

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
JUNE 8, 2011**

MINUTES

ROLL CALL

President DiCola called the meeting to order in the Library Meeting Room at 7:36 p.m. Trustees present: Eblen, Humphreys, Loftus, Read, DiCola. Trustees absent: Greene. Also present: Library Director Bowen. Visitors: none.

APPROVAL OF MINUTES

Trustees reviewed the minutes of the regular meeting of May 11, 2011. It was moved by Humphreys and seconded by Eblen **THAT THE MINUTES OF THE REGULAR MEETING OF MAY 11, 2011 BE APPROVED AS WRITTEN.** Ayes: Eblen, Humphreys, Loftus, Read, DiCola. Abstentions: none. Nays: none. Motion carried.

PAYMENT OF INVOICES

Trustees reviewed the list of invoices submitted for payment. It was moved by Read and seconded by Eblen **TO APPROVE PAYMENT OF OPERATING INVOICES FOR MAY 19 and JUNE 9, 2011 TOTALING \$58,695.51, AND ACKNOWLEDGE PAYROLLS FOR MAY 2011 TOTALING \$170,435.48.** Ayes: Eblen, Humphreys, Loftus, Read, DiCola. Abstentions: none. Nays: none. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

OPPORTUNITY FOR PUBLIC COMMENT ON OTHER LIBRARY BUSINESS

None.

OLD BUSINESS

- None

NEW BUSINESS

- **Approval of the Downers Grove Public Library's participation in the Illinois non-resident library card program**

Each summer a library board is required to determine whether its board will participate in the Illinois non-resident library card program. The program allows individuals who are not served by a public library to purchase library service from a near-by library. The decision to continue to participate requires two actions. The first is a Board action to continue to participate in the Illinois Non-Resident Card program; the second action is to determine which of the two methods will be used to determine the fee and to set the amount of the fee for the coming year.

This program is the only way that someone who does not reside within a public library's service area can receive library service. Currently the library collects revenue of over \$20,000 per year in non-resident fees.

It was moved by Humphreys and seconded by Loftus **THAT THE DOWNERS GROVE PUBLIC LIBRARY CONTINUE TO PARTICIPATE IN THE ILLINOIS NON-RESIDENT LIBRARY CARD PROGRAM.** Ayes: Eblen, Humphreys, Loftus, Read, DiCola. Abstentions: none. Nays: none. Motion carried.

- Adoption of the 2011 non-resident library card fee

Two options are permitted for determining the non-resident fee. The tax bill method requires the patron to present his or her property tax bill and library staff have to calculate the amount that the patron would have paid in property taxes to the library. This is inconvenient for patrons, who rarely have their property tax bill handy, and it requires library staff to do the mathematical calculations to determine the fee. Libraries that choose to use the tax bill method for most non-residents still have to adopt an average fee (the second method), in the event that renters want to purchase fee cards.

The second option that the State Library allows is for a library use a mathematical formula to calculate the average paid in property taxes to the library a resident household and use that as the fee. The new census data for Downers Grove has been released and the current average paid per household is \$243.30. Last year the average was \$242.55 and the Board rounded the fee up to \$244, so there is no need to increase the fee again this year. Bowen recommended that the library continue to use the mathematical formula to calculate the non-resident fee.

It was moved by Read and seconded by Eblen **THAT THE DOWNERS GROVE PUBLIC LIBRARY CONTINUES TO USE THE GENERAL MATHEMATICAL FORMULA TO DETERMINE THE NON-RESIDENT FEE, AND THAT THE NON-RESIDENT LIBRARY CARD FEE FOR THIS YEAR REMAIN \$244.** Ayes: Eblen, Humphreys, Loftus, Read, DiCola. Abstentions: none. Nays: none. Motion carried.

-Review and approval of an Intergovernmental agreement with SWAN for reciprocal borrowing services

Member libraries have the option of contracting with SWAN to provide clerical services related to managing reciprocal borrowing credits and debits resulting from the loss or damage of library materials borrowed from one library by cardholders of another library. While some small libraries prefer to bill for reciprocal borrowing expenses directly, the process requires considerable paper work and processing. Larger libraries have found that it saves a lot of local staff time to contract with SWAN for these services. The annual cost is \$1,000, with no increase from last year. With the creation of SWAN as an

independent governmental body last year, member libraries now have to approve an intergovernmental agreement for these services.

It was moved by Loftus and seconded by Eblen **THAT THE INTERGOVERNMENTAL AGREEMENT WITH SWAN FOR RECIPROCAL BORROWING SERVICES BE APPROVED.**

Ayes: Eblen, Humphreys, Loftus, Read, DiCola. Abstentions: none. Nays: none. Motion carried.

