

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

**ROLL CALL**

President Daniels called the meeting to order in the Meeting Room at 7:50 p.m. Trustees present: DiCola, Humphreys, Sapyta, Daniels. Trustees absent: Upshaw, Vlcek. Also present: Director Bowen, Assistant Director Bukovac.

**APPROVAL OF MINUTES**

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

**WARRANTS**

Bowen reported that in the March 14 warrant list a request for a check totaling \$200.00 for Anderson's Book Shop had been included by mistake. Bowen asked the trustees to approve a correction to the March 14 warrant list. It was moved by Humphreys and seconded by DiCola **TO APPROVE THE CORRECTED WARRANT LIST FOR MARCH 14 IN THE AMOUNT OF \$28,219.86.** Ayes: DiCola, Humphreys, Sapyta, Daniels. Nays: None. Motion carried.

It was moved by Sapyta and seconded by DiCola **TO APPROVE INVOICES FOR MARCH 28, 2001 TOTALING \$50,151.39.** Ayes: DiCola, Humphreys, Sapyta, Daniels. Nays: None. Motion carried.

**OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS**

None.

**OLD BUSINESS**

None.

**NEW BUSINESS**

Bukovac reported that three quotes had been received for doing landscape plantings. Summerfields quoted \$6,219.98, Coventry Gardeners quoted \$8,177.00, and Jane Dilworth and Associates quoted \$11,116.00. Bukovac reported that the references for Summerfields were very good and recommended that the library hire Summerfields to do the job. It was moved by DiCola and seconded by Humphreys **TO ACCEPT THE QUOTE FROM SUMMERFIELDS FOR THE LANDSCAPE PLANTINGS.** Ayes: DiCola, Humphreys, Sapyta, Daniels. Nays: None. Motion carried. Bukovac stated that she will meet with Summerfields to review the plan.

Bowen reported that the library had received the employee credit cards he had applied for. He presented the trustees with guidelines for employee use of the credit cards. The guidelines address authorization for use of the cards, when the cards may be used, what types of items may be purchased with the cards and record keeping procedures. The board reviewed the guidelines and said that they were acceptable.

### REPORT OF THE ADMINISTRATION

Bowen had forwarded information to the trustees regarding the Children's Internet Protection Act (CIPA). Part of the legislation requires that libraries and schools that receive federal funds that are used to provide access to the Internet must place filters on all computers. The library does not receive federal money for access to the Internet so at this point it appears the library will not be affected. Several lawsuits have been filed to challenge CIPA.

Daniels stated that a patron asked him if the library had filters on the Internet computers. Daniels explained that the library did not have filters but does require parental permission for children to use the Internet.

Bowen reported that the library had hosted the monthly Suburban Library System Zone 1 Administrators meeting. The purpose of the meeting was to discuss a proposed plan for SLS Reference Service which had been formulated by a task force composed of librarians from the SLS member libraries. Generally the library is pleased with the plan. The plan will be sent to the SLS Board for approval.

Bowen sent a letter to the Village Manager requesting that northbound traffic be allowed in the alley.

Bowen and Bukovac attended the memorial service for former Library Director Frieda Humphris which was held in the library's meeting room. Forty people attended the service and shared their remembrances of Humphris.

Bowen told the trustees that a patron had written him requesting that the library provide paper hand towels in the restrooms rather than hand dryers. The patron claims studies show that hand dryers spread germs. Bowen researched this claim and discovered that a report funded by the paper wipes industry stated this, but other research has shown that, in fact, hand dryers are the most effective means of hand drying and the least likely to have germs. It is recommended that hand dryers be used in medical facilities.

Bukovac reported that the library had received a grant from the State Library in the amount of \$1,785.00 for the purchase of assistive computer software that could be used by people with low vision to access information on computers.

Bukovac noted that the wall behind the Circulation Desk had been painted and the wood bookshelves installed. The staff are quite happy with the new look and the trustees agreed that the area looks very nice.

The shelf and track for the Grove Premium train has been installed and the train itself should be installed next week. Dean Gregory was interviewed for an article that will appear in *Discoveries*.

Bukovac reported that the Downers Grove Woman's Club donated \$100.00 toward the children's Summer Reading Club.

Bukovac noted that the monthly report from the Graphics Coordinator includes statistics on the number of visits to the library's web site. Work continues on the redesign of the web site.

Bukovac inquired if the library should purchase a Garden Walk brick in honor of Frieda Humphris. The trustees inquired if a brick was already in place. Bukovac said that she wasn't sure but would check on it.

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

None.

#### **COMMUNICATIONS**

Sapyta had attended a function at Peace Memorial and said that a number of residents there did not seem to know about library services. Sapyta suggested that staff visit senior homes and provide information about services including the homebound service. Bukovac said that library promotional materials are sent to senior homes, but that personal visits would be a good idea also.

#### **ANNOUNCEMENTS**

None.

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

None.

The board adjourned at 8:44 p.m.