

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
October 9, 2002
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, Vlcek, Daniels. Trustees absent: None. Also present: Director Bowen, Assistant Director Bukovac.

Visitors present: Sandy Zeles of the Downers Grove Reporter; two visitors who monitored the meeting as part of a school assignment.

APPROVAL OF MINUTES

It was moved by Upshaw and seconded by DiCola **THAT THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 25, 2002 BE APPROVED.** Ayes: DiCola, Humphreys, Sapyta, Upshaw, Daniels. Nays: None. Abstain: Vlcek. Motion carried.

WARRANTS

It was moved by Humphreys and seconded by Sapyta **TO APPROVE INVOICES OF OCTOBER 9, 2002 TOTALING \$68,237.86 AND ACKNOWLEDGE PAYROLLS FOR SEPTEMBER 2002 TOTALING \$132,535.95.** Ayes: DiCola, Humphreys, Sapyta, Upshaw, Vlcek, Daniels. Nays: None. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

OLD BUSINESS

None.

NEW BUSINESS

The 1999 State Gift Ban Act was recently signed into law by the governor. The trustees had passed a resolution in 1999 adopting the Governmental Ethics and State Gift Ban Act. Since the act has been signed into law the trustees discussed the idea of formulating a policy based on the act. The trustees received a legal opinion about the act and the form that a policy should take. Trustees can exempt themselves from the act but the trustees decided that they would not exempt themselves. The trustees discussed appointing the library's law firm as the Ethics Officer. Concern was expressed about the cost that would be incurred by using the law firm. The trustees suggested that the text of the statute be reviewed in relation to the duties of the Ethics Officer, that the administration check to see what other libraries are doing and also check to see what the village is doing. Sapyta suggested that if using the law firm as the Ethics Officer is the only option, perhaps the trustees should exempt themselves from this ethics statement, write their own ethics statement and act as the Ethics Officer for the library staff.

Bowen began sharing information with the trustees about the budget as part of the budget preparation process. In reviewing the year-to-date budget figures, Bowen estimates that the budget will progress as he estimated. Expenditures should be fine and revenue compared to this time last year seems to be on target. In planning the new budget, health insurance will be a major concern. Bowen is planning to include a 15% increase. Bowen will also try to increase the pension line since there are some programs coming before the legislature that may cause an increase.

There is some uncertainty with the state per capita grant. Bowen is not sure how much money will be awarded. That money makes up 12% of the materials budget. Bowen is going to try to budget an additional page for the library's newsletter that is mailed to all residents.

Sapyta inquired about the construction interest money. Is there a time limit in which that money must be expended? The library is currently spending some of that money and will review this with the trustees at the next meeting.

Bowen noted that the postage expenditures are down by \$10,000.00 because the library is contacting patrons about their reserves by phone and some patrons are receiving hold and overdue notices through email.

Bowen asked the trustees if they are still comfortable with a five-year plan that assumes a 5% increase in the amount of the library's property tax as has been projected in past plans. There has been enough new construction that the 5% increase in the amount results in an actual increase on a resident's bill of between 1.7% and 2%. The library funds all operations with that one property tax levy. The library does not have an additional levy for the pension fund, like most other taxing boards. Nor has the library resorted to establishing an additional levy to create a working cash fund. The library has made the transition into a building that is nearly twice the size of the old building without placing an unreasonable operating tax burden on the residents. The trustees agreed that the budget request should be developed on the planned property tax.

REPORT OF THE ADMINISTRATION

Bowen reported that the Suburban Library System has begun work on a long-range plan. The process involves input from the member libraries.

The Chamber of Commerce is sponsoring the Leadership Academy for High School Students again this year. Bowen is on the planning committee. They are evaluating applications to select 60 students who will be invited to participate. The library will host the orientation session.

The Rotary Club held their second annual October Fest and Bowen assisted with the event.

Bukovac reported that the new art work should be installed within the next month. Plants had been placed around the outdoor sculpture.

The library's promotional CD-Rom had been completed. Bukovac gave one to each trustee.

A library staff member was at the Downers Grove Barnes and Noble Bookstore as part of a promotional event partnered between the Library Community Foundation and Barnes and Noble. Unfortunately the library didn't receive the kind of exposure that staff had hoped for. Bukovac will talk with other libraries to see what they did and if they were more successful.

TRUSTEES REQUEST FOR INFORMATION

None.

COMMUNICATIONS

The trustees received an invitation to a Library Community Foundation fundraising dinner.

ANNOUNCEMENT

None.

OPPORTUNITY FOR PUBLIC COMMENT

An audience member wondered if the library could use a patron as the Ethics Officer instead of an attorney. Daniels said that is a possibility.

The board adjourned at 9:00 p.m.