

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
December 18, 2002
MINUTES**

ROLL CALL

President Daniels called the meeting to order in the Meeting Room at 7:34 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.

APPROVAL OF MINUTES

It was moved by Vlcek and seconded by DiCola **THAT THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 27, 2002 BE APPROVED.** Ayes: DiCola, Humphreys, Sapyta, Vlcek, Daniels. Nays: None. Abstain: Upshaw. Motion carried.

WARRANTS

It was moved by Upshaw and seconded by Sapyta **TO APPROVE INVOICES OF DECEMBER 18, 2002 TOTALING \$43,686.00 AND TO ACKNOWLEDGE PAYROLLS FOR NOVEMBER 2002 TOTALING \$204,172.73.** Ayes: DiCola, Humphreys, Upshaw, Vlcek, Sapyta, Daniels. Nays: None. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

NEW BUSINESS

Bowen reviewed the background and current status of the Patriot Act and how it affects patrons' records. There is concern about retaining patron confidentiality in light of the Patriot Act. Bowen presented a policy for the trustees to consider that addresses the procedures library staff should follow if presented with a court order. It was moved by Humphreys and seconded by DiCola **TO APPROVE THE PROPOSED POLICY ON DEALING WITH REQUESTS FOR CONFIDENTIAL LIBRARY RECORDS.** Ayes: DiCola, Humphreys, Sapyta, Upshaw, Vlcek, Daniels. Nays: None. Motion carried. Humphreys asked that library staff develop a records retention policy as well. Bowen agreed that was a good idea.

It was moved by Sapyta and seconded by Vlcek **TO CANCEL THE DECEMBER 25 LIBRARY BOARD MEETING.** Ayes: DiCola, Humphreys, Sapyta, Upshaw, Vlcek, Daniels. Nays: None. Motion carried.

OLD BUSINESS

None.

REPORT OF THE ADMINISTRATION

Bowen stated that there was some misinformation in a recent article in the *Downers Grove Reporter*. The article reported that library staff will receive 4% salary increases. Actually there will be a 4% increase to the salary budget line. The salary budget line includes money for some additional part time hours as well as raises. Staff received a step increase, the same amount for each person in a pay grade so the percentage will vary among staff from 3.5% to 4.5%. The newspaper quoted Bowen as saying that the library has 18 librarians, 4 of whom are full time and many have college degrees and some graduate degrees. In actuality, at the previous meeting, when a trustee asked how our starting pay for librarians compares to starting pay for teachers, Bowen had replied that the library's starting pay for librarians is less than starting pay for teachers and that all our librarians have master's degrees. He said that the library has 100 staff members, 18 of those are librarians and all but 4 of those are full-time.

The Secretary of State/State Librarian has said this year's per capita grant will be funded at \$1.25 per person, an increase over last year's \$1.17. The library is to receive a total of \$60,905.00.

Bowen and Bukovac attended the Suburban Library System Administrators' quarterly meeting. A presentation was given on the state of things in Springfield including an effort to change the formula for calculating IMRF benefits which may have a financial impact on the library.

SWAN administrators approved two new services for the computer system. In January, patrons will be able to renew materials themselves and a picture-based computer catalog will be offered.

Humphreys had requested that the library include the library's phone number on the date due receipt. This feature had been requested by the Circulation staff and hopefully will appear soon.

Bukovac reported on the Get Caught Reading campaign. The personal calendar/reading logs are being distributed. There is a special web page with information. The kick-off Fun Fair will be held January 5. The trustees commented that the calendar looked great.

The sculpture *Puffed-up Prince* has been installed in the Children's Department. Patrons are enjoying the piece.

TRUSTEES REQUEST FOR INFORMATION

None.

COMMUNICATIONS

None.

ANNOUNCEMENT

None.

OPPORTUNITY FOR PUBLIC COMMENT

None.

The board adjourned at 8:18 p.m.