

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
DOWNERS GROVE PUBLIC LIBRARY  
May 8, 2002  
MINUTES**

**ROLL CALL**

President Daniels called the meeting to order in the Library Meeting Room at 7:35 p.m. Trustees present: DiCola, Humphreys, Sapyta, Upshaw, Vlcek, Daniels. Trustees absent: none. Also present Library Director Bowen

**APPROVAL OF MINUTES**

One correction was made to the draft of the minutes of the April 24 meeting. It was moved by Humphreys and seconded by Upshaw **THAT THE MINUTES OF THE REGULAR MEETING OF April 24, 2002 BE APPROVED AS CORRECTED.** Ayes: DiCola, Humphreys, Upshaw, Vlcek. Abstain: Daniels, Sapyta. Nays: none. Motion carried.

**WARRANTS**

The warrants were reviewed by the Trustees. It was moved by Upshaw and seconded by Sapyta **TO APPROVE PAYMENT OF OPERATING INVOICES FOR MAY 8, 2002 TOTALING \$15,685.73 AND ACKNOWLEDGE PAYROLLS FOR APRIL 2002 TOTALING \$127,280.69.** Ayes: DiCola, Humphreys, Sapyta, Upshaw, Vlcek, Daniels. Nays: none. Motion carried.

**OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS**

None.

**OLD BUSINESS**

None.

**NEW BUSINESS**

In their packets the Trustees had received copies of the regulations for the new State Public Library Non-Residents Services program that goes into effect on July 1, 2002. The new program provides individuals who are not residents of a public library's service district with the opportunity to purchase library service at the closest participating public library.

Under the new program non-resident library cards will provide the purchaser with the same privileges provided to the issuing library's residents, including reciprocal borrowing privileges at other participating libraries throughout the Illinois. The new program eliminates the "local use only" card and "library system" card (with reciprocal borrowing privileges) that public libraries currently issue. The new program requires libraries to charge a fee that is no less than the average paid by a resident household. The program uses the same formula to calculate the minimum fee as is currently used for the "local use only" card. The fee for the old "system" card was the highest amount charged by any local library in the regional library system. The intent of the "system" card was to avoid a situation in which non-residents looked for the library with the least expensive card and then used it at other libraries. The new program limits a non-resident to the "closest public library." The new regulations include methods for determining the closest library. There are several questions that are not clear in the current version of the regulations for the program. Staff of the Illinois State Library will issue interpretations of the new law after the July 1 date that it goes into effect. Local library Boards are required to decide whether or not the library will participate and, if so, what the fee will be by July 1, 2002. Trustees agreed that Downers Grove Public Library should participate in the non-resident program. However they had some concerns about having to make a decision before some of the questions are answered. They also discussed whether the fee should be higher than \$186, the average amount paid in property taxes by a Downers Grove household. The average paid for library service in most neighboring communities is well over \$200 per household. The library currently has revenue of around \$26,000 per year from purchases of non-resident cards. Bowen urged the Board not to raise the price too high, because non-residents may choose not to purchase library service at all. The Trustees tabled the discussion to a future meeting, in the hopes that more information might be released about the new program before the deadline.

Trustees reviewed a draft of a new policy statement on Library Programs. The policy has not been revised for many years. The proposed new policy statement does not make any significant changes to the library's approach to programming; it just states the policy in a more concise form, in line with other more current policy statements. Trustees made several changes in the policy. It was moved by DiCola and seconded by Upshaw **THAT THE REVISED POLICY ON LIBRARY PROGRAMMING BE APPROVED AS AMENDED**. Ayes: DiCola, Humphreys, Sapyta, Upshaw, Vlcek, Daniels. Nays: none. Motion carried.

#### **REPORT OF THE ADMINISTRATION**

Bowen reported that on Thursday a successful transition had been accomplished from a dedicated telephone line to a secure Internet connection to SWAN (the System-Wide Automated Network) at Suburban Library System headquarters in Burr Ridge. All of the library's Internet communications are through the Illinois Century Network T-1 line. The dedicated T-1 that had been used to access the SWAN automated catalog and circulation system database can now be discontinued. The several libraries that had made the change

earlier this year had experienced problems and significant downtime, but Downers Grove's change went very smoothly. And everything continued to function properly when the system was brought up the following day.

With the end of the fiscal year, staff have been working hard to gather the statistics to complete the annual statistical report to the Illinois State Library. This report must be approved and submitted within 30 days of the completion of the fiscal year, so it will be on the agenda for the May 22 Board meeting. This year the Report is submitted on a web based form, with the Certification signed by Library Board officers following in the mail.

### **TRUSTEE'S REQUESTS FOR INFORMATION**

Sapyta asked how the library's finances looked at the end of the fiscal year. Bowen reported that the financial reports for April will be in the next packet, but that revenue was a little higher than projected for the year, and expenditures were less than projected. The library will be ending the year with a small surplus that will be added to the fund reserve. Sapyta complimented Bowen on sound financial stewardship of the library's resources.

### **COMMUNICATIONS**

None.

### **ANNOUNCEMENTS**

Daniels reported that he had been reappointed for another term on the Library Board. He thanked the other trustees who had sent messages in support of his reappointment. Daniels also reported that he has been nominated for president of the Board of Directors of the Library Community Foundation. LCF is the umbrella foundation of which the Downers Grove Public Library Foundation is a fund partner.

### **OPPORTUNITY FOR PUBLIC COMMENT**

None.

### **ANNUAL PERFORMANCE REVIEW OF THE LIBRARY DIRECTOR**

It was moved by Sapyta and seconded by Upshaw THAT BOARD MOVE INTO AN EXECUTIVE SESSION TO DISCUSS THE ANNUAL PERFORMANCE REVIEW OF THE LIBRARY DIRECTOR. Ayes: DiCola, Humphreys, Sapyta, Upshaw, Vlcek, Daniels. Nays: none. Motion carried. The Board moved into executive session at 8:35 p.m.

**EXECUTIVE SESSION TO DISCUSS THE ANNUAL PERFORMANCE  
REVIEW OF THE LIBRARY DIRECTOR**

In the executive session Trustees discussed Library Director Bowen's performance and charged Daniels with meeting with Bowen to review the Board comments. The Trustees also reviewed Bowen's compensation and agreed on a salary increase. It was moved by Vlcek and seconded by Humphreys **THAT THE EXECUTIVE SESSION BE ADJOURNED.** Ayes: DiCola, Humphreys, Sapyta, Upshaw, Vlcek, Daniels. Nays: none. Motion carried. The Executive Session was adjourned at 9:11 p.m.

Daniels called the regular meeting back to order at 9:12 p.m.

It was moved by Humphreys and second by Vlcek **THAT LIBRARY DIRECTOR BOWEN'S SALARY BE INCREASED FROM \$85,800 TO \$90,000 PER YEAR.** Ayes: DiCola, Humphreys, Sapyta, Upshaw, Vlcek, Daniels. Nays: none. Motion carried.

It was moved by Vlcek and seconded by Upshaw that the regular meeting be adjourned. Ayes: DiCola, Humphreys, Sapyta, Upshaw, Vlcek, Daniels. Nays: none. Motion carried.

The meeting was adjourned at 9:15 p.m.