

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
DOWNERS GROVE PUBLIC LIBRARY  
January 28, 2004**

**MINUTES**

**ROLL CALL**

President Daniels called the meeting to order in the Library Meeting Room at 7:30 p.m. Trustees present: DiCola, Humphreys, Read, Vlcek, Daniels. Trustees absent: Sapyta. Also present Library Director Bowen, Assistant Library Director Jolene Carlson. Visitors: Reporter Sandy Zeles, Downers Grove Tourism and Events Commission staff member Mary Scalzetti, Rotary members Kent Ebersold and Michael Davenport.

**APPROVAL OF MINUTES**

The Board reviewed the minutes. It was moved by Read and seconded by Humphreys **THAT THE MINUTES OF THE REGULAR MEETING OF JANUARY 14, 2004 BE APPROVED AS WRITTEN**. Ayes: DiCola, Humphreys, Read, Vlcek, Daniels. Abstain: none. Nays: none. Motion carried.

**INVOICES**

The Board reviewed the list of invoices submitted for payment. It was moved by Vlcek and seconded by DiCola **TO APPROVE PAYMENT OF OPERATING INVOICES FOR JANUARY 28, 2004 TOTALING \$ 43,227.57**. Ayes: DiCola, Humphreys, Read, Vlcek, Daniels. Abstain: none. Nays: none. Motion carried.

**OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS**

None.

**NEW BUSINESS**

- Discussion of the proposal to hold the 2004 Oktoberfest in the Forest Street Parking Lot

Downers Grove Tourism and Events Commission staff member Mary Scalzetti and Rotary members Kent Ebersold and Michael Davenport reported on the meeting with Library Trustees Daniels and DiCola, Library Director Bowen, and representatives from the Rotary Club Oktoberfest committee, Downtown Management Corporation, and Tourism and Events Commission on Monday morning, January 19, to discuss the Library Board's concerns related to the Oktoberfest.

The Rotary understands the library's concerns. They have agreed to have the tent delivered and set-up on Thursday, rather than Wednesday, to eliminate one day that the Forest Lot would not be available. The plan is for the entrance to the tent to be on Burlington and the entire site will be fenced to insure that all visitors

enter and leave by that entrance. The stage will be set up on the Forest Street side of the tent, with sound directed toward the Main Street side, so the sound will not be directed at the Library. Unlike Heritage Festival, this tent is completely enclosed on all sides. Past years experience shows that this does contain most of the sound of the music. This year the music will be all German music, with no rock bands. In addition to likely being quieter than rock, past years' experience indicates that the rock draws a rowdier crowd. The intent (and practice) of the Rotary Oktoberfest is to be a family event. Much less beer is sold at this event, than at Heritage Fest, for example. Lots of soda and thousands of meals were sold last year, and the crowd really does tend to be a family crowd, other than the rock band groupies. Sunday afternoon in particular is planned as a family event with face painting and other activities especially for children. There has never been a problem with behavior or excessive drinking at any of the past years' Oktoberfests.

Resolution of the parking problem is less certain. The new parking deck will be open, so parking will be available there. The Oktoberfest is scheduled to occur during the downtown Harvest Sale Days weekend. Downtown Management is scheduling wagon rides for this event. They will add stops at the parking deck and at the Library to provide the opportunity for transportation to those who might need it. They also offered to borrow a multi-passenger golf cart to ferry patrons between the parking deck and the library, if the Library Trustees would be interested in acting as drivers. The Tourism and Events staff also offered to post temporary signs at the entrances to the Forest Parking Lot directing drivers to other parking areas. The intent of the Village is to move some of the commuter parking into the deck, in order to free up surface parking for visitors to the Central Business District. The actual plan for what will be done with commuter parking is just beginning, but should be in place when the deck is open to receive parkers.

Also discussed were ways that the Library can help offset the inconvenience to library patrons. The Library can extend loan periods so that nothing is due back during the Oktoberfest and patrons are forced to come to the Library. The Library can hand out flyers alerting patrons to the event in advance, and provide Village parking maps to help patrons find alternate parking.

The Board asked that they be updated in the next couple of months as planning for the Oktoberfest progresses.

#### - Proposal to restrict cell phone use in the library

Library Director Bowen presented a proposal to restrict cell phone use in the library. At past Board meetings Bowen has reported that the Library was experiencing an increasing number of complaints from patrons about cell phone use in the library. This problem has continued to grow, and complaints continue to come in from patrons asking the Library to ban cell phones. Problems range from loud conversations in the stacks and study areas, to obnoxious rings that seem to go on for a really long time, everywhere. The Library already has rules in place about behavior that disturbs other patrons; however, the conversation required to get the attention of a cell phone user and then to convince him or her to end the conversation and continue it in another area is as disturbing as the call itself. And it requires staff to catch the patron in the act. After discussion with the management team, the Library believes it is time to restrict the use of cell phones. The Library proposes the banning of cell phone use on the second floor of the library. This restriction would keep cell phones out of the both adult services departments. The Children's Services staff very much want not to restrict cell phone use in the Junior Room. They believe that most of the cell phone use there is parents keeping track of their children. Further, the usual noise level in that area is high enough that cell phones are not really a disturbance. Cell phone reception is not very good in the central lobby, so most cell phone conversations end up in the north or south lobby areas. And conversations anywhere in the

public areas of the first floor really do not disturb anyone.

