

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
DOWNERS GROVE PUBLIC LIBRARY  
February 11, 2004**

**MINUTES**

**ROLL CALL**

President Daniels called the meeting to order in the Library Meeting Room at 7:35 p.m. Trustees present: DiCola, Humphreys, Sapyta, Daniels. Trustees absent: Read, Vlcek. Read had arranged 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. Also present Library Director Bowen, Assistant Library Director Carlson. Visitors: Reporter Sandy Zeles.

**APPROVAL OF MINUTES**

The Board reviewed the minutes. It was moved by DiCola and seconded by Sapyta **THAT THE MINUTES OF THE REGULAR MEETING OF JANUARY 28, 2004 BE APPROVED AS WRITTEN**. Ayes: DiCola, Humphreys, Daniels. Abstain: Sapyta. Nays: none. Motion carried.

**INVOICES**

The Board reviewed the list of invoices submitted for payment. It was moved by Sapyta and seconded by DiCola **TO APPROVE PAYMENT OF OPERATING INVOICES FOR FEBRUARY 11, 2004 TOTALING \$ 30,797.60**. Ayes: DiCola, Humphreys, Sapyta, Daniels. Abstain: none. Nays: none. Motion carried.

**OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS**

None.

**NEW BUSINESS**

--Report on the Building Repair Project

Library Director Bowen reported that the project is nearly finished. The contractors have removed the damaged material from the wall in his office. The first bit of very loud sawing occurred on Wednesday afternoon. The contractors gave Administrative office staff earplugs, and Bowen urged staff to take lunch during the sawing. The contractors opened up the wall enough to see that there were no surprises; the damage was just what was expected. The majority of the concrete cutting was done Thursday morning at 7:00 a.m. and finished before the library

opened. Kevin Palmby from PSA Architects stopped in to inspect the work and verify that the foundations are in good shape. Bowen has received a check from the library's insurance company covering construction costs, minus the deductible, made out to the library and to Berti; they will reimburse the library for the deductible once they negotiate reimbursement from the driver's insurance company.

## **OLD BUSINESS**

### **--Proposal to Purchase a Server to Host the Library Web Site**

The Illinois Century Network staff ran a utilization report on the library's T1 connection to the Internet, and the results indicate that the T1 line has the capacity to support visits to the library web site without degrading the performance of the rest of the library's system. According to the report, the library's daily average use of the T1 line is only 7-8%; the busiest times max out at 35%, with a one-time five-minute high of 62% on one Tuesday. These numbers are well below the recommended 75% utilization limit for good performance. In addition, Library Director Bowen reported that a second T1 line could be added to the library server in the future, if necessary. If the proposal to purchase a server and software is approved, Bowen indicated that the library web site probably would be moved to the server about mid-June.

It was moved by Humphreys and seconded by Sapyta **THAT THE PROPOSAL TO PURCHASE A SERVER AND SOFTWARE TO HOST THE LIBRARY WEB SITE, THE COST NOT TO EXCEED \$4000, BE APPROVED.** Ayes: DiCola, Humphreys, Sapyta, Daniels. Abstain: none. Nays: none. Motion carried.

## **REPORT OF THE ADMINISTRATION**

Assistant Director Carlson experienced a number of facility problems this past week, including two sewer back-ups in the staff restrooms and an elevator repair. The library had a computer hacker experience on Saturday as a result of security not being restored on two new PCs in Reference. LAN Coordinator Ted Waltmire was able to remove the hacker's message from the library LAN page and restore security from home. The DuPage county community information kiosk in the library lobby is no longer being updated, and will be removed in the near future. Most of this information is now available on the web. 4,400 bills have been filed in this session of the IL General Assembly. ILA is currently tracking 195 bills that might have some impact on libraries; a report from the legislative consultant is expected at the ILA executive board meeting on Feb. 27. Bowen reminded Board members that they will be receiving statements of economic interest to be completed for the county. Carlson attended a workshop on employee handbooks in preparation for a board review of the library's personnel policies.

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

Sapyta requested information on the cost of purchasing and maintaining an aquarium for the library, using some of the 2003 Downers Grove Library Foundation auction funds.

Per a resident's request, Daniels asked for a total budget figure for all library materials.

### **ANNOUNCEMENTS**

Humphreys announced that final approval for the Rotary Club Oktoberfest 2004 will be on the Village Council agenda next Tuesday.

The State of the Village address will be on Sat., Feb. 21 at 9 a.m. at Village Hall.

### **OPPORTUNITY FOR PUBLIC COMMENT**

None.

### **ADJOURNMENT**

The meeting was adjourned at 8:05 p.m.