

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
DOWNERS GROVE PUBLIC LIBRARY  
February 28, 2001  
MINUTES**

**ROLL CALL**

President Daniels called the meeting to order in the Meeting Room at 7:40 p.m. Trustees present: DiCola, Humphreys, Sapyta, Vlcek, Daniels. Trustees absent: Upshaw (arrived at 7:47). Also present: Director Bowen, Assistant Director Bukovac.

**APPROVAL OF MINUTES**

It was moved by Sapyta and seconded by DiCola **THAT THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 14, 2001 BE APPROVED.** Ayes: DiCola, Sapyta, Vlcek, Daniels. Nays: None. Abstention: Humphreys. Motion carried.

**WARRANTS**

It was moved by Humphreys and seconded by Sapyta **TO APPROVE INVOICES FOR FEBRUARY 28, 2001 TOTALING \$38,402.84.** Ayes: DiCola, Humphreys, Sapyta, Upshaw, Vlcek, Daniels. Nays: None. Motion carried.

**OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS**

None.

**OLD BUSINESS**

Bukovac presented information to the trustees regarding costs for purchasing artwork by the Zhou Brothers, which would be placed in the stairwell. The trustees looked at pictures of some of their artwork. The trustees would like the art consultant to bring actual pieces so the trustees can see them in person and see how the artwork looks in the stairway. Vlcek said she would also like the art consultant to bring other artwork suggestions for the stairwell.

Sapyta brought a painting to the trustees for consideration. The painting is by Norman Rockwell and the subject matter is the Boys Scouts. The painting had been hanging in a Boys Scouts headquarters. Someone who worked at the headquarters donated it to Boys Scout Den 7 who inquired if the library would like to have the piece. It is not clear if the artwork is an original or a print. The trustees asked that the art consultant look at the piece and give her opinion.

**NEW BUSINESS**

Bowen reported on a workshop he attended on the Open Meetings Act and Freedom of Information Act given by the DuPage State's Attorney's Office. He gave copies of the handout to the trustees. Bowen said there were no surprises in the information given. In regards to e-mail, that is treated the same as telephone communication. E-mail discussion between trustees with the purpose of coming to a conclusion or making a decision would probably violate the law.

Bowen did discover that preliminary drafts or memoranda in which an opinion is expressed are not public documents unless the record is publicly cited and identified by the head of the public body. Bowen also discussed the various consequences if someone sues a governmental body over an open meeting act violation and wins. He also reviewed proposed amendments to the FOIA which authorize the Attorney General to investigate complaints about violations of FOIA. Sapyta said that she would like information on what types of documents and communications fall under FOIA.

The library has occasionally been asked to proctor tests. There has been an increase in the number since the new building opened and an additional increase in the last month. The proctored tests come from universities, correspondence courses and licensing agencies. The staff doesn't monitor the student taking the test, but does work with the student to make arrangements, to get the test, and to return the test results which the testing agencies agree to. Proctoring has created some problems for the library in that the tests don't always arrive when they should. There are also questions related to the fact that the library mails the test results back and problems can arise if the test results do not arrive at the school when they should. The trustees pointed out that the library is really supporting school services by providing staff time and space for the students to take their tests. Also, what happens when there are problems, what is the library's liability? Trustees also noted that the library staff are not actually proctoring the test because no monitoring is being done by staff. The trustees decided that the library should stop proctoring the tests. The library can provide space for an individual to take a test, however the individual would have to find someone else to proctor the test. Often the agencies sending the test can provide names of proctors.

Bowen requested that the trustees consider a draft of new guidelines for the purchase of videos. Historically the library has limited purchasing of videos to informational, cultural, recreational and literature-based videos. This has been for financial reasons in not having the finances to support a collection that included motion picture videos. Also, philosophically the library did not want to compete with local stores. There has been interest from patrons, however, in expanding the video collection and Bowen has been able to budget money in a special collection development line. Bowen proposed that the guidelines be broadened to include classic television productions that are generally not available in video stores and to allow the children's department to purchase motion picture productions intended for children. Bowen also said that the library would like to start purchasing DVD recordings and perhaps down the road the library would be able to offer motion pictures in the DVD format. It was noted that the library would not be able to provide multiple copies of titles such as BlockBuster does because of costs. Also, the library would wait to purchase titles until they went down in price. The budget will play a role in what can be purchased. The trustees agreed that there was no need to try to be a BlockBuster and the library should be sure to continue to provide the type of video collection it currently provides. It was moved by DiCola and seconded by Upshaw **TO APPROVE THE REVISED VIDEO COLLECTION GUIDELINES AS AMENDED**. Ayes: DiCola, Humphreys, Sapyta, Upshaw, Vlcek, Daniels. Nays: None. Motion carried.

### REPORT OF THE ADMINISTRATION

Bowen reported that the Village is considering offering a 5 + 5 IMRF early retirement opportunity. Seven library employees would be eligible and Bowen will be surveying them to determine their interest in participating in the program.

The arbitrage study has been done on the construction bond interest money. No interest money needs to be paid back. The Village is still waiting for a response from the bond attorney to their question about how the interest money may be used.

Bowen reported that Children's Services Librarian Lori Craft will be resigning to take another position as Children's Department Head at the Itasca Public Library.

Bukovac noted that the new *Discoveries* had been mailed to Downers Grove households. Within just a few days, the library has heard from a number of people who received it. DiCola said that she liked the new look and that it is very readable. Vlcek commented that she liked it very much. Humphreys said that three people commented to him how nice the issue is. Humphreys and DiCola said that they had told people that *Discoveries* will now be sent to households on a bi-monthly basis and the people responded favorably to that.

Bukovac also reported that the library is no longer requiring adults to register to use the Internet. This change had been discussed at a previous board meeting. Registration and parental approval will still be required for patrons under the age of eighteen.

#### **TRUSTEES REQUEST FOR INFORMATION**

Humphreys asked if the library will be e-mailing reserve notices to patrons. Bukovac responded that the SWAN system is looking into providing automatic e-mail notices.

#### **COMMUNICATIONS**

None.

#### **ANNOUNCEMENTS**

Humphreys noted that the February 23 edition of the *Reader* has a brief article citing the library as being one of the top ten libraries in the country according to the Hennen American Public Library Rating Index.

DiCola noted that she liked the changes made in the plants.

Humphreys said that he is receiving the library's e-mail newsletter, *e-ssentials*, and finds it useful.

#### **OPPORTUNITY FOR PUBLIC COMMENT**

None.

The board adjourned at 9:35 p.m.