

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
February 25, 2004**

MINUTES

ROLL CALL

President Daniels called the meeting to order in the Library Meeting Room at 7:32 p.m. Trustees present: DiCola, Read, Sapyta, Daniels. Trustees absent: Humphreys, Vlcek. Also present Library Director Bowen. Visitors: John Mochel.

APPROVAL OF MINUTES

The Board reviewed the minutes. Trustee Read pointed out that the minutes of the last meeting indicated that he was absent. He asked that the record show that he had arranged to be available to attend the meeting by speaker phone, but, because the library meeting space with the telephone connection was in use by another group, the library was unable to establish the connection. It was moved by Sapyta and seconded by DiCola **THAT THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 11, 2004 BE AMENDED TO REPORT READ'S WILLINGNESS TO ATTEND THE MEETING ELECTRONICALLY WHILE HE WAS OUT OF TOWN.** Ayes: DiCola, Read, Sapyta, Daniels. Nays: none. Motion carried.

Vlcek arrived at 7:35.

It was moved by Read and seconded by DiCola **THAT THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 11, 2004 BE APPROVED AS AMENDED.** Ayes: DiCola, Read, Sapyta, Daniels. Abstain: Vlcek. Nays: none. Motion carried.

INVOICES

Trustees reviewed the list of invoices submitted for payment. It was moved by Sapyta and seconded by Vlcek **TO APPROVE PAYMENT OF OPERATING INVOICES FOR February 25, 2004 TOTALING \$37,965.12.** Ayes: DiCola, Read, Sapyta, Vlcek, Daniels. Nays: none. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

NEW BUSINESS

The Library Board packet always contains a list of invoices to be approved for payment. The list normally sent has been the summary section of the complete accounts payable report. The summary lists the total amount to be paid to each vendor. The full report generated by the Village finance system is considerably longer and includes detail showing the amount paid from each budget line to a particular vendor. In recent months staff have included more detailed

descriptions in the report making the detail section much more useable as a result. Bowen sent the complete report in the packet for this meeting and asked Trustees to consider whether they would like to receive the complete report for each meeting. Sapyta stated that she would like to receive the full report for each meeting. As a professional finance officer she is used to reviewing records in such detail and would welcome the opportunity to review the library's report. The other Trustees agreed that they would be comfortable having Sapyta receive the full report, while they continue to receive the summary report in their regular packet. They did ask that one copy of the complete report be made available at each meeting, in the event one of them wanted to see the detail for a particular vendor. Read stated that he also appreciates the comments that Director Bowen makes when the invoices are viewed, highlighting any that are new vendors or unusual expenditures

The Library has received a request from the Junior Women's Club to display the Club's chair in this summer's Downtown Adirondack Chair-ity Event. They want to buy and decorate a chair that will be donated the silent auction that will benefit the Downers Grove Public Library Foundation, but have no place to display it. Agreeing to display the Club's chair in the library sets a precedent that would require the library to display any other organizations chair as well, although it is likely that it would not be problem because the deadline for ordering the chairs is next Monday morning. Trustees agreed that the library would display the Junior Women's Club chair during the event. Any other group that requested the library to display the chair they are sponsoring for the event would also be accommodated on the same basis – the chair would be donated to the silent auction benefiting the Foundation.

OLD BUSINESS

Bowen reported that the repairs to the interior wall of the Administrative office, damaged when a delivery truck ran into the library building, have been completed and that he will be able to move back into his office. The mason is still waiting for the face brick to be delivered from the manufacturer. It would be very costly to ship the small number of bricks needed to complete the repair as a separate order. The manufacturer will send them with other deliveries when a full container is shipped to this area. The contractor believes the brick will arrive within the next two weeks.

REPORT OF THE ADMINISTRATION

The Public Library Association Conference is being held this week in Seattle. Six library staff members, including Assistant Director Carlson, are attending the conference.

The deadline for applications for the Coordinator of the Literature Department was Monday. Bowen advertised for this position a little differently than he has in the past. Normally professional positions are advertised in the Sunday Tribune and in the Suburban Library System Career Central. Career Central is an on-line listing. Other Illinois Library Systems and most library school placement services commonly link to Career Central. In addition, all library vacancies are posted on the Library's web site. In reviewing the response to the last few professional positions that have been filled Bowen realized that, while the newspaper ads have generated a number of responses, most of them were not particularly well qualified for the

position for which they were applying. For this position Bowen placed the notice in SLS Career Central, but also posted it on two library Internet email lists – PubLib and Fiction L. PubLib is a national list that discusses public library management issues and Fiction L is the national discussion list for librarians that do public library reader's advisory work. In response to these postings Bowen has received resumes from a number of well-qualified librarians, and most significantly, has received only two applications from individuals who are clearly not qualified for the position. On-line sources appears to be a good way to reach people when you are interested in a very specific skill set or area of interest, particularly in a profession such as librarian where all of the good candidates must be very aware of Internet resources. Most areas of public librarianship have email lists dedicated that specific interest or responsibility. Bowen expects to use online job posting much more in future.

Bowen reported that the ban on cell phone use on the 2nd floor of the Library has been successful. There have been no complaints that cell phone use has been banned. And, so far, patrons who have attempted to use their cell phones have not reacted badly when staff tell them that they are not allowed to use them on the second floor, but may use them on the first floor where they will not disturb other library patrons.

The Board packets contained the January Statistics. Circulation remains about 1.2% above the last fiscal year. The number of reference questions asked in January was considerably higher than in the previous year. Reference questions were down slightly for the year to date in December, but after January's increase the year to date total is now 2% higher than last fiscal year

TRUSTEE'S REQUESTS FOR INFORMATION

None.

COMMUNICATIONS

None.

ANNOUNCEMENTS

Sapyta reported that she will not be able to attend the regular board meeting on March 10, 2004.

OPPORTUNITY FOR PUBLIC COMMENT

None.

ADJOURNMENT

The meeting was adjourned at 7:55 p.m.