

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
June 22, 2005**

MINUTES

ROLL CALL

President Daniels called the meeting to order in the Library Meeting Room at 7:34 p.m. Trustees present: DiCola, Humphreys, Read, Daniels. Trustees absent: Sapyta, Vlcek. Also present: Director Bowen, Assistant Director Carlson. Visitors: Reporter Sandy Zeles.

APPROVAL OF MINUTES

The Board reviewed the minutes. It was moved by Humphreys and seconded by DiCola **THAT THE MINUTES OF THE REGULAR MEETING OF MAY 11, 2005 BE APPROVED AS CORRECTED.** Ayes: DiCola, Humphreys, Read, Daniels. Abstain: none. Nays: none. Motion carried.

INVOICES

The Board reviewed the list of invoices submitted for payment. It was moved by Read and seconded by DiCola **TO APPROVE PAYMENT OF OPERATING INVOICES FOR JUNE 22, 2005 TOTALING \$59,079.72.** Ayes: DiCola, Humphreys, Read, Daniels. Abstain: none. Nays: none. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

NEW BUSINESS

- Begin review of the Trustee Facts File, a requirement of the 2006 Illinois Public Library Per Capita Grant

This winter the State Library provided a CD-ROM containing the Trustee Facts File and other material that might be of interest to public library trustees for each member of every public library board in the State. A requirement of the Per Capita Grant is that each board, "as a group," review the Trustee Facts File (TFF). The grant does not specify how the review should be done. Simply acknowledging that you have received the CD-ROM and are aware of the contents of the TFF would probably be adequate; however, Bowen thought the Board might be interested in reviewing some parts of the TFF in more detail.

For example, a new Trustee will likely be appointed to the Board within a few weeks. The section of the Trustee Facts File on Duties and Responsibilities discusses the responsibilities of the trustee and the library administrator. While the Board President and Bowen normally meet with a new trustee and review this, it might be interesting to review the section at a regular board meeting after the new appointee takes his or her place on the Board, so the entire Board can be

part of the discussion. The Board packet included a copy of the table of contents of the Trustee Facts File, and Bowen provided copies of the TFF for any Board members that did not take a copy when they were originally offered.

The Board agreed that it would be useful for them to pick crucial sections for a refresher, especially Chapter One: Trustee Duties and Responsibilities, and that the new Trustee should go over Chapter 2: Orientation for New Trustees.

Sapyta arrived at 7:50.

- Report on the installation of the SAM (Smart Access Manager) computer management system

The installation of SAM (Smart Access Manager) has gone pretty smoothly. Both staff and patrons adapted quickly to the new system, and Sam/Comprise staff corrected a number of customization problems as soon as the problems were brought to their attention. SAM was installed on the ten computers in the Computer Room, the 12 Resources computers near the Reference and Lit/AV Service Desks, and the four computers in the Junior Computer Room. Patrons like having access to everything (i.e., the catalog, databases, Internet, MS Office products, etc.) on more computers in the library, and they seem to like managing their own computer time and printing. Comprise staff will be back to complete our SAM installation later in July. They will be adding print management to 16 additional computers, and installing two APM machines to manage patron printing accounts. Since the Board would be moving to the Administration Office for a demonstration of the system as it has been installed at Downers Grove, this item was tabled until the end of the meeting.

- Approval of closing the library at 2:00 p.m. on Saturday, July 16, 2005 to prepare for the foundation event

Although Bowen forgot to put this item on the agenda that was mailed in the Board packets, he did add it to the agendas that were posted in the library and sent to the press. The library needs to be closed early on Saturday, July 16 to prepare the building for the foundation fundraising event. The early closing was discussed in the past, but this year's closing had not been put on the agenda for a Board action to approve it. It was moved by Humphreys and seconded by Read **THAT THE LIBRARY BE CLOSED AT 2:00 P.M. ON SATURDAY, JULY 16 TO PREPARE THE BUILDING FOR THE LIBRARY FOUNDATION EVENT.** Ayes: DiCola, Humphreys, Read, Sapyta, Daniels. Abstain: none. Nays: none. Motion carried.

