of a simple rule, such as shoes must be worn at all

times. The reason for being told to leave is not only for the particular behavior but for the person's refusal to listen to staff and abide by the library rules. Another revision was made to the rule on cell phone use on the second floor. While the library wants to continue to avoid behaviors that disturb others, such as loud cell phone conversations, there is no reason to ban other cell phone use that is silent, such as texting. The rule of not leaving personal belongings unattended was made more concise as this has become one of the biggest problems in the library. This is not just a problem with homeless patrons, but also with other adults and children who leave their belongings on a study table to reserve a space and then leave the building for snacks or lunch. Board members suggested some rewording of a couple of rules for clarity, and they recommended extending the rule regarding alcohol consumption in the library to include the possession of alcohol, making the library an alcohol-free zone, with the exception of after-hours library-related events, for which the appropriate licenses and insurance have been obtained.

The revisions will be made and brought the next Board meeting for approval.

REPORT FROM THE ADMINISTRATION

According to announcements at the SWAN and MLS Quarterly Administrators' meetings the previous week, Release 2007 of the online catalog and circulation system (SWAN) will be loaded on October 26 and 27. A new director of SWAN Services has been appointed. The last director resigned because his wife accepted a job offer in New York City, and they are relocating. The new director is Aaron Scogg, currently the IT manager of the Oak Park Public Library. The committee who interviewed Aaron was very pleased with his interviews, and the library's own technology staff is familiar with him, and also pleased. Overdue notices for late materials will have a new format soon. There will be up to six titles per notice, rather than the current maximum of two. The same format will be used for email notices, so this will cut down on the paper and email notices produced by the system. The proposed new MLS Board By-Laws, a project that Trustee Read has spearheaded for the MLS Board, were reviewed at the MLS meeting. None of the administrators had any problems with the proposed bylaws, so they will go back to the MLS Board for approval and then be approved by the entire membership at the MLS Annual Meeting. There was a report from the ILA Public Policy Committee about HB 4527 which would have increased the Public Library Equalization Grant and the School Per Capita Grant. The bill passed unanimously in both the house and senate; however, the Governor vetoed it, so it will be brought back in the veto session.

The library's insurance broker just received the insurance renewal from the insurance company, and she wanted to review it herself before sending it to the library so it will be in the Board packet for the next meeting. Bowen is finishing the Per capita Grant application as well, so that too will be in the next packet.

The carpeting schedule has been set for the last weekend of September and the first weekend of October. The lobbies, art gallery, and stairs will be carpeted September 25-29, and the Meeting Room and Circulation workroom and offices will be done October 2-6. Tables and computers will be set up in the Meeting Room for Circulation workroom staff to work while the Circulation offices are being carpeted.

The monthly statistics for July were in this Board packet, and both the gate count and circulation numbers for July were up, 2 % and almost 4% respectively for the fiscal year. Reference questions and program attendance, although down a little for the month, are up for the FY. Use of meeting and study rooms were up for July, though down a little for the year. Usage of the

large Meeting Room and Conference Room are both up for the year, and the library is aware of an increasing demand for evening and weekend use of the Meeting Room for both library programs and hands-on classes, as well as for community non-profit groups. Computer user sessions and hours are both up for July.

TRUSTEE REQUESTS FOR INFORMATION AND ANNOUNCEMENTS

Trustee Read mentioned the fundraiser being held by the Glenwood-Lynwood Public Library on Saturday, September 13. Carlson will contact the library, and let the Board know what has been planned for the event.

President Daniels reported that the criminal trial of the former director of the now defunct LCF (Library Community Foundation) is set to begin the week of September 15, unless a plea agreement is made before then.

OPPORTUNITY FOR PUBLIC COMMENT

None.

ADJOURNMENT

The meeting was adjourned at 9:05 p.m.

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
September 24, 2008**

MINUTES

ROLL CALL

President Daniels called the meeting to order in the Library Meeting Room at 7:35 p.m. Trustees present: Greene, Humphreys, Read, Daniels. Trustees absent: DiCola. Also present: Library Director Bowen, Assistant Director Carlson. Visitors: none.

APPROVAL OF MINUTES

The Board reviewed the minutes of the regular meeting of September 10, 2008. It was moved by Greene and seconded by Humphreys **THAT THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 10, 2008 BE APPROVED AS WRITTEN.** Ayes: Greene, Humphreys, Read, Daniels. Abstentions: none. Nays: none. Motion carried.