- Discussion of the process for evaluating and interviewing applicants for the library director position.

Applications for the position closed on May 29 and there are 45 active applicants for the position. The search consultants had sent copies of the resumes and cover letters of all applicants to each trustee at the beginning of the week. The trustees discussed the process for reviewing the resumes in preparation for meeting with the consultants on June 22 to select the candidates who will be included in the first round of interviews. Trustees agreed on a method that each trustee will use to rank the candidates prior to the next meeting. At the June 22 meeting each trustee's top candidates will be compared to identify those the most trustees agree should be in the group who are first interviewed.

The trustees also discussed topics that they would like to have covered in the interviews. Bowen was directed to forward that information to the search consultants for them to use in formulating the interview questions.

REPORT FROM THE ADMINISTRATION

Bowen reported that the library is going to try an experiment with a Dewey-less non-fiction collection in Teen Central, the young adult area. There is a trend in public libraries to move away from strict Dewey decimal system classification of materials, to a bookstore style presentation. The Teen Central non-fiction collection is small and a good candidate for this type of arrangement. Books will be broken into a number of broad subject areas such as Sports and Travel and there will be signs on the shelves identifying the subject areas. It will be interesting to see how patrons react to the change.

Illinois legalized civil unions effective June 1. Village staff have already provided a process for employees to add civil union dependents to the Village health, dental, and vision insurance plans. Since full-time library employees are part of the Village insurance group, this applies to library staff as well. Bowen was not aware of any current employee who will take advantage of this, but was pleased to see that the Village was on top of the change.

Along with the Board meeting materials Bowen had sent a copy of the demographic profile of the Village from the 2010 census that has recently been released. The total population of the Village of Downers Grove has decreased about 2% from 48,724 in 2000 to 47,833 in 2010. One reason for the drop in population may be found in the figures on the occupancy of available housing units. Only 93.7% of available housing units were occupied in 2010, compared to 97.4% of available units occupied in 2000. This may be an indication of foreclosures or simply of people who have moved, but who were not able to sell their houses. There does not seem to be any significant changes in the make-up of the population, other than an increase in the percentage of the population in the baby boom years and a slight decrease in the percentage of the population who are children. Humphreys mentioned that while

he had heard a number of discussions about the decline in the population, he had not heard anyone else making the connection between that and the vacant housing.

The merger of library systems is moving along, although there have been a few problems in the process. The merger transition board planned to sign contracts for staff health insurance and liability insurance at its May meeting, but at that meeting the representative of the State Library pointed out that they had not solicited bids in the manner required by the Illinois Joint Government Purchasing Act. Because the current library systems are separate governmental bodies they are required to follow the very strict requirements of this act. Representatives of the State Library have attended the previous meetings of the merger transition board and were aware of the process that the board was using; however they did not raise this concern until the last minute. Once the merger takes place on July 1 the new board can make decisions without the restrictions of this act, so the new Board will likely meet at 12:01am on July 1 to approve the insurance contracts. This does mean that there will be some interruption of services for a few days until the insurance is in place. For example the delivery service staff cannot drive the delivery trucks without auto insurance.

At the last meeting Bowen had reported that the Transition Board had selected the administrator for the new system. Tom Sloan the current director of the DuPage Library System had accepted the position. He has unexpectedly withdrawn his name from consideration, stating that his understanding of the responsibilities of the position had changed since he initially accepted it. The new Board will have to hire an administrator after the merger takes place. On the positive side, the combined systems will bring enough money into the merger to continue all current operations for 10 months. In addition, the State has promised that the remaining funding due this year will be released before the end of the fiscal year – which is June 30 – and that there is funding for the new fiscal year that will begin July 1.

TRUSTEE ANNOUNCEMENTS AND REQUESTS FOR INFORMATION

Trustee Humphreys reported that he had recently visited the library web site and noted that the most recent Board minutes available on the web site are from the March meetings. He asked if it was normal to be that far behind. Bowen said that staff vacations had caused some delays, but that normally minutes were posted within a week of being approved.

Humphreys also reported that he found the search consultant's report of comments that had been submitted by residents through the online form were very interesting and he urged the other trustees to review them, if they had not yet done so.

Loftus reported that he had read a newspaper article that mentioned that Mayor Tully was planning to invite the other governmental boards in the Village to attend some sort of workshop or retreat and that the library board was one of the boards mentioned. DiCola reported that the Mayor had mentioned this idea to her, but that no definite plans had been made yet. She thought it likely that this would occur in the fall.

