

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
April 27, 2005**

MINUTES

ROLL CALL

President Daniels called the meeting to order in the Library Meeting Room at 7:39 p.m. Trustees present: DiCola, Humphreys, Read, Sapyta, Vlcek, Daniels. Trustees absent: none. Also present: Director Bowen, Assistant Director Carlson. Visitors: none.

APPROVAL OF MINUTES

The Board reviewed the minutes. It was moved by Vlcek and seconded by Read **THAT THE MINUTES OF THE REGULAR MEETING OF APRIL 13, 2005 BE APPROVED AS WRITTEN**. Ayes: DiCola, Humphreys, Read, Sapyta, Vlcek, Daniels. Abstain: none. Nays: none. Motion carried.

INVOICES

The Board reviewed the list of invoices submitted for payment. It was moved by Sapyta and seconded by Vlcek **TO APPROVE PAYMENT OF OPERATING INVOICES FOR APRIL 27, 2005 TOTALING \$78,598.45**. Ayes: DiCola, Humphreys, Read, Sapyta, Vlcek, Daniels. Abstain: none. Nays: none. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

NEW BUSINESS

- Consideration of an employee request for an unpaid leave of absence

The Board packet contained a letter from Sara Pemberton, Children's Services Coordinator, requesting an unpaid six-week leave of absence for personal reasons. All requests for leaves, other than those under the Family and Medical Leave Act require approval by the Board.

Pemberton has a very good plan for staffing her department during her absence. There is a fortunate convergence of a library school student who has been working as an intern in the department. She has been trained in the work of the department, has done a really nice job, and will be looking for a school librarian position for the fall. She is excited about a temporary paid position here. And we have a part-time library assistant who is a college student and very interested in working more hours this summer. And we have another college student who has worked as our summer reading club clerk for the last three summers and is interested in more hours. The work of the department during the summer is the summer reading club. We can cover those responsibilities with no problem. Sharon Lawrence and Amanda Blau, our two other

professional staff in the department are comfortable that they can handle the department during this time. Pemberton will be in the Downers Grove area during her leave and is prepared to come back early if any situation arises for which she is needed. Bowen recommended granting Pemberton's request, with the dates to be mutually agreed upon by Pemberton and himself.

It was moved by Read and seconded by DiCola **THAT PURSUANT TO THE PERSONNEL POLICY THE BOARD APPROVES THE LIBRARY DIRECTOR'S RECOMMENDATION TO GRANT PEMBERTON'S REQUEST FOR A SIX-WEEK UNPAID LEAVE OF ABSENCE, WITH DATES TO BE MUTUALLY AGREED UPON BY THE LIBRARY DIRECTOR AND THE EMPLOYEE.** Ayes: DiCola, Humphreys, Read, Sapyta, Vlcek, Daniels. Abstain: none. Nays: none. Motion carried.

OLD BUSINESS

- Village reconstruction of the Forest Street Parking Lot

Bowen has not had any word from the Village in response to his informing the Village Manager that the Board was willing to consider an inter-governmental agreement to share the cost of the parking lot. The Village engineer in charge of overseeing the project has stopped in several times to update library administration on the construction, which due to good weather has been moving faster than expected, and to ask if there have been any complaints about the parking situation, of which there have been few.

- Report on the estimated cost of a new library materials security system

At the last meeting the Board asked Bowen to report on the estimated cost of converting to a new materials security system. In the Board packet was an estimate based on estimates given in an 2004 workshop that Bowen attended at the ALA Conference, and on comments from a library listserv dedicated to RFID in libraries by librarians who currently use or are planning to move to RFID systems.

Clearly the biggest cost of a conversion project is the tag that must be placed on each item. The cost has dropped significantly each year. In addition, a library can expect a discount when buying more than 250,000 tags at a time. Users report that the current cost for tags is about \$0.85 per tag, without volume discounts. Bowen has seen published estimates that the cost will drop to \$0.50 within 2 years. For this estimate he used \$0.60 per tag.

Assuming the library contributes not more than \$100,000 from the construction fund toward the Forest Street Parking Lot, Bowen estimates that the library will have approximately \$246,000 in the construction fund by the spring of FY 2006/07, the earliest he would anticipate doing this project. Of course if the library contributes less than \$100,000, the library will have that much more for a new materials security system.

In addition to Library Construction Fund money, there continues to be some grant money available in Illinois for automation projects. Bowen would expect to apply for grant funding to aid this project. Awards for this type of project are typically in the \$25,000 - \$30,000 range. It would also be appropriate to use some, or all, of the per capita grant for this project. If it remains fully funded, the per capita grant is \$60,000.