PAYMENT OF INVOICES

The Board reviewed the list of invoices submitted for payment. It was moved by Humphreys and seconded by Greene **TO APPROVE PAYMENT OF OPERATING INVOICES FOR SEPTEMBER 24, 2008 TOTALING \$30,590.50.** Ayes: Greene, Humphreys, Read, Daniels. Abstentions: none. Nays: none. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

Trustee DiCola arrived at 7:44 p.m.

OLD BUSINESS

- Review and approval of a revision of the Library Rules of Behavior

A new draft of the Rules was included in the Board packet. The issues that were raised in the discussion at the previous meeting were revised, including cell phone use, possession and consumption of alcohol, surveys and petitions, and use of recreational equipment.

It was moved by Read and seconded by Greene **TO APPROVE THE REVISION OF THE LIBRARY RULES OF BEHAVIOR AS CORRECTED.** Ayes: DiCola, Greene, Humphreys, Read, Daniels. Abstentions: none. Nays: none. Motion carried.

NEW BUSINESS

- Review and approval of the FY2009 Illinois Public Library Per Capita Grant Application

The application for the 2009 Per Capita Grant was in the Board packet. As in the past, the sections of the application that relate to the State Equalization Grant were left blank, because the

library does not qualify for equalization aid. In addition to the grant application itself, the library is required to provide several supplemental documents: a list of the electronic databases offered by the library, the Chief Officers of State Library agencies Library Construction Survey of the States, and an ADA Self-Evaluation Form. The library was made fully compliant with the building project, but Bowen wanted to take another look at the facility. He hired an acquaintance to tour the building and grounds with him. This woman became a paraplegic about eight years ago, so she has practical knowledge of dealing with the physical barriers that a wheel chair bound person confronts on a day to day basis, and she is a social worker and counselor. She talked with Bowen about the psychological barriers that people with disabilities experience. She likes this library very much and uses it regularly because the open layout makes her feel like there is room for her and her chair. Other places that are technically compliant make her feel like the disabled person was an afterthought. An example of the sort of thing that is important is in the library's Teen Central area. There is a variety of seating in that space, including tall bistro tables and chairs, floor rockers and bean bag chairs, and a restaurant booth. Someone in a wheelchair or with other physical disabilities may not be able to use any of those types of seating; however, someone in a wheel chair can roll under the end of the restaurant booth, so there is a way for that patron to be part of our teen space, not just parked outside. Similarly, in the area next to the space mural in the Junior Room, while a wheelchair user could not sit on the platform itself, he or she can roll right up to the edge and be part of the action there, again not parked on the outside with the adults, where they often end up.

It was moved by Greene and seconded by DiCola **TO APPROVE THE FY2009 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION AS REVISED.**

Ayes: DiCola, Greene, Humphreys, Read, Daniels. Abstentions: none. Nays: none. Motion carried.

-- Review and approval of a proposal for Property, Liability, and Workers Compensation Insurance

The proposal for insurance for the year beginning October 1, 2008 was in the Board packet. For the record, Bowen reported that Indiana Insurance Group is rated A (excellent) by the A. M. Best review. In general the coverage is identical to the previous year's package. The property insurance is for replacement cost, and the value of the building has been increased about 2.5%. Bowen calculates the actual value of the collections for the annual audit and uses those figures for the value of the collection, and he increases the value of furniture and equipment 2% over the previous year.

The only changes in coverage are \$50,000 deductibles for flood and earthquake. In past years the deductible was \$25,000. Indiana Insurance no longer offers an option of the lower deductible. The weather disasters the country has experienced over the last few years may be the reason the deductibles for flood and earthquake have been increased.

The premiums for the new year total \$22,747 which is actually \$2000 less than the previous year. The library has been satisfied with Indiana Insurance Company's response to the library's few claims. Bowen recommended accepting the Indiana Insurance Company's proposal for Property, Liability, and Workers Compensation insurance.

It was moved by Read and seconded by DiCola **TO APPROVE THE PROPOSAL FOR PROPERTY, LIABILITY, AND WORKERS COMPENSATION INSURANCE FROM INDIANA INSURANCE.** Ayes: DiCola, Greene, Humphreys, Read, Daniels. Abstentions: none. Nays: none. Motion carried.

