

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
NOVEMBER 10, 2010**

MINUTES

ROLL CALL

President DiCola called the meeting to order in the Library Meeting Room at 7:31 p.m. Trustees present: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Trustees absent: none. Also present: Library Director Bowen, Assistant Director Carlson. Visitors: none.

APPROVAL OF MINUTES

Trustees reviewed the minutes of the regular meeting of October 27, 2010. It was moved by Loftus and seconded by Eblen **THAT THE MINUTES OF THE REGULAR MEETING OF OCTOBER 27, 2010 BE APPROVED AS WRITTEN.** Ayes: Eblen, Greene, Loftus, Read, DiCola. Abstentions: Humphreys. Nays: none. Motion carried.

PAYMENT OF INVOICES

Trustees reviewed the list of invoices submitted for payment. It was moved by Humphreys and seconded by Greene **TO APPROVE PAYMENT OF OPERATING INVOICES FOR NOVEMBER 10, 2010 TOTALING \$68,977.67 AND ACKNOWLEDGE PAYROLLS FOR OCTOBER 2011 TOTALING \$252,947.74.** Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: none. Nays: none. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

OPPORTUNITY FOR PUBLIC COMMENT ON OTHER LIBRARY BUSINESS

None.

OLD BUSINESS

None.

NEW BUSINESS

--Action to reschedule November and December Board Meetings

The fourth Wednesday in November falls on the night before Thanksgiving. The Board generally cancels this meeting if there is no urgent business. Similarly the fourth Wednesday in December is close to the Christmas holiday. It is a quiet time in the library, but very busy for many people. The board's regular practice has been to cancel the meetings at the beginning and end of December and have just one meeting in the middle of the month, so that all bills are paid within four weeks. That would make the December meeting Wednesday, December 15.

It was moved by Humphreys and seconded by Eblen **TO CANCEL THE REGULAR MEETINGS OF NOVEMBER 24 AND DECEMBER 22 DUE TO THE HOLIDAYS, AND RESCHEDULE THE REGULAR MEETING OF DECEMBER 8 TO BE HELD ON WEDNESDAY, DECEMBER 15.** Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: none. Nays: none. Motion carried.

REPORT FROM THE ADMINISTRATION

Revenue and expenditure reports for October were included in the board packet. The library is pretty much where it would like to be, with revenue received at 95% and expenditures at 72%.

Bowen attended the SWAN Governance Group for the administrators of the larger SWAN libraries. This was the first meeting since the Metropolitan Library System (MLS) received the last payment from the state. With the word from the system that MLS will function normally through January, and then begin a shutdown of the system if no other funding is received, SWAN has begun preparations to go it alone. The SWAN Council has reached an agreement with the MLS Board to take over the delivery service for MLS if the system ceases operations. Delivery is a system service mandated by the state, so MLS has to agree to contract with SWAN to take over the service, even though the system will not actually be able to pay.

Bowen will talk about this in detail at the next meeting, but in short, due to an number of factors, the increased cost of taking full responsibility for SWAN will be less than originally anticipated, and even better, it looks like delivery can be out-sourced for 30-40% less than it would cost to operate it as an independent operation, which means that the member libraries should be able to support the service without extreme difficulty.

TRUSTEE ANNOUNCEMENTS AND REQUESTS FOR INFORMATION

Trustee Read asked that the board get references for the consultants being interviewed for the director position, specifically references from libraries for which the consultants have done

director searches. Trustees thought it was a good idea, and they will send suggested questions to Bowen who will combine them for trustees to use in talking to references.

Since he could not attend the special meetings, Trustee Humphreys asked about the two consultants already interviewed, and the trustees talked about their impressions.

President DiCola and Trustee Loftus attended the Village Council meeting on November 2. DiCola introduced herself as the new Library Board president and made some comments about the library budget and how the public is using the library. Both were thanked for coming.

ADJOURNMENT

The meeting was adjourned at 8:32 p.m.

**Special Meeting
Board of Trustees of the Downers Grove Public Library
Wednesday, November 10, 2010**

The meeting was rescheduled for November 15, 2010 because consultant Alice Calabrese was forced to cancel her interview at the last minute due to an injury.

**Special Meeting
Board of Trustees of the Downers Grove Public Library
Monday, November 15, 2010
7:30 p.m.
Children's Program Room**

MINUTES

Roll Call

President DiCola called the meeting to order in the Children's Program Room at 7:30 p.m. Trustees present: Eblen, Green, Loftus, Read, DiCola. Trustees absent: Humphreys. Also present: Library Director Bowen

Interview with a candidate for consulting on the library director search

The Board conducted an interview with Alice Calabrese Berry, library consultant and former executive director of the Metropolitan Library System.

Discussion of the consultants under consideration for the director search

Following the interview the Trustees discussed the three consultants under consideration. Everyone agreed that it was important to contact references to verify that the Board's impressions of each candidate are accurate, before a final decision is made. Client libraries comparable to Downers Grove were identified for each consultant and trustees were assigned library boards to contact for references. Trustees were given a deadline to send suggestions for interview questions to Library Director Bowen, who would compile the questions into one script and email it to each Trustee doing a reference call so that the same questions would be used by all. Written summaries will be emailed to Bowen for distribution in the Board Packet for the December 15, 2010 Board Meeting.

Adjournment of special board meeting

The Special Meeting was adjourned at 8:50 p.m.