

**SPECIAL MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
January 25, 2006**

MINUTES

ROLL CALL

President Daniels called the special meeting to order in the Library Meeting Room at 6:13 p.m. Trustees present: DiCola, Greene, Humphreys, Read, Vlcek, Daniels. Trustees absent: none. Also present: Director Bowen, Assistant Director Carlson. Visitors: none.

NEW BUSINESS

The Board met with art consultant Monica Hork of Billy Hork Galleries, Chicago, to discuss ideas for acquisitions to the library art collection.

ADJOURNMENT

The meeting was adjourned at 7:30 p.m.

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
January 25, 2006**

MINUTES

ROLL CALL

President Daniels called the meeting to order in the Library Meeting Room at 7:38 p.m. Trustees present: DiCola, Greene, Humphreys, Read, Vlcek, Daniels. Trustees absent: none. Also present: Director Bowen, Assistant Director Carlson. Visitors: Resident Gail Wetta, Reporter Sandy Zeles.

OPPORTUNITY FOR PUBLIC COMMENT

None.

APPROVAL OF MINUTES

The Board reviewed the minutes. It was moved by Vlcek and seconded by Greene **THAT THE MINUTES OF THE REGULAR MEETING OF JANUARY 11, 2006 BE APPROVED AS WRITTEN.** Ayes: DiCola, Greene, Read, Vlcek, Daniels. Abstain: Humphreys. Nays: none. Motion carried.

INVOICES

The Board reviewed the list of invoices submitted for payment. It was moved by Read and seconded by Humphreys **TO APPROVE PAYMENT OF OPERATING INVOICES FOR JANUARY 25, 2006 TOTALING \$27,725.14.** Ayes: DiCola, Humphreys, Read, Sapyta, Vlcek, Daniels. Abstain: none. Nays: none. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

OLD BUSINESS

- Continue discussion of the Patron Grievance Policy

The Board reviewed the Patron Grievance Policy at the last meeting and requested no changes to the actual policy, but did suggest some changes to streamline the form that patrons use to request reconsideration of library materials. Suggestions included the deletion of several questions, and the addition of a checklist asking the patron to indicate what action he or she is seeking. The reconsideration of materials process is a critical matter for library staff, and Bowen did include a review of the grievance policy and the Board's comments about it on the agenda of the last department heads' meeting. The form Bowen proposed for the Board's consideration at this meeting resulted from that discussion.

Bowen understood that the Board's intention was to create a form that is more streamlined and user-friendly. The staff discussion considered the Board's intention, but also considered the context of this form in the whole process of dealing with challenges to library materials. So staff

proposed a form with fewer and different questions from the original. Bowen believes that none of these questions are difficult or unreasonable for a patron to answer, and they provide the information the Board should consider in order to make a decision.

The Board suggested a few changes which will be incorporated into the form, and they will vote on the form at the next meeting.

NEW BUSINESS

- **Continue the discussion of services area financial institutions could offer the Library Foundation**

The Board discussed Commissioner Martin Tully's suggestion of a financial advisor that he has worked with professionally, as well as another local institution, Northern Trust. Trustee DiCola will invite someone from Northern Trust to speak at the next meeting.

REPORT FROM THE ADMINISTRATION

The staff In-Service Day was Friday, January 20. The featured speaker talked about time and paper management. Bowen said he is personally extremely skeptical of self-help programs, but went along with it because it was something that the staff development committee wanted to do. It was a really good presentation, and he took away a number of ideas that he is trying to implement in his own work habits. Staff also did a couple of practice fire drills with representatives from the local fire department, which is always useful. During the day 16 employees with milestone anniversaries – 5, 10, 15, 20, and one 25 year anniversary – were recognized. And Bowen spent some time discussing the library, and particularly the possible implications of the repeal of home rule. He hated to have to focus on such a serious topic, but he believes and in fact several staff members also stated, that the staff appreciate having the chance to hear about the issues that the library will be facing and having an opportunity to ask questions and discuss it in a setting where staff are free to talk candidly. A lot of the questions focused on what can staff say to patrons, if they are asked about the home rule issue. Bowen emphasized that when staff are speaking as library employees they can only provide factual information, and not suggest how a patron should vote. On the other hand the facts are pretty grim. In response to questions from staff, Bowen did confirm that, when they are on their own time, speaking to friends and neighbors they can say whatever they want.

Bowen attended the ALA mid-winter meeting in San Antonio this past weekend.

The Downers Grove Public Library Foundation received a check for \$1,080.00 from the Community Bank of Downers Grove. They have continued their program of making a \$10 donation to a local charity for each new account opened. 108 people chose the Library Foundation from the list of possible donations.

The carpeting in the Mouse House is badly worn and stained, and the Junior Woman's Club who sponsored the painting of the Mouse House last year, is willing to consider a donation to replace the carpet as one of this year's donations. However, they are only interested in a reasonable amount. Carlson spent some time trying to identify the carpeting used in the original installation, which includes fancy designs and got a preliminary estimate that was really expensive. Staff would like to consider replacing it with regular, commercial grade carpet, choosing something attractive and interesting, but forgoing the inset patterns. This will have to be replaced every few years, and staff would like to be somewhat practical about it. The Board agreed, and asked to see a sample of the carpet that is selected.

At the last meeting Bowen reported on some of the problems the SWAN libraries experienced with the last upgrade by the vendor of the system. The MLS Board will be responding to the vendor, but MLS has also suggested that it might be useful for member library boards to write individual letters expressing their concern about the problems in this upgrade. MLS just emailed a template of a letter that a library board can use. The Board agreed that Bowen will draft a letter to the president of Innovative Interfaces from Downers Grove and ask our Board president to sign it.

Carlson and Bowen have begun interviewing to fill the public relations position. Carlson has scheduled 10 interviews over the next two weeks, for the first round of interviewing. Nearly 200 resumes were received for this position.

Bowen reported that he will not be able to attend the next meeting because he is having cataract surgery. He suggested a short meeting to pay bills or that the Board could use the opportunity to spend more time discussing artwork, or to meet as the Foundation Board to discuss the Foundation. The Board would like to have Bowen present for further discussion on these topics, but did agree to continue their discussions next week.

TRUSTEE'S REQUEST FOR INFORMATION

None.

ANNOUNCEMENTS

The ILA Trustee Forum is holding their spring workshop for trustees on Saturday, February 25, 2006 at the Hickory Ridge Marriott Conference Hotel in Lisle.

Trustee Humphreys mentioned that he recently visited the Burbank (CA) Public Library where a librarian approached him to offer assistance, and upon discovering he was a Trustee for the Downers Grove Public Library, expressed her knowledge of the library and that we're reading *Seabiscuit* for The Big Read!

OPPORTUNITY FOR PUBLIC COMMENT

None.

ADJOURNMENT

The meeting was adjourned at 8:18 p.m.