REPORT FROM THE ADMINISTRATION

Nearly a year ago Bowen had told the Board that State Representatives Bellock and Pihos each requested \$10,000 state grants for the library. Bowen thought those grants were dead, but this summer he received the paperwork from the state to complete the applications, with the caution that there was no guarantee that either one would be granted. Shortly after, he heard news stories about the State's coffers being empty and figured that was the end of that. Then a few weeks ago, the library received two checks for \$10,000 each. One grant is for computers for the children's department for word processing and educational games; the other is for computers for training patrons and staff. These two grants are the source of the \$20,000 for State grants that was in the revenue reports for August.

The computer that controls the HVAC system was not communicating with half of the system, and technicians are working on it. The defaults are working; staff just cannot make any adjustments. The problem is not the computer, but may be a bad board in one of the VAV boxes.

The August statistics were included in the Board packet. Circulation is up almost 4% for the year. Gate count is up 1.7% and reference questions are up 2.7%.

The new carpet is scheduled to be installed September 26-28 in the lobbies, art gallery, and main stairs during the night when the library is closed. The Meeting Room, Circulation workroom and offices, and the north entrance stairs will have new flooring installed October 2-6 at night and on Monday during the day.

A Library Foundation Board meeting was scheduled to follow the next Library Board meeting on October 8 to discuss the miniature golf fundraiser idea that Bowen emailed to the Board.

TRUSTEE REQUESTS FOR INFORMATION AND ANNOUNCEMENTS

Trustee Read announced that there is a new SWAN director, Aaron Scogg, who was the IT manager at the Oak Park Library, and Bowen mentioned that technology staff who know him are pleased with the selection.

Trustee Greene noted that the library's record-breaking circulation for July was the ticker line in *The Reporter* this week.

Because the board packet is emailed to Trustees to save paper, Trustee Read asked that the packet be projected on a big screen for visitors and for those Board members who do not have laptops. President Daniels noted that the Village does project big, important, or contentious items on a screen for the public. A screen and projector will be used for future Board meetings.

President Daniels reported that the former director of the now defunct LCF (Library Community Foundation) plead guilty to the top count of theft and received four years probation with restitution of \$30,000.

OPPORTUNITY FOR PUBLIC COMMENT

None.

ADJOURNMENT

The meeting was adjourned at 8:35 p.m.

Approved October 8, 2008

TRANSPORTATION AND PARKING COMMISSION

Minutes

September 10, 2008, 7:00 p.m.

Downers Grove Public Works Facility
5101 Walnut Avenue, Downers Grove

Co-Chairman Wendt called the September 10, 2008 meeting of the Transportation and Parking Commission to order at 7:02 p.m. Roll call followed and a quorum was established.

ROLL CALL:

Present: Co-Chairman Wendt; Members Schiller, Stuebner, Cronin, Van Anne, Mr. Barry

Absent: Co-Chairman Gress, Member Saricks

Staff Present: Asst. Dir. of Public Works - Engineering, Mike Millette; Police Sgt. Ed Harrison, and Recording Secretary Megan Dugard

Visitors: Mr. Bill Wrobel, 7800 Queens Court

Co-Chair Wendt informed the commissioners and the public the meeting was being recorded on Village owned equipment to aid in the preparation of the meeting minutes.

New member Alex Barry was introduced to commission members.

APPROVAL OF THE AUGUST 13, 2008 TRANSPORTATION & PARKING MINUTES

A change was noted on Page 4, fourth paragraph, second to last sentence, delete the words "having signage for motorists discouraging to travel on residents' lawns" and insert the words, "discouraging travel on residential lawns". A change was noted on Page 5, first paragraph, last sentence, delete the words "She also found it curious to see" and insert the words, "She was also curious to see." Page 5, fourth paragraph, delete the words "Rather that" and insert the words "Rather than."