This estimate does not include self check-out units that would operate with the RFID security system and the library's circulation system to allow patrons to check out their own materials. Over the last few years the cost of self check-out has stabilized at about \$20,000 per unit. This would be a great item for the Foundation, the FOL, or other donors to consider giving. Self-checkout units could also be funded by future per capita grant monies. If sufficient funds are available Bowen would recommend including one self-checkout unit in the initial conversion project. This would give the library an opportunity to find out if residents are interested in using self-service checkout. This has been very popular in some libraries that have tried it, and not particularly popular in others.

REPORT FROM THE ADMINISTRATION

A flyer about this year's LACONI Trustees Dinner was provided in the Board packet. Unfortunately the flyer was emailed to libraries so late that there is little time to make reservations. Bowen will be happy to submit a reservation for any interested Trustee. From comments heard from other administrators at the MLS Zone 1 lunch meeting today, Bowen said it sounds like this year's dinner is not going to be particularly well attended, in part because the notice was distributed so late.

On Monday an email from the director of the Metropolitan Library System was sent to member libraries stating that two positions in the Burr Ridge office of MLS have been eliminated. This was quite a surprise to member libraries as no one had heard anything about plans or the need to reduce staff. The MLS Advisory Committee met this morning, and the Zone 1 Representative did not have much new information to report. One of the positions eliminated was the remaining staff member in the Reference Services department. Downers Grove Library staff was curious about what would become of a couple of her projects--the last services still provided for reference librarians in the member libraries. The MLS director said that the projects would be continued by a new reference team that she planned to form, but at this point this seems to be a concept without anyone to implement it. The other position was duplicated when the two systems merged to become MLS and it was not surprising that it was eliminated. Trustee Read, a member of the MLS Board of Directors, confirmed that these staff changes had been reviewed by the entire MLS Board and that they are in full accord with planning and merger requirements.

In the monthly report from the Literature Department, Sue O'Brien reported that staff member Heather Booth is in the process of finishing a book on Readers Advisory Service for teenagers. Booth published an article on the subject earlier this year (included in a previous Board packet), and she was invited to write a book that will be published by the American Library Association Press, the same publisher who published former staff member Joyce Saricks' books on Readers Advisory service in public libraries. Bowen is very pleased in the way the department has continued to develop and expand the Downers Grove tradition of readers advisory service under Sue O'Brien's leadership.

The library has been invited to make a presentation to the Grove Foundation on May 11, to give them suggestions of ways they might support the library. This is the first contact the library has had with this Foundation, so it should be interesting. Carlson will be meeting with the Foundation since it is a Board meeting night.

The library received the annual report of the Executive Service Corps of Chicago. Bowen thought the Board might be interested in seeing that Trustee Thomas Read is one of the executives pictured on the cover.

Carlson attended the Central Business District “Downtown Dialogue” on April 13. The Police Department discussed local ordinances and when to contact the police. Although loitering is not prohibited (unless access is being blocked), police are willing to walk or drive by since their presence may prevent problems. Vulgar language, disorderly conduct, possession of tobacco by minors, and bicycle riding on sidewalks are prohibited, and the police definitely should be called for these offenses. There is a new procedure for violations of the skate boarding, in-line skating, etc. ordinance for the CBD. A letter of warning will be sent to parents of offending juveniles under the age of 16 for a first offense; a citation will be issued and the skating device seized for a second offense. The device will be returned to the parents following a court decision or payment of the \$75 fine. Carlson was pleased to hear comments from business owners that they don’t want to discourage teens from coming to the CBD, but rather that they want teens to feel welcome. They want to encourage teens to “skate their way to the CBD, and then pick up their skateboards when they get there!”

TRUSTEE’S REQUEST FOR INFORMATION

Trustee Humphreys expressed his concern regarding email and the Open Meetings Act. He cautioned Trustees to resist the impulse to hit “reply all” to emails sent by Bowen or Carlson because that sends a message from one Trustee to all the Trustees and gives the appearance of the beginning of a discussion. Even if not technically illegal, Humphreys was concerned about the appearance of violating the Open Meetings Act. It is fine, however, to reply directly to Bowen and ask him to distribute the information to the entire Board, when appropriate.

ANNOUNCEMENTS

Trustee Read will be out of town for the May 11 Board meeting, but will be able to attend by telephone. He will be out of the country for the June 8 meeting and will not be able to attend that meeting.

OPPORTUNITY FOR PUBLIC COMMENT

None.

ADJOURNMENT

The meeting was adjourned at 8:49 p.m.