

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
February 12, 2003
MINUTES**

ROLL CALL

President Daniels called the meeting to order in the Meeting Room at 7:37 p.m. Trustees present: DiCola, Humphreys, Sapyta, Vlcek, Daniels. Trustees absent: Upshaw. 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 JANUARY 22, 2003 BE APPROVED.** Ayes: DiCola, Humphreys, Sapyta, Vlcek, Daniels. Nays: None. Motion carried.

WARRANTS

It was moved by Sapyta and seconded by DiCola **TO APPROVE INVOICES OF FEBRUARY 12, 2003 TOTALING \$30,960.28 AND ACKNOWLEDGE PAYROLLS FOR JANUARY 2003 TOTALING \$126,393.05.** Ayes: DiCola, Humphreys, Sapyta, Vlcek, Daniels. Nays: None. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

NEW BUSINESS

Bowen presented a policy to the trustees that would allow staff members to donate their accrued leave time to another employee suffering catastrophic illness or injury. This was written at the request of employees who would like to help an employee currently dealing with a serious illness. While Bowen has not found examples of other libraries allowing this, it is common practice at universities. The trustees commented that it is admirable that the employees want to do this. It was moved by Sapyta and seconded by Humphreys **TO APPROVE THE PROPOSED POLICY ALLOWING LEAVE SHARING WITH EMPLOYEES FACING CATASTROPHIC ILLNESS OR INJURY.** Ayes: DiCola, Humphreys, Sapyta, Vlcek, Daniels. Nays: None. Motion carried.

Bowen presented a proposed revision to the circulation policy regarding reciprocal borrowing by patrons from non-SWAN libraries. Because these patrons are not in the SWAN computer system, library staff aren't able to check that they are in good standing except by calling the patron's home library. Frequently library staff aren't able to speak with someone at the home library to verify the patron's standing. Because of this staff requested that the library limit the first time user to a limit of five items on his or her card until library staff are able to contact the home library and verify the patron's standing. It was moved by Sapyta and seconded by Vlcek **TO APPROVE THE REVISION TO THE CIRCULATION POLICY REGARDING RECIPROCAL BORROWING BY PATRONS FROM NON-SWAN LIBRARIES.** Ayes: DiCola, Humphreys, Sapyta, Vlcek, Daniels. Nays: None. Motion carried.

OLD BUSINESS

None.

REPORT OF THE ADMINISTRATION

Bowen reported that the library is beginning to develop a circulating CD-Rom collection. A portion of the collection development money is being used for the new collection.

Two staff members are participating on a Suburban Library System committee to investigate offering a live chat reference service. The library has volunteered to participate in a trial run of the service, but Bowen does not know when that will occur.

At the last meeting trustees discussed the idea of allowing board members to participate in meetings electronically. Bowen will be attending a seminar next week on the Open Meetings Act that will address this issue. The speaker will be from the law firm that the library uses. Bowen will report on what he learns at the next trustee meeting.

The library received the final payout from the estate of Lillian Culbertson in the amount of \$984.26.

DiCola will miss the next meeting. Bowen asked if the other trustees will be able to attend. All said yes.

Bukovac reported that there has been follow-up by the PADS organization regarding the problems experienced in the library with PADS clientele. Since the library staff met with the PADS personnel there have not been any problems in the library. PADS representatives are stopping in the library to check with library staff and they have talked with the police and requested walk-throughs in the library. They also spoke to the PADS clientele about their behavior in the library.

Bukovac shared *Get Caught Reading* statistics for the month of January. Over 2600 book club slips were filled out and over 300 slips were filled out for *Where is This Person Reading*.

Bukovac reported that the library and the Tivoli Theater are partnering in a program in March as a tie-in with the library's *Get Caught Reading* theme that focuses on movies made from books. The movie *Goldfinger* will be shown at the theater with a book/film discussion following.

TRUSTEES REQUEST FOR INFORMATION

None.

COMMUNICATIONS

The State of the Village will be held February 22.

ANNOUNCEMENT

None.

OPPORTUNITY FOR PUBLIC COMMENT

None.

The board adjourned at 8:15 p.m.