MR. CRONIN MADE A MOTION TO APPROVE THE MINUTES OF AUGUST 13, 2008 WITH CORRECTIONS. MR. STUEBNER SECONDED THE MOTION. ROLL CALL:

**AYE: MR. CRONIN, MR. STUEBNER, MR. SCHILLER, MS. VAN ANNE,
MR. WENDT**

NAY: NONE

ABSTAIN: MR. BARRY,

MOTION CARRIED. VOTE: 5-0-1

PUBLIC COMMENTS

Mr. William Wrobel, 7800 Queens Court, Downers Grove, reported that at last night's Village Council workshop, the council voted to move forward on this commission's recommendation to install a Yield Sign at Sheldon and Florence. However, he noted there was no further traffic calming discussion on the Claremont issue, since he recalled there was significant discussion about it this commission's last meeting. He referenced an email that Lisa Woodman sent to Robin Weaver, who intimated that it would be tested first before it would be presented to Village Council.

Dir. Millette clarified that it was determined that the motion to add the additional temporary measures did not need to go to council and would be done at a staff level. Therefore, the issue would move forward so as not to delay the matter, but manpower was an issue. Millette explained the wider gaps at Claremont will be closed up (400 - 500 block) followed by other work to take place, followed by an evaluation to take place in the near future. He reminded the commissioners that the traffic calming program was to be flexible.

Mr. Stuebner's understanding was that the 11 humps would be installed temporarily until winter, traffic counts along the other streets would take place, and staff would return with a report to the commission in the spring.

Discussion followed that staff held a discussion after last month's meeting and that staff would move forward on the humps in the spirit of a trial basis.

Mr. Wrobel stated the residents were happy with the installation of the yield sign at the southeast corner of Hummer Park. However, Mr. Wrobel suggested that staff evaluate the yield sign again since he was a strong supporter of more permanent traffic calming devices in park areas. With regard to the Prairie Avenue speed humps, he also shared some of Mr. Tully's compliments on Dir. Millette and the inexpensive installation of those humps. Mr. Wrobel also commended the commission on its first meeting last month and its ability to move forward on matters.

File #04-08 Powell and Palmer - Intersection Upgrade (Informational only) - Dir. Millette reminded the commissioners of their charge, stating this matter came before staff as a traffic calming request from residents. A map of the area was discussed. The request was to address speeding along the two streets. Staff met with one of the residents and explained the difficulty in installing a hump due to the short section of roadway. Instead, a yield sign was installed to address vehicle approach to the intersection of Powell and Palmer. Residents in the area were notified of the signage installation and were asked to provide feedback.

Mr. Stuebner agreed the installation was close to Kingsley School. He stated he visited the site a few days prior from 8:20 a.m. to 8:45 a.m. and discussed the close proximity of the various streets. From his own observation, he saw cars traveling very quickly the closer it was to when school starts. Student safety was a large concern. Visiting the site this afternoon, he counted 36 cars in various directions, 4 being student drivers and one school bus stopped, blocking the intersection with students walking around. He discussed the overall congestions of the area and concerns for safety. He recommended that the area have a stop sign due to such issues.

Co-Chair Wendt concurred but his concern was that after 15 minutes when school ended the street would return to its normal level. He did not agree it was in the best interest of the village to install a stop sign. Mr. Stuebner disagreed. Co-Chair Wendt offered to have staff re-evaluate vehicle counts and speeds for a warranted stop sign. Mr. Millette indicated pedestrian counts were not taken at this time, but given the current input, counts would be taken in the near future.

Co-Chair Wendt requested staff provide a study on this matter. Mr. Millette provided a brief summary for Mr. Cronin on how traffic is counted.

File #05-08 DB Loading Zones - Revise Hours of Operation - Co-Chair Wendt understood this matter was a housekeeping matter. Mr. Millette stated staff was requested by the Downtown Management Corporation to review the loading zones in the Downtown Business District. Currently a conflict exists with the existing signs as well as with the existing code. In speaking with Downtown Manager Linda Kunze, Mr. Millette conveyed she and a number of

downtown businesses would like more shopper parking spaces available. Therefore, he recommended the current ordinance be revised, specifically as it relates to *Section 14.108.2 Fifteen Minute Loading Zones*, so that instead of the fifteen minutes allowed, to allow for thirty minutes and that it be attached to the following existing locations as listed in the ordinance: Curtiss Street, Highland Avenue, Forest Avenue, Rogers Street and an Alley (as described in Section 14.108.2). In addition, Millette stated staff was requesting to remove the same designation where it now states "9:00 A.M. to 6:00 P.M."

