

REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
August 22, 2001
MINUTES

ROLL CALL

Secretary DiCola called the meeting to order in the Meeting Room at 7:32 p.m. Trustees present: DiCola, Sapyta, Upshaw, Vlcek. Trustees absent: Daniels, Humphreys. Also present Director Bowen, Assistant Director Bukovac.

Visitors present: Terry Passaro and Anne Johnson of North Suburban Library Foundation, Mary O'Connor of the Downers Grove Reporter, artist John MacDavitt.

APPROVAL OF MINUTES

It was moved by Sapyta and seconded by Vlcek **THAT THE MINUTES OF THE REGULAR MEETING OF JUNE 25, 2001 BE APPROVED.** Ayes: Sapyta, Upshaw, Vlcek, DiCola. Nays: None. Motion carried.

WARRANTS

It was moved by Upshaw and seconded by Sapyta **TO APPROVE INVOICES OF August 22, 2001 TOTALING \$49,263.96 AND TO ACKNOWLEDGE PAYROLLS FOR JULY 2001 TOTTALLING \$122,925.16 .** Ayes: Sapyta, Upshaw, Vlcek, DiCola. Nays: None. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

OLD BUSINESS

Terry Passaro, Board Chair, and Anne Johnson, Executive Director, of the North Suburban Library Foundation gave a presentation to the trustees about the Foundation. Passaro gave a history of NSLF and discussed the make-up of their Board. Board members are chosen to provide balance with their experience. They look to the business world for their connections.

Johnson fundraises for NSLF's own unrestricted funds, distributes some portion of the NSLF's own funds to libraries through grants, and operates a community foundation for libraries. NSLF currently has fifteen fund members. Johnson provides expertise in professional fundraising. NSFL encourages libraries to develop fully integrated fund development campaigns and to not use NSFL just as a pass-through for fundraising. NSLF is different from other community foundations in that they do not require the funds to be endowed. Libraries can choose the funds to be endowed or unrestricted.

Sapyta inquired about the accounting controls. Johnson said that there are internal controls. NSLF is an independent non-profit corporation and has complete fiduciary responsibility. A fundraising database is used to keep track of donations and distributions and it establishes an audit trail. The library would approve a fund advisory committee who would work with Johnson.

Johnson would send copies of deposits to the committee. A fund distribution form is used and two members of the library's fund advisory committee would sign the form. The distribution is then authorized by the NSLF Board based upon the mission of the library fund. Statements are sent out quarterly and include earnings. The 990 form is open for examination at any time. Donors receive a tax donation form from NSLF. NSLF manages the donor database and does all the required governmental reporting. Johnson also assists libraries in their fund development campaigns.

NSLF charges an administrative fee of 1.5% for a balance under \$100,000.00 or a fee of 1% for a balance over \$100,000.00. This is calculated monthly and charged annually.

Each library can state the investment objective for their fund. Funds are managed by Financial Strategy Network, LLC. They follow a conservative investment strategy.

NSLF can accommodate gifts such as stock bequests, houses, etc. Donors write checks to the library fund. Libraries can request distributions four times a year. Libraries can create subfunds.

NSLF is changing its name to The Library Community Foundation. Johnson said if the library would like to join, the trustees should read over the fund agreement, decide on a fund name and purpose of the fund, and appoint 3 – 5 people for the advisory committee. This group of people should be interested in and willing to fundraise.

Johnson has been in fundraising development for ten years. She also had a special events company.

DiCola thanked Passaro and Johnson for their informative presentation.

NEW BUSINESS

MacDavitt showed the new concept drawing and a color sample to the trustees. The trustees were pleased and discussed which Downers Grove landmarks they would like to see in the mural. Bukovac reported that presentation to the marketing committee of the Central Business District Association went well. A letter soliciting donations for the mural were sent to businesses in the Central Business District. Several businesses had already made a donation commitment to the mural for a total of \$3,750.00.

Bowen asked the trustees to approve purchase of a software upgrade for the computer that controls the building's HVAC system at a cost of \$3,870.00. The new version would allow for easier diagnosis of problems in the HVAC system. Bowen also had a proposal for annual maintenance on the control system at a cost of \$1,748 per year for a three-year contract. The building control system is a proprietary system of Trane Company so there is no option for other bids. It was moved by Sapyta and seconded by Vlcek **TO APPROVE PURCHASE OF THE SOFTWARE UPGRADE FOR THE BUILDING HVAC CONTROL SYSTEM AND TO APPROVE PURCHASE OF A THREE YEAR MAINTENANCE CONTRACT AS PRESENTED.** Ayes: Sapyta, Upshaw, Vlcek, DiCola. Nays: None. Motion carried.

The trustees reviewed proposed changes to the Collection Development Policy. The changes were minor word changes except for the addition of a policy statement related to selection of Internet links to be placed on the library's web site. The trustees had no other changes. The policy will be made available for public review and then brought to the trustees for approval at the next meeting.

REPORT OF THE ADMINISTRATION

Bowen announced that Humphreys had been re-appointed to the Library Board. His term will be up in 2007.

September 29 is date of the retreat for Village board members.

Bowen attended and spoke at the Noon Lions new teacher luncheon.

The attorney for the estate of Lillian Culbertson contacted Bowen to say that the money from Culbertson's estate is ready to be distributed. The library's share will be around \$150,000.00 to be used for books. The money could be set up as a sub-fund of a library foundation.

Bowen said that the DuPage Community Foundation will make a presentation at the next meeting.

Bowen attended a meeting about the Gates Initiative. The Gates Foundation has 23.5 billion dollars that is being used to partner with public libraries to bring access to computers, the Internet and digital information for patrons in low-income communities in the U.S. and Canada. Downers Grove does not meet the income level required to receive free computers and software. However there is an opportunity to purchase computers and software at a discount.

The Circulation Department Monthly Report now shows the number of patrons placing their own reserves. In July 944 reserves were placed directly by Downers Grove cardholders. Of that total 577 were placed over the Internet.

The July statistics show that the gate count, circulation and reference questions are all up 7 - 8%.

Governor Ryan signed into law a bill that states that a person residing in an area not served by a library must apply for a non-resident card at the library closest to the principal residence. This means that patrons can't shop for the cheapest non-member library card. There are no regulations governing this yet.

Artist Pamela Hart will be doing a demonstration at the Downers Grove Artist Guild meeting September 10. Hart was a popular artist featured in the library gallery and the trustees purchased one of her paintings to hang in the lobby.

Bukovac reported that she, DiCola and Daniels visited the Downers Grove Historical Museum and met with Harmon. He was very helpful in offering display ideas and providing photos to consider for the display. John Mochel also has photos that the library may want to consider for the display.

TRUSTEES REQUEST FOR INFORMATION

None.

COMMUNICATIONS

Bowen reported that the Downtown Grand Re-Opening will be held September 7.

ANNOUNCEMENTS

DiCola said that the Village Council is working on an ordinance regarding newspaper boxes. Since there are a number of newspaper boxes by the library, DiCola would like the library to contact Councilman Tully regarding the library's interest in this matter.

Vlcek complimented the staff of the Children's Department for the wonderful Summer Reading Club decorations.

Vlcek brought newspaper articles related to e-books and to the fact that the Schaumburg Public Library allowed a white supremacist to use their meeting room after a lawsuit was filed because they had originally refused usage.

OPPORTUNITY FOR PUBLIC COMMENT

None.

The board adjourned at 9:40 p.m.