

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
DOWNERS GROVE PUBLIC LIBRARY  
February 13, 2002  
MINUTES**

**ROLL CALL**

President Daniels called the meeting to order in the Meeting Room at 7:38 p.m. Trustees present: DiCola, Humphreys, Sapyta, Upshaw, Vleck, Daniels. Trustees absent: none. Also present Director Bowen, Assistant Director Bukovac, Publicity Coordinator Yott.

Visitors present: Sandy Zeles of the Downers Grove Reporter, Joni Hansen of the Friends of the Library.

**APPROVAL OF MINUTES**

It was moved by Vleck and seconded by Humphreys **THAT THE MINUTES OF THE REGULAR MEETING OF JANUARY 23, 2001 BE APPROVED.** Ayes: DiCola, Humphreys, Sapyta, Upshaw, Daniels. Nays: None. Abstain: Vleck. Motion carried.

**WARRANTS**

It was moved by Sapyta and seconded by DiCola **TO APPROVE INVOICES OF FEBRUARY 13, 2002 TOTALING \$49,629.38 AND TO ACKNOWLEDGE PAYROLLS FOR JANUARY 2002 TOTALLING \$119,190.13.** Ayes: DiCola, Humphreys, Sapyta, Upshaw, Vleck, Daniels. Nays: None. Motion carried.

**OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS**

None.

**OLD BUSINESS**

Bukovac introduced Jill Yott who was hired as the Publicity and Program Coordinator. Bukovac presented a script for the library informational CD-ROM. Bukovac, Yott and Sandy Moritz of Moritz Marketing wrote the script. The trustees liked the script and approved it. Bukovac reviewed the process that will be used for the video shoot and asked the trustees if they had any particular scenes they would like included. Sapyta said that a shot of Daniels at the library should be included because of the time he has volunteered at the library each Saturday morning talking to patrons. The video shoot will begin in March.

**NEW BUSINESS**

The trustees reviewed the first chapter of *Serving our Public: Standards for Illinois Public Libraries*. The chapter covers the core standards that need to be followed by libraries. The library meets each of the standards. The review is a requirement of the state per capita grant application.

## REPORT OF THE ADMINISTRATION

Bowen is on a SWAN committee that is to make a recommendation on how to continue funding the SWAN computer fund. Previously, the SWAN computer fund had been funded through library purchases of usage ports and port maintenance fees. Most libraries in Suburban Library System have joined SWAN so new libraries are not generating port purchases. The funding of the SWAN computer fund allowed for the purchase of a new system and equipment and software upgrades without asking the member libraries for additional money. The SWAN members would like to continue to build the computer fund to handle future purchases in the same manner. The committee is studying a number of formulas to find an equitable solution. Sapyta suggested the committee consider a formula that involves a fixed cost and a variable cost.

Bowen alerted the trustees to a recent court case regarding the Open Meetings Act. The court ruled that boards cannot vote on any item not specifically listed on the agenda at least forty-eight hours prior to the board meeting.

The Friends of the Library slide program on Friday is about Pakistan.

The train mural reception was held February 7 and half of the business sponsors attended. They all seemed to like the mural.

Bukovac reported, in response to a question about the stairway carpeting at the last meeting, that the cleaning company is using a new method to clean the stairs and she will monitor this to see if it improves the appearance.

Bowen stated that the Friends of the Library have requested that the library trustees give them some direction for the group. The trustees will discuss this at the next meeting.

## TRUSTEES REQUEST FOR INFORMATION

Sapyta said that the quiet reading room seems to be underutilized. She questioned how much the room is being used and asked that the staff think about ways that the library can generate more usage of that room. DiCola said that if the room doesn't generate usage as it is, perhaps the room should be used for other purposes.

Humphreys was pleased with the train mural reception and said it was a good event to enhance the library's relationship with the downtown businesses. Humphreys asked that the blinds on the window near the train mural be left open so the mural can be seen from outside.

Humphreys said that the glass on a piece of the atrium sculpture has new lines visible in it. He wondered if the glass is separating.

Vlcek expressed concern about the train and if it were to derail, would it fall off the platform. Bukovac will investigate some type of barrier for the platform.

## COMMUNICATIONS

None.

**ANNOUNCEMENTS**

Daniels attended a half-day retreat for the Library Community Foundation Board. The Foundation Board is considering using the Library Community Foundation money to provide opportunities for library training on how to fundraise.

DiCola noted that staff members were very helpful to her husband in getting a book through interlibrary loan in time for his assignment. She expressed appreciation.

**OPPORTUNITY FOR PUBLIC COMMENT**

None.

The board adjourned at 8:55 p.m.