OLD BUSINESS

None.

REPORT FROM THE ADMINISTRATION

As mentioned at previous Board meetings, the Grove Foundation had expressed interest in making a contribution in support of the library. They have decided that they will contribute \$1,000 to fund an author program similar to the Erik Larson program that was part of The Big Read this past spring. The Big Read Committee is having a wrap-up meeting for this year's Big Read on June 28, and they will discuss whether or not the group of eight public libraries is

interested in doing a Big Read again next year. If so, the Grove Foundation author program will be the culmination of the next Big Read. If the libraries decide not to do a joint program, Downers Grove will develop our own author program.

To date 105 tickets have been sold and 12 complimentary tickets have been requested for the Foundation event, and over \$3,000 in donations has been received. The local chapter of the Marfan Foundation felt that the real audience for their bench would be at the Marfan Foundation walk-a-thon that was held a couple of weeks ago. They auctioned the bench there and it sold for \$1,001. That check for the Library Foundation was delivered to the library last week.

The Heritage Festival is this weekend. With the loss of so much employee and commuter parking, it is getting more difficult for the library to maintain even the limited schedule normally planned for the Fest weekend. Emmanuel Lutheran is allowing library staff to park in their lot, but it is first-come first-served. Staff who are scheduled to work until 7:00 Friday evening, will arrive later in the day and may not find room there. The library will reimburse any scheduled staff who end up having to park in the Parking Deck or take the shuttle. If the level of use on Saturday morning is as low this year as in the past, Bowen will probably ask the Board to consider closing all day Saturday next year.

Before the installation of SAM began, the library had completed entering the birthdates of all juvenile card holders into the appropriate field in the SWAN database, and sent letters about the change in the Internet access policy to the parents of all minors with any sort of restricted library card. In the May Circulation report, Nadine Walsh reported that about 900 letters were sent, and by the end of May, eight parents had returned forms restricting their teen-aged children's Internet access. She didn't mention it in her report, but the library had at least one parent ask how they could give their child under 14 access to the Internet. There are procedures in place to accommodate parents' wishes either way.

The American Library Association Conference begins Friday. This year it is in Chicago with most events taking place at McCormick Place. One of the vendors provided MLS with a number of passes to the exhibits. Bowen has distributed seven passes to staff, but does have three left if any Board members are interested in visiting the Conference Exhibits. There are over 900 vendors including publishers of books and audio-visual materials, but also covering everything from automation to bookmobiles to architects to mobile shelving units. The exhibits are open Saturday through Monday 9 – 5 and Tuesday 9 – 3.

TRUSTEE'S REQUEST FOR INFORMATION AND ANNOUNCEMENTS

Trustee DiCola reported that she had viewed all the benches being donated by downtown businesses to the foundation auction and was very pleased both by the variety of style and by the attractiveness of the benches.

Trustee Humphreys commented that he brought a visiting Rotarian who is a library director in Oregon to the library for a tour this week, and Humphreys was very impressed with the way Christopher presented the library.

Trustee Read reported that the Metropolitan Library System (MLS) just completed its first year as a merged system, and held its public annual meeting at the University of Chicago on April 28. MLS director, Alice Calabrese, had her formal evaluation and while given some things to think

about, the overall report is that she's done a wonderful job and she seems to be well-received by members. A project for this year is a new Strategic Plan, and Read asked that Board members email him with any ideas on the best way to get input from members as he will be on the MLS Strategic Planning Committee. Read also announced that over the past weekend his family welcomed the arrival of a third great grandchild!

Trustee Humphreys said that he regrets that he will have to miss both July Board meetings due to business trips.

OPPORTUNITY FOR PUBLIC COMMENT

None.

ADJOURNMENT

The meeting was adjourned at 8:10 p.m. and Board members moved to the Administration Office for a demonstration of SAM.