

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
November 14, 2001
MINUTES**

ROLL CALL

President Daniels called the meeting to order in the Meeting Room at 7:39 p.m. Trustees present: DiCola, Humphreys, Upshaw, Vlcek, Daniels. Trustees absent: Sapyta. Also present Director Bowen, Assistant Director Bukovac.

Visitors present: Councilman Martin Tully, Mary O'Connor of the Downers Grove Reporter.

APPROVAL OF MINUTES

It was moved by Vlcek and seconded by Upshaw **THAT THE MINUTES OF THE REGULAR MEETING OF OCTOBER 24, 2001 BE APPROVED WITH CORRECTIONS.** Ayes: DiCola, Humphreys, Upshaw, Vlcek, Daniels. Nays: None. Motion carried.

WARRANTS

It was moved by Humphreys and seconded by Upshaw **TO APPROVE INVOICES OF NOVEMBER 14, 2001 TOTALING \$70,361.17 AND TO ACKNOWLEDGE PAYROLLS FOR OCTOBER 2001 TOTALING \$128,806.21.** Ayes: DiCola, Humphreys, Upshaw, Vlcek, Daniels. Nays: None. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

OLD BUSINESS

Bowen reported that the North Suburban Library Foundation has changed its name to the Community Library Foundation. The trustees reviewed a revised Fund Agreement that contained the changes they had asked for. Bowen explained the fees referred to in the agreement. Any additional fees beyond the administrative fee would be related specifically to gifts received to the library's fund such as an independent appraisal of property donated to the library fund. Bowen reported that in deciding how to invest the library's money, the library foundation board would have several options to choose from. Currently there is an open seat on the Community Library Foundation Board and Daniels said that he will pursue that seat. The trustees would like to have input in the decision-making done by the Community Library Foundation since the library's fund will have a significant amount of money. It was moved by Upshaw and seconded by DiCola **TO APPROVE THE RESOLUTION ADOPTING THE FUND AGREEMENT WITH THE COMMUNITY LIBRARY FOUNDATION.** Ayes: DiCola, Humphreys, Upshaw, Vlcek, Daniels. Nays: None. Motion carried.

NEW BUSINESS

Bowen reviewed the budget issues of the proposed 2002/2003 budget. The budget includes long-term planning for replacement of equipment and computers. It also provides for replacement of the network server and upgrading the operating software and applications software. Bowen has applied for a grant to replace the server. If the library receives the grant money he will accelerate the replacement of PC's. Bowen also included money for unanticipated building repairs. This money will move from budget year to budget year until it is needed.

Bowen has budgeted a 12.5% increase in health insurance and 9.8% in IMRF. These amounts will provide some cushion for those expenses. There is a 3% increase in the starting salary and staff will receive salary increases ranging from 3.5% to 5% depending on where they are in their pay grade. In this budget the public relations position has been increased from a ¾ part time position to full-time and there is an additional 16 hours per week for a circulation clerk.

Bowen asked approval to begin development of a video and DVD collection of feature films. A core collection of videos would be selected in this budget year but future development would focus on DVD's. The collection would consist of award-winning films and well reviewed American and foreign films. The library would not purchase first run films until their price dropped. Bowen would pay for the initial collection with the collection development money in the current budget. The trustees agreed that the library should start a video and DVD feature film collection. Bowen said that he would like to purchase DVD players for the library to allow patrons to watch DVD's in the library and he is going to approach the Friends of the Library to donate a portable DVD player that would be circulated to patrons. The trustees suggested that the library circulate at least two DVD players.

Bowen reviewed the revenue projections. The budget shows a 5% increase in property tax amount. The increase in the tax levy would be 5% and the increase on residents' tax bills would likely be 2 – 4%. Bowen had broken out the fund balance amount into operating fund money and unencumbered money received from donations. Bowen asked the trustees if they would like to pull \$50,000.00 from the donated money fund to purchase artwork in the next budget year. The trustees said that they would like to do that, as they are very interested in purchasing sculpture for the library.

Bowen said that he will review the budget in more detail at the next board meeting. In the meantime the budget will be placed in the Reference Department for public review. Humphreys said that he appreciated the thoroughness of the budget and of Bowen's explanation.

REPORT OF THE ADMINISTRATION

At the staff in-service day held Nov. 2 Bowen led a discussion on confidentiality. There is a huge trust placed on staff to maintain confidentiality in terms of what patrons check out and the assistance they request from staff. Bowen also discussed the new anti-terrorist legislation in relation to library records. A court order is required to get the information but the library could not tell the patron that the information was requested.

Bowen is working on a committee to develop a plan on how to fund the SWAN computer fund. In the past, money for the fund came from the purchase of new ports and from maintenance fees. Very few new ports are being purchased now and there is a move towards unlimited ports, which will not bring in the same money in maintenance fees.

Bukovac reported on other activities at the staff in-service day. Joyce Saricks, Literature and Audio Services Coordinator, gave a talk on readers' advisory and staff members received reading logs. There were also technology demonstrations and tours of each department.

Bukovac spoke with Linda Kunze, Downtown Manager, about the library's interest in developing a commercial that would use the 10-second lead used in the commercials done by the downtown businesses. Kunze said that the downtown businesses will continue their commercials next year and they would be pleased to have the library participate.

Bukovac reported that John MacDavitt began work on the train mural. Bukovac asked the trustees to approve wording that would be used to acknowledge the donations received for the train mural. Two high school students, James Randall and Mike Wasicki, volunteered their time to clean the train track and the train. The library staff was very grateful for their assistance. The trustees also discussed what type of train car should be purchased to recognize the \$1000.00 donation by Dr. Stephen Jagielo to the train mural.

TRUSTEES REQUEST FOR INFORMATION

None.

COMMUNICATIONS

None.

ANNOUNCEMENTS

Vlcek thanked Councilman Tully for promoting the library's web site at the Council meeting.

OPPORTUNITY FOR PUBLIC COMMENT

Tully noted that Bowen had done a good job on the budget description, as he was able to easily follow the budget discussion

The board adjourned at 9:15 p.m.