

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
June 27, 2001
MINUTES**

ROLL CALL

President Daniels called the meeting to order in the Meeting Room at 7:36 p.m. Trustees present: DiCola, Sapyta, Vlcek, Daniels. Trustees absent: Humphreys, Upshaw. Also present Director Bowen, Assistant Director Bukovac.

APPROVAL OF MINUTES

It was moved by Vlcek and seconded by DiCola **THAT THE MINUTES OF THE REGULAR MEETING OF JUNE 13, 2001 BE APPROVED.** Ayes: DiCola, Vlcek, Daniels. Nays: None. Abstain: Humphreys. Motion carried.

WARRANTS

Bowen reported that on the warrant list of June 13, 2001 a check for \$30,000.00 had been approved to purchase OCLC cataloging services but that the check had been cut to the wrong vendor name. The check was cut to Illinois OCLC Users Group and should have been cut to the Secretary of State of Illinois. That check has been voided and the invoice has been added to the June 27, 2001 warrant list. Bowen ran an operating statement June 26 to verify that the previous check had been voided.

It was moved by Sapyta and seconded by DiCola **TO APPROVE INVOICES OF JUNE 27, 2001 TOTALING \$91,876.15 .** Ayes: DiCola, Sapyta, Vlcek, Daniels. Nays: None. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

OLD BUSINESS

The trustees continued their discussion of the mural proposed to accompany the Grove Premium train. The artist, John McDavitt, gave the trustees a quote of \$8,500.00 for a mural sized at 55' by 6'. An additional three tunnels would cost \$1,500.00. The trustees looked at the area where the mural would be placed and discussed the size. The trustees agreed that a six-foot high mural would be too large and would overwhelm the train. They think the mural should range around 4' in height. The trustees also discussed various ideas for funding the mural and ways to give recognition for donations such as painting names on the mural itself or placing names on train cars. There was discussion about approaching businesses for donations. DiCola and Bukovac will contact Linda Kunze to discuss what might be appropriate. Bukovac pointed out that most corporations will not give money unless the receiving entity is classified as 501(C)3. The trustees directed Bowen to find out what would be involved in filing for this status and how long it would take to receive approval.

NEW BUSINESS

The board reviewed the application for the Illinois Public Library Per Capita Grant. Last year's grant totaled \$57,837.00 and was spent on library materials. It was moved by Vlcek and seconded by Sapyta **TO APPROVE THE APPLICATION FOR THE ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT**. Ayes: DiCola, Sapyta, Vlcek, Daniels. Nays: None. Motion carried.

The library will begin circulating eBook Readers to the public on July 2. There will be four readers for adults with popular fiction and non-fiction titles and two readers for children. Bukovac and Bowen showed the trustees how to use the readers.

At the last board meeting, Bowen had given the trustees the results of a survey of the use of the exterior materials drops. The most heavily used drop is the Curtiss Street entrance. The trustees thought the information was interesting and asked that the staff conduct another survey to see if the findings hold true.

REPORT OF THE ADMINISTRATION

Bowen gave the trustees a copy of the monthly statistics for May 2001. Bowen noted that circulation statistics went down during and after the construction project. The street construction may have contributed. However, the May statistics show that circulation is up by 8%.

Planning for a retreat for local board members is proceeding. Bowen asked the trustees to check their availability for dates in September and October. A preliminary planning meeting will be held July 12. One staff member and one board member will attend that meeting.

The library had a demonstration of a wireless computer connection and it worked well. The library will use this method for the installation of the express Internet machine. The cost will be about \$1,500.00 for the transmitter and receiver. The transmitter can handle a number of PC's so additional wireless computers could be added in the future.

The Zhou Brothers were featured on *Artbeat Chicago* because they had created a sculpture for Suite Home Chicago.

It was quiet at the library during Heritage Fest. Bowen reported that for the first three Fridays in June the circulation averaged 2,805 items from 9:00 a.m. to 9:00 p.m.. On Heritage Fest Friday the circulation was 622 items from 9:00 a.m. to 7:00 p.m.. The first three Saturdays in June the circulation averaged 2,222 from 9:00 a.m. to 5:00 p.m.. On Heritage Fest Saturday the circulation was 302 items from 9:00 a.m. to 1:00 p.m.. The library was closed on Heritage Fest Sunday. The library was surprised to find out that Lot D would be closed beginning Thursday evening. This affected a number of staff members who have parking stickers for Lot D. Fortunately, Immanuel Lutheran Church allowed library staff to park in their parking lot.

Bowen gave a brief report on some of the meetings he attended at the American Library Association Conference including an update on the Children's Internet Protection Act.

Bowen reported that Upshaw called to say that he would be missing the next few meetings due to business commitments.

Bukovac showed the trustees the new design for the library web site page for children. The trustees liked the design.

TRUSTEES REQUEST FOR INFORMATION

Sapyta asked that the library create information plaques for each artist represented in the library's art collection. Bukovac said that was something that could be done.

DiCola inquired as to how work should proceed on development of the historical photo display. Bukovac noted that DiCola and Daniels had offered to work on the display. It was suggested that they meet with Bukovac prior to the next board meeting to review the historical photos currently owned by the library.

Vlcek requested that new shelf labels be made for the mystery shelving in the new book section. The current labels are hard to read.

COMMUNICATIONS

None.

ANNOUNCEMENTS

DiCola and Vlcek commented that they thought the recent issue of *Discoveries* looked very nice.

OPPORTUNITY FOR PUBLIC COMMENT

None.

The board adjourned at 9:50 p.m.

July 6, 2001

To: Library Trustees

From: Christopher

Re: Regular Meeting of July 11, 2001

Fund-raising for the model train mural

Jamie and Kathy will report on their meeting with Linda Kunze to discuss the possible interest of local merchants in sponsoring the mural.

Discussion on establishing a library foundation

In our discussion at the last meeting it appeared that it is time to seriously consider establishing a 501C3 foundation for the library.

The approximate cost of incorporating a foundation is about \$600 in state and federal fees and approximately \$3,000 in legal fees. (The legal fees increase if a board desires to amend the standard format for the Articles of Incorporation and By-Laws.

In order to begin the process we would need to adopt a Resolution of Intent to establish the foundation and then, provide our attorney with the following information:

1. The name of the foundation as we want it to be incorporated.
2. The name and address of the registered agent (our attorney, for example)
3. The names and address of at least three initial directors. (Our attorney noted that, if directors are other than individuals who also serve as library trustees, there is the possibility of a conflict between the goals of the foundation and the goals of the library.)
4. A statement of purpose. (This can be a short, general statement, that the attorney will incorporate into a legally proper statement.)
5. Any particular qualifications for prospective directors, length of director's terms, or any special provisions that should be included in the By-Laws of the foundation.

Before this meeting I will verify our attorney's experience of the time that it generally takes the IRS to rule on a library foundation's petition for approval.