

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
April 25, 2001
MINUTES**

ROLL CALL

President Daniels called the meeting to order in the Meeting Room at 7:42 p.m. Trustees present: DiCola, Humphreys, Sapyta, Vlcek, Daniels. Trustees absent: Upshaw. Also present: Director Bowen, Assistant Director Bukovac.

APPROVAL OF MINUTES

It was moved by Humphreys and seconded by DiCola **THAT THE MINUTES OF THE REGULAR MEETING OF APRIL 11, 2001 BE APPROVED.** Ayes: DiCola, Humphreys, Vlcek, Daniels. Nays: None. Abstain: Sapyta. Motion carried.

WARRANTS

It was moved by Sapyta and seconded by Vlcek **TO APPROVE INVOICES FOR APRIL 25, 2001 TOTALING \$72,787.47.** Ayes: DiCola, Humphreys, Sapyta, Vlcek, Daniels. Nays: None. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

OLD BUSINESS

Bowen reviewed the wording that had been selected for the Garden Walk brick in honor of former librarian and director Frieda Humphris.

NEW BUSINESS

Bowen reported that the current non-resident fee for a library card is \$173.00. Based on the state formula that divides the tax levy by the average size of a local household, the minimum non-resident fee that the library should charge is \$185.10. This is based on the 1990 census. Since the 2000 census has not been certified by the state, the library cannot use the 2000 census information in the formula. Bowen noted that the library offers less expensive fee-based cards for students, seniors and for use by children during the summer. It was moved by Humphreys and seconded by DiCola **TO SET THE FEE FOR A NON-RESIDENT LIBRARY CARD AT \$186.00.** Ayes: DiCola, Humphreys, Sapyta, Vlcek, Daniels. Nays: None. Motion carried.

One of the requirements of the State Per Capita Grant is that the library board review two sections of *Serving Our Public: Standards for Illinois public Libraries*. The trustees reviewed the sections on programming and access.

Bowen brought a request from staff to set-up an e-mail only Internet workstation near the Magazine Desk to provide patrons quick access to their e-mail. Often patrons come in wanting to do this but all the Internet stations are busy. This would be considered an "express" station with a ten-minute time limit on use. Staff would continue to monitor usage by minors who would be required to have their parent's permission to access the Internet. Sapyta wondered if it was appropriate for the library to provide equipment just so patrons can access their e-mail. She said that equipment should be used to provide information. Humphreys asked if the station could be an "Internet express" station and not specify usage. The trustees liked that idea and suggested that a privacy screen be placed on the computer. It was moved by Humphreys and seconded by DiCola **TO PROVIDE AN EXPRESS INTERNET COMPUTER FOR PUBLIC USE FOR A TRIAL PERIOD OF THREE MONTHS.** Ayes: DiCola, Humphreys, Sapyta, Vlcek, Daniels. Nays: None. Motion carried.

REPORT OF THE ADMINISTRATION

The regulations of CIPA, the Children's Internet Protection Act, were released two weeks ago. The act does apply to the current year's e-rate grants, even though the applications were due before the act went into effect. The regulations do say that the filtering mandate only applies to money granted for Internet access, so even if the act survives the legal challenges the library could apply for a rebate for the regular telecommunications expenditures which Bowen will likely apply for next year.

When Bowen had discussed the workshop on the Freedom of Information Act, Sapyta had asked for information that describes what documents an agency is required to provide under the act. Bowen cannot find any source that lists this information, but he will continue looking for the information.

Bowen and the Children's Services Coordinator and the Children's Services Reference Librarian have been interviewing candidates to replace Children's Services Programming Librarian Lori Craft. They will be selecting several candidates to bring back for second interviews before making a decision.

The trustees received statistical information about the use of the Community Information Kiosk for the period of January through March. There were over 35,000 inquiries made on the library's kiosk. The kiosk in the Downers Grove library is the most heavily used of the kiosks located in libraries.

Bowen gave the trustees statistical information regarding how many patrons placed their own reserves during the month of March. This is a new service and over 600 Downers Grove patrons placed their own reserves, with over 300 of those reserves being placed through the Internet. Among the libraries in the computer network, Downers Grove had the greatest number of patrons placing their own reserves.

Bukovac reported on the Technology Trainer hired last fall. Annie Jagielski has been conducting classes for patrons on how to use the Internet and will soon begin patron WebPac classes. Staff have also filled out technology assessment forms, and Jagielski will use these to determine technology-training needs for staff.

Bukovac reminded the trustees that the library should provide a plaque for the Grove Premium train donated by Dean Gregory. The trustees suggest that a history of the train be written along with the donation information. Humphreys noted that a plaque is needed for the artwork in the Curtiss Street atrium. Bukovac said that a display cased will be installed which will have information about the artwork and the artist.

TRUSTEES REQUEST FOR INFORMATION

Vlcek inquired if any work had been done regarding setting up a coffee service in the lobby. Bowen said no, but that he does information on an appropriate RFP.

Vlcek asked if it had been determined that an eye wash station was needed for the bloodborne pathogen procedures. Bukovac said that an eye wash station was not needed in the library. Vlcek also asked if the library had investigated what certification is required to operate a defibrillator. Bukovac said that nothing has been done at this time.

Sapyta inquire as to when the paintings by the Zhou Brothers would be installed. Bukovac said they would be installed in about two weeks.

COMMUNICATIONS

None.

ANNOUNCEMENTS

None.

OPPORTUNITY FOR PUBLIC COMMENT

None.

It was moved by Humphreys and seconded by Vlcek **TO MOVE INTO EXECUTIVE SESSION FOR THE PURPOSE OF THE ANNUAL PERFORMANCE REVIEW OF THE LIBRARY DIRECTOR**. Ayes: DiCola, Humphreys, Sapyta, Vlcek, Daniels. Nays: None. Motion carried.

The board moved into executive session at 8:49 p.m..

The board moved out of executive session at 9:50 p.m..

It was moved by Sapyta and seconded by Vlcek **TO GRANT THE LIBRARY DIRECTOR A 4% SALARY INCREASE TO THE AMOUNT OF \$85,800.00**. Ayes: DiCola, Humphreys, Sapyta, Vlcek, Daniels. Nays: None. Motion carried.

The board adjourned at 9:55 p.m.

**EXECUTIVE SESSION OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
April 25, 2001
MINUTES**

President Daniels called the meeting to order in the Meeting Room at 8:50 p.m. Trustees present: DiCola, Humphreys, Sapyta, Vlcek, Daniels. Trustees absent: Upshaw.

The trustees discussed the performance review of the Library Director.

It was moved by Sapyta and seconded by DiCola **TO MOVE INTO REGULAR SESSION**. Ayes: DiCola, Humphreys, Sapyta, Vlcek, Daniels. Nays: None. Motion carried.