

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

**MINUTES**

**ROLL CALL**

President Daniels called the meeting to order in the Library Meeting Room at 7:35 p.m. Trustees present: DiCola, Read, Sapyta, Vlcek, Daniels. Trustees absent: Humphreys. Also present Library Director Bowen

**APPROVAL OF MINUTES**

It was moved by Vlcek and seconded by Sapyta **THAT THE MINUTES OF THE REGULAR MEETING OF July 9, 2003 BE APPROVED AS WRITTEN.** Ayes: DiCola, Read, Sapyta, Vlcek, Daniels. Abstain: none. Nays: none. Motion carried.

**WARRANTS**

The warrants were reviewed by the Trustees. It was moved by Sapyta and seconded by DiCola **TO APPROVE PAYMENT OF OPERATING INVOICES FOR AUGUST 13, 2003 TOTALING \$73,470.31 AND ACKNOWLEDGE PAYROLLS FOR JULY 2003 TOTALING \$135,273.51.** Ayes: DiCola, Read, Sapyta, Vlcek, Daniels. Abstain: none. Nays: none. Motion carried.

**OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS**

None.

**NEW BUSINESS**

President Daniels welcomed new trustee Thomas Read to the Library Board. Read was recently appointed to complete the term left vacant when David Upshaw resigned when he was transferred out of state. Daniels also congratulated Trustee DiCola who was reappointed to another full term on the Board.

Bowen presented a proposal to close the library card catalog. Closing the catalog means that the card catalog will be retained, but that it will no longer be maintained. Catalog cards for new materials will not be added and the cards will not be removed when titles are withdrawn from the collection. Staff recommends closing the catalog for two reasons: it is very expensive to maintain a card catalog, and the on-line catalog has evolved to the point that it is a much better tool for locating library materials. The library spends approximately \$20,000 per year to purchase the cards for the catalog. In addition, approximately 24 hours of staff time per week is required to maintain the catalog. If this proposal is approved a part-time clerical position that is currently vacant will not be filled, providing an additional savings of approximately \$10,000 per year. However, while the cost savings would be a benefit of closing the catalog, the real main reason

that staff have submitted this proposal is that the on-line catalog a much better tool than the card catalog. The on-line catalog gives information such as shelf status – on shelf, on order, or date due that is not available in the card catalog. The subject indexing is much more complete. Because catalog cards are expensive, the library only purchases cards for the index points that we think patrons are most likely to look under. With the on-line catalog there is no limit to the number of places a title might be indexed. Staff are not proposing that the card catalog be disposed of at this time. While the catalog will not contain new titles it will still be useful to locate many of the books in the collection, for residents who are not willing to use the on-line catalog. The subject catalog will remain useful for identifying the location of subject areas, even if the newest titles are not listed. Staff will make a particular effort to approach patrons who do use the catalog and talk with them about the change and offer instruction in using the on-line catalog. The library already includes classes in using the on-line catalog and other electronic resources in its popular series of computer classes. In developing the proposal to close the catalog, library staff monitored the actual use of the catalog. During seven day sample period in the spring of 2003 library staff observed an average of only two patrons per day using the catalog. The card catalog for the collection of audio recordings was eliminated several years ago with virtually no comment from the community. Trustees discussed the proposal, adding that another advantage of the on-line catalog is that it also provides access to the collections of the other 76 other libraries in the SWAN consortium. It was moved by Pat Vlcek and seconded by Lynn Sapyta **THAT THE PROPOSAL BE ACCEPTED AND THAT STAFF BE AUTHORIZED TO CLOSE THE CARD CATALOG EFFECTIVE IMMEDIATELY.** Ayes: DiCola, Read, Sapyta, Vlcek, Daniels. Abstain: none. Nays: none. Motion carried

In May, staff had reported that an appraisal of the building's current replacement cost had been completed in preparation for seeking quotes on the library's property insurance. Trustees were concerned that the replacement cost seemed to be low, particularly in consideration of current library building projects such as the Elmhurst and Oak Park Public Libraries which are each more than \$20 million projects. Staff were directed to go back to the appraiser to verify that the appraisal was an accurate estimate of the building's replacement cost. Bowen presented a report on the discussion with the appraiser. The program used by the appraiser does consider the unique building requirements of a library, such as much higher load bearing ratings than normal commercial construction. The appraiser stated that a significant factor in estimating the replacement cost is the quality of construction used in the calculations. This is a fairly subjective factor, but the appraiser must use a level he would be comfortable defending if a claim were challenged. His original appraisal used a rating of 2.5 (high average construction quality) and arrived at an estimated replacement cost of \$137 sq/ft. In reconsidering the building the appraiser said that he would be comfortable using the next highest construction quality rating of 3 (superior low construction). This would result in an estimated construction cost of \$161 sq/ft. Bowen had also asked Randy Gibson, the head of the architectural team that designed the new library facility, the square foot cost that PSA (Phillips Swager Associates) currently uses for construction similar to the library. Gibson stated that he would use \$160 per square foot. When asked about other current library projects, Gibson said that Elmhurst and Oak Park Libraries are using much more expensive building materials and are in the \$200 sq/ft range. It was moved by DiCola and seconded by Sapyta that **THE BUILDING APPRAISER BE DIRECTED TO RECALCULATE THE APPAISAL BASED ON THE HIGHER CONSTRUCTION QUALITY RATING.** Ayes: DiCola, Read, Sapyta, Vlcek, Daniels. Abstain: none. Nays: none. Motion carried

**OLD BUSINESS**

Bowen reported that all of the wheelbarrows from the Foundation benefit silent auction have been paid for and picked up by their new owners.

**REPORT OF THE ADMINISTRATION**

Bowen reported that trustee DiCola had been reappointed to another term on the Library Board, and that Thomas Read had been appointed to the Board to complete the term left vacant by David Upshaw's resignation.

He also reported that a sprinkler system has been installed to irrigate the landscaping on the south and west sides of the Building. He informed trustees that the system does include a rain gauge that stops sprinkling if ¼ inch of rainfall has been detected. However it is possible that the sprinklers will be activated in the rain if less than ¼ inch has accumulated before the scheduled start time.

The Friends of the Library are planning to host their annual Storybook Character Parade for children on September 13.

Klein Thorp and Jenkins, the law firm that represents Downers Grove and many other area public libraries has distributed a memo on the recent CIPA decision by the Supreme Court. The memo advises clients that, while the requirement that children's Internet access be filtered as a condition of obtaining certain federal grants was found to be constitutional, the decision was also very clear that adult patron's access must not be restricted. The memo advises that clients who do use internet filtering on computers used by adults ensure that the filters can be easily disabled at the request of adult patrons. It also advises that library policies and procedures be closely reviewed to ensure that staff understand that adults must be able to easily obtain unfiltered Internet access on library computers. Downers Grove Public Library is not directly affected by CIPA, because the library does not receive any federal funds for Internet Access.

**TRUSTEE'S REQUESTS FOR INFORMATION**

Read stated that he had read in minutes of past meetings that the Library was planning a community survey and asked what is the status of that survey. Bowen reported that the draft survey prepared by the staff and board is being reviewed by a consultant and a final draft will brought to the Library Board for approval before the survey is done.

**COMMUNICATIONS**

None.

**ANNOUNCEMENTS**

None.

**OPPORTUNITY FOR PUBLIC COMMENT**

None.

**ADJOURNMENT**

The meeting was adjourned at 8:20 p.m.