Following board discussion, it was proposed that the first section (7.1.1 b.) of the Rules of Behavior be amended to read as follows:

*Cell phone use is prohibited on the second floor of the library. The patron will receive one warning about using a cell phone; at the second offense the patron must leave the library for the rest of the day.*

Upon approval, the Library will post signs notifying patrons that cell phones may not be used on the second floor and directing patrons to turn their phones off or to silent mode.

It was moved by Trustee Humphreys and seconded by Trustee DiCola **THAT THE PROPOSAL BE ACCEPTED AND THAT CELL PHONE USE BE BANNED FROM THE SECOND FLOOR OF THE LIBRARY.** Ayes: DiCola, Humphreys, Read, Vlcek, Daniels. Abstain: none. Nays: none. Motion carried.

- Proposal to discontinue library sponsorship of the On-Line Book Clubs

Bowen presented a proposal to discontinue Library sponsorship of the On-Line Book Clubs. For several years the library has offered the opportunity to join on-line book clubs through the Library's website. As a participating sponsor a library can promote the book clubs as, for example, the Downers Grove Public Library Romance Book Club. When dearreader.com, the business that actually provides the book clubs, first began operating the service it was free. Two years ago they began expanding from one club, to the current eleven choices, and they began charging libraries to participate. At the time it was an easy way to offer an interesting on-line service to patrons and the Library felt it would be worth the investment to see what the interest might be. The Library had a high of 225 subscribers, but over the last year this has dwindled to 194 in all 11 book clubs. Because dearreader.com does not provide information on subscribers and anyone can subscribe through the Library's website, the Library has no way of knowing how many of the subscribers are Downers Grove residents. This year the subscription fee for the Library is \$600. The Library does not believe the service is worth this cost. In addition, anyone can visit the dearreader.com website and subscribe for free without going through a local library. The Library proposes discontinuing library sponsorship of the dearreader.com on-line book clubs.

The Board agreed to discontinue the subscription, but asked that advance warning be given to our patrons via bookmarks, e-ssentials, and our website, saying that although the library is discontinuing their subscription, patrons can still continue to use the service.

**OLD BUSINESS**

- Proposal for purchasing a server and software to allow the Library to house its own web site.

Bowen reported on the proposal for purchasing a server and software to house the Library's website. When Lighthouse Technology put together the specs for the server they recommended to the Library, they looked at another of their clients, the Barrington Public Library. They set up Barrington's server about 4 years ago. Barrington's site is comparable in size to the Library's website, and currently it has about twice the use of the Library's site. Bowen visited Barrington's site and used it with no problems. The server Lighthouse speced is the current equivalent of the one they used at Barrington. The specifications include three 36 GB

hard drives. The Library's current web set is about 25 gb. The server has bays for 2 additional hard drives if they are needed in the future, although Lighthouse said Microsoft's website wouldn't fill 6 drives that big. Lighthouse is pretty confident that our T1 line can handle the traffic with no problem, but suggest that the Library ask the ICN (Illinois Century Network) for a report on our utilization of the T1. If the Library is not exceeding 75% utilization of the T1 there would be no problem. That information has been requested from ICN and Bowen will report back as soon as he has it.

### **REPORT OF THE ADMINISTRATION**

The Trustees were encouraged to wander downtown to see the ice sculptures, or to at least stop by the Curtiss Street entrance to see the Library's -- the white rabbit reading a book. Thanks to having a real winter in January for a change, the sculptures are still up and look good.

Bowen reported that a second veteran staff member is taking the early retirement option. Mickie Beckman, who has been a library assistant in Children's Services for 24 years, will be retiring on April 30. Mickie has been a big part of the Junior Room experience for a lot of Downers Grove children, as well as being the supreme scavenger -- able to find props or costumes for any occasion. It was Mickie who found the 8 foot tall Uncle Sam for the Library's 1991 Centennial Celebration -- she spotted it in a resident's front yard and talked him into letting the Library borrow it for the event.

Bowen received the official letter from the Secretary of State/State Librarian notifying him that the Library has been awarded a State Per Capita Grant and that it will be funded at \$1.25 per capita, giving the Library a grant of \$60,905.

Rich Berti, the contractor who will do the repairs to the Library, and Bowen have signed the contracts for the work, and Berti is ready to start as soon as permits are issued. Bowen submitted the Library's application for the permits to do the building repairs the day after the last Board Meeting and it is moving through the various channels at the Village. He has called the Village and has been assured that the application was OK and the permits should be issued any time now. He hopes that construction will be under way by the next Board Meeting.

### **TRUSTEE'S REQUEST FOR INFORMATION**

None

### **ANNOUNCEMENTS**

None.

### **OPPORTUNITY FOR PUBLIC COMMENT**

None.

### **ADJOURNMENT**

The meeting was adjourned at 8:30 p.m.