Mr. Millette stated that most of the business deliveries occur in the morning with few deliveries in the afternoon. Downtown Management reviewed staff's changes and was comfortable with them. Per a question, Sgt. Harrison explained enforcement of the proposed changes can take place through chalking the tires but most trucks were very good at not exceeding the time period. Per Van Anne's questions, Mr. Millette indicated Saturday deliveries did occur. In addition, he explained certain areas were in the process of being remarked. Mr. Cronin pointed out there was no "No Parking" sign at the northern end of the alley while there was one at the southern end. Mr. Millette would follow up.

Mr. Wrobel clarified the alley was a one-way going south and there were no restrictions posted. Oftentimes he said the over-the-road trucks travelled the alley. He recommended that the size of the vehicles be addressed through Linda Kunze, who could speak to the businesses about their deliveries and the size of their trucks in order for them to make the turn at the end of the alley. A short discussion followed by Mr. Millette on how current deliveries were being handled with large semi-trucks. A suggestion was voiced to consider if semi-truck deliveries should be added to the code whereby a specific area is designated for semi-trucks to load or unload. Mr. Millette would discuss the matter with the Downtown manager.

Dialog followed on whether the loading zone on Rogers was well used since it provided some nice parking spots. Mr. Millette could not confirm.

MS. VAN ANNE MADE A MOTION THAT THE TRANSPORTATION & PARKING COMMISSION FORWARD A POSITIVE RECOMMENDATION TO THE VILLAGE COUNCIL THAT THE FOLLOWING BE IMPLEMENTED: REVISE SECTION 14.108.2 AND REMOVE SECTION 14.103.3.

SECONDED BY MR. SCHILLER.

ROLL CALL:

AYE: MS. VAN ANNE, MR. CRONIN, MR. SCHILLER, MR. STUEBNER, MR. BARRY, MR. WENDT

NAY: NONE

MOTION CARRIED. VOTE: 6-0

File #06-08 Parking Restrictions - Revise current Head-in Parking Only Restrictions for Disabled Drivers in Village Parking Lots - Mr. Millette explained there was a conflict that existed. He stated many head-in parking spaces existed around the village; however, a discrepancy existed in the code as it relates to handicapped parking. Three sections of the code dealt with head-in parking but only one section -- Sect. 14.133f -- permitted a handicapped-displaying vehicle to legally back into a space while the other two sections did not.

Therefore, staff recommended that the village revise Chapter 14.113g and Chapter 14.125c of the Municipal Code, as written, so that all vehicles have to head-in park unless a vehicle is properly displaying a handicapped card/license plate.

No comments were received from the public.

Co-Chair Wendt entertained a motion.

MR. SCHILLER MADE A MOTION THAT THE TRANSPORTATION & PARKING COMMISSION FORWARD A POSITIVE RECOMMENDATION TO THE VILLAGE COUNCIL THAT THE FOLLOWING BE IMPLEMENTED:

- REVISE CHAPTER 14.113g; and
- REVISE CHAPTER 14.125c OF THE VILLAGE MUNICIPAL CODE, AS WRITTEN.

MR. STUEBNER SECONDED THE MOTION.

ROLL CALL:

**AYE: MR. SCHILLER, MR. STUEBNER, MR. CRONIN, MS. VAN ANNE, MR. BARRY,
MR. WENDT**

NAY: NONE

MOTION CARRIED. VOTE 6-0

OLD/NEW BUSINESS - None

COMMUNICATIONS - See staff's attachment from packet

Mr. Stuebner asked Mr. Millette to email him when resident meetings were being held.

A brief discussion followed on upcoming agenda item Beverly Glenn, how petition forms are received by staff, and how staff provides traffic counts in the village. Details followed on the petition's protocol. Mr. Millette also estimated that he had four items in the queue and another four meetings would take place, preferably before winter.

The topic of pending legislation (HB 6707) that could impact what railroads have to pay for infrastructure was raised by Mr. Stuebner. He provided highlights of the proposed bill. Lastly, he said the village would receive a reduction of about four trains per day if the EJ&E passes through Downers Grove.

ADJOURN

MR. SCHILLER MOVED TO ADJOURN THE MEETING. MS. VAN ANNE SECONDED THE MOTION. THE MEETING WAS ADJOURNED AT 7:55 P.M.

Respectfully submitted,

Celeste Weilandt,
Recording Secretary
(as transcribed by tape)