

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

ROLL CALL

President Daniels called the meeting to order in the Meeting Room at 7:35 p.m. Trustees present: DiCola, Humphreys, Sapyta, Upshaw, Daniels. Trustees absent: Vleck. Also present Director Bowen, Assistant Director Bukovac.

Visitors present: Assistant Village Manager Mike Baker, Mary O'Connor of the Downers Grove Reporter.

APPROVAL OF MINUTES

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

WARRANTS

It was moved by Sapyta and seconded by DiCola **TO APPROVE INVOICES OF NOVEMBER 28, 2001 TOTALING \$42,008.31.** Ayes: DiCola, Humphreys, Sapyta, Upshaw, Daniels. Nays: None. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

NEW BUSINESS

Baker gave information to the library trustees about Character Counts. He discussed its development in Downers Grove and the six fundamental principles. The goal is that residents will use and apply the language to their own lives. The Character Counts Coalition is trying to gain support from organizations in the village.

Upshaw asked how the Coalition will evaluate the success of the program. Baker replied that they are currently wrestling with that question. There is a committee on measurement and outcomes discussing how to measure within the schools and within the community as a whole. Right now the Coalition is trying to get people familiar with Character Counts. The village survey will have a question regarding residents' familiarity with the program this year and in future years to measure how this has grown. The project is volunteer driven right now.

Bowen noted that the library has purchased Character Counts materials and has had a display on the materials.

Humphreys asked once residents are familiar with the program, what will be done to make things happen. Baker replied that at this point the focus is really on awareness.

Sapyta inquired as to what the schools are doing. Baker said that the schools already have a number of character classes in place and Character Counts would complement these classes.

Daniels inquired as to what other towns have done. Baker replied that some towns have been doing this for several years and it is visible in their communities. Daniels also inquired as to what the library can do. Baker said the library can participate in helping build awareness and come to Coalition meetings to look for opportunities to be involved. The Coalition has helped open lines of communication between organizations. The trustees said they are glad to see the commitment to the community. A discussion regarding the Character Counts Resolution will be placed on the agenda for the next board meeting.

OLD BUSINESS

Bowen continued reviewing details of the proposed 2002/2003 budget. The budget has been on display in the Reference Department for perusal by the public. The trustees will vote on the budget at the next board meeting.

Bowen reported that the library received a letter from Secretary of State Jesse White stating that the library will receive a per-capita grant of \$57,083.09 which is being funded at \$1.17 per resident.

Bukovac reported that upon review of the costs related to creating a promotional CD-ROM for the library that it would be too expensive to do the project. After reviewing the costs, the trustees agreed that the library should not pursue the promotional CD-ROM project. Bukovac also reported that the cost of a promotional cable television ad is in line with the projected budget and recommended that the library proceed with developing and placing an ad on cable television. It was moved by Humphreys and seconded by DiCola **TO APPROVE THE MAKING OF A 20-SECOND COMMERCIAL**. Ayes: DiCola, Humphreys, Sapyta, Upshaw, Daniels. Nays: None. Motion carried.

REPORT OF THE ADMINISTRATION

Bowen and Bukovac are interviewing applicants for the Publicity and Programming Coordinator position. Eighty resumes were received for the position. Hopefully the new person will start mid-January.

Nicor identified a gas leak at the gas meter. The library has been experiencing gas smells and are hoping that fixing the gas leak will take care of the problem.

The Library Community Foundation was pleased that the library signed the agreement. The agreement will now go to the Library Community Foundation Board for approval. The Foundation has contacted Daniels about serving on the Foundation Board.

Bowen said that the trustees have traditionally cancelled the second December board meeting. The trustees agreed that the December 26 meeting would be cancelled.

Bukovac reported that another business has signed up to be part of the train mural. Scot Incorporated will donate money for a sign on the mural. The train mural should be finished in mid-December.

Bukovac reported that the staff holiday luncheon will be held December 11. The trustees donated money towards treats for the staff.

Bowen asked the trustees if they would like to have a Library Foundation Board meeting after the trustee meeting on December 12. The trustees agreed. They will discuss the bylaws and organizational matters.

TRUSTEES REQUEST FOR INFORMATION

None.

COMMUNICATIONS

None.

ANNOUNCEMENTS

Humphreys announced that he will miss the January 9 board meeting.

Humphreys noted that usage statistics are up.

OPPORTUNITY FOR PUBLIC COMMENT

None.

The board adjourned at 8:49 p.m.