

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
DOWNERS GROVE PUBLIC LIBRARY  
October 22, 2003**

**MINUTES**

**ROLL CALL**

President Daniels called the meeting to order in the Library Meeting Room at 7:34 p.m. Trustees present: DiCola, Humphreys, Read, Vlcek, Daniels. Trustees absent: Sapyta. Also present Library Director Bowen

**APPROVAL OF MINUTES**

The Board reviewed the minutes. Read noted a word processing error in the minutes and asked that it be corrected. It was moved by Humphreys and seconded by Read **THAT THE MINUTES OF THE REGULAR MEETING OF OCTOBER 8, 2003 BE APPROVED AS CORRECTED.** Ayes: DiCola, Humphreys, Read, Vlcek, Daniels. Abstain: none. Nays: none. Motion carried.

**WARRANTS**

A revised list of invoices to be paid was distributed. Bowen explained the additions and reviewed the list of invoices with the Trustees. It was moved by DiCola and seconded by Vlcek **TO APPROVE PAYMENT OF OPERATING INVOICES FOR OCTOBER 22, 2003 TOTALING \$37,207.98.** Ayes: DiCola, Humphreys, Read, Vlcek, Daniels. Abstain: none. Nays: none. Motion carried.

**OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS**

None.

**NEW BUSINESS**

In a bylaws revision on the retention of minutes and audio recordings of closed sessions of the Board of Trustees, adopted at the October 8, 2003 meeting, it was stated that the audio recordings would be stored in the Library' safe deposit box. During the discussion it was determined that there is no current policy statement on who has access to the safe deposit box. Trustees had directed Bowen to draft a policy statement for their consideration at this meeting. The proposed policy follows the current practice that requires two signatures to access the safe deposit box. The signatures may be any two of the following: Board President, Board Secretary, or Library Director. Trustees reviewed the proposed policy and it was moved by Humphreys and seconded by Read **THAT THE POLICY ON ACCESS TO THE LIBRARY'S SAFE DEPOSIT BOX BE APPROVED AS WRITTEN.** Ayes: DiCola, Humphreys, Read, Vlcek, Daniels. Abstain: none. Nays: none. Motion carried.

**OLD BUSINESS**

None.

**REPORT OF THE ADMINISTRATION**

Bowen reported that Reference Department staff member Sharon Yurgil died last week and a memorial service was held on Saturday. A number of staff from other departments had volunteered to help staff the Reference Department on Saturday, so that most of the department's employees were able to attend the service. The Trustees asked Bowen to select a book to be placed into the collection by the Trustees in Yurgil's memory.

Bowen reported that he had attended the Illinois Library Association Annual Conference last week. In addition to attending a number of interesting programs, Bowen toured the new Lincoln Presidential Library. The new Presidential Museum will be under construction another year, but Library building is nearly completed and was opened for the Conference.

First interviews of candidates for the vacant Assistant Library Director position will be completed by the end of this week. Top candidates will be brought back to be interviewed by the Library Department Heads and for a second interview with the Director. Bowen hopes to fill the position by the middle of November.

Bowen reported on changes that have been made in the inter-library delivery service provided by the Suburban Library System. The new automated circulation system used by the SWAN consortium has resulted in greatly increased cooperation between SWAN libraries and has enabled patron requests for materials to be filled considerably faster than in the past. The cost of this improvement in customer service has been an increase of almost 80% in the number of items the delivery service handles each day. The increase has stretched SLS delivery service to the maximum. With big cuts in State funding for the regional library systems there is no possibility of increasing delivery staff in the foreseeable future. SLS asked each library to pre-sort all materials leaving the library by delivery route. This will simplify the delivery drivers' job of loading the truck when they pick up materials. SLS provided additional bins for sorting materials. Downers Grove sends or receives nearly 10,000 items per month, so the sorting does put a burden on Circulation Department staff. Circulation staff have made changes in the workflow of the check-in process to incorporate the sorting process into their routine.

**TRUSTEE'S REQUESTS FOR INFORMATION**

None.

**COMMUNICATIONS**

None.

**ANNOUNCEMENTS**

None.

**OPPORTUNITY FOR PUBLIC COMMENT**

None.

**ADJOURNMENT**

The meeting was adjourned at 8:32 p.m.