ADJOURNMENT

The meeting was adjourned at 8:52 p.m.

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
JUNE 22, 2011**

MINUTES

ROLL CALL

President DiCola called the meeting to order in the Library Meeting Room at 7:30 p.m. Trustees present: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Trustees absent: none. Also present: Library Director Bowen. Visitors: resident John Mochel, library consultants Dan Bradbury and Jobeth Bradbury.

APPROVAL OF MINUTES

Trustees reviewed the minutes of the regular meeting of June 6, 2011. It was moved by Humphreys and seconded by Eblen **THAT THE MINUTES OF THE REGULAR MEETING OF JUNE 6, 2011 BE APPROVED AS WRITTEN.** Ayes: Eblen, Humphreys, Loftus, Read, DiCola. Abstentions: Greene. Nays: none. Motion carried.

PAYMENT OF INVOICES

Trustees reviewed the list of invoices submitted for payment. It was moved by Green and seconded by Loftus **TO APPROVE PAYMENT OF OPERATING INVOICES FOR JUNE 22, 2011 TOTALING \$41,320.60, AND ACKNOWLEDGE THE BUDGET JOURNAL ENTRY FOR VILLAGE PARKING PERMITS TOTALING \$2,000.00.** Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: none. Nays: none. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

OPPORTUNITY FOR PUBLIC COMMENT ON OTHER LIBRARY BUSINESS

None.

OLD BUSINESS

- None

NEW BUSINESS

- Review of the applications of candidates for the position of library director and discussion of the initial interview process. Closed Session

Trustees agreed to postpone the closed session to the end of the meeting, in order to complete all public business first.

REPORT FROM THE ADMINISTRATION

Bowen reminded the Board that the library will operate with reduced hours during the Rotary GroveFest. The library will be open from 9 a.m. until 7 p.m. on Thursday and Friday, and 9 a.m. to 1 p.m. on Saturday. Bowen did want the Board to be aware that because much employee and commuter parking is not available due to the location of GroveFest, library staff are very concerned about finding parking, particularly those employees who arrive in the afternoon to cover the evening shifts.

Resident Gordon Goodman has requested the Board to consider moving the plaque acknowledging the FOL Solon Gordon Garden fund's support of the landscaping of the original reading area that was created when the library was constructed in the mid-1970's, that has since become the Garden Walk. The plaque is on the wall at the southwest corner of the building and is difficult to read from the current walkway. Goodman has offered to donate a large stone to hold the historical plaque, in the hope that could be placed in a more prominent location, near the plaque commemorating the current Garden Walk. This will be placed on the agenda for discussion at a future meeting.

Bowen will be attending the American Library Association Annual Conference from Friday through Tuesday. His term on the ALA Council (the governing body of the association) ends at the conclusion of this conference.

TRUSTEE ANNOUNCEMENTS AND REQUESTS FOR INFORMATION

Trustee Humphreys invited the other trustees to attend GroveFest.

It was moved by Humphreys and seconded by Read **THAT THE BOARD MOVE INTO A CLOSED SESSION TO REVIEW THE APPLICATIONS OF CANDIDATES FOR THE POSITION OF LIBRARY DIRECTOR AS ALLOWED UNDER (5 ILCS 120/2) (FROM CH. 102, PAR. 42) (TEXT OF SECTION FROM P.A. 96-1235) SEC. 2. OPEN MEETINGS. "A PUBLIC BODY MAY HOLD CLOSED MEETINGS TO CONSIDER THE FOLLOWING SUBJECTS: 1) THE APPOINTMENT,... OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY."** Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: none. Nays: none. Motion carried.

Visitors were asked to leave the room and DiCola called the closed session to order at 7:48. Present at the meeting were Trustees Eblen, Greene, Humphreys, Loftus, Read, and DiCola. Also present were Library Director Bowen and library consultants Dan Bradbury and Jobeth Bradbury.

In preparation for this meeting the Bradburys had sent each Trustee copies of the resumes and cover letters of the 45 applicants for the position of library director. Among the 45 applicants the Bradburys identified 13 candidates who did not meet the basic qualifications for the position as described in the job announcement and job description. The trustees agreed unanimously that there were no candidates in the group that did not meet the qualifications that should be considered for the position. The Bradburys then led the Trustees through a ranking exercise that helped them identify the candidates that the Trustees believed were the most qualified for the position. Once the initial group of potential best candidates had

been identified, the Bradburys discussed each of those candidates, sharing their impressions based on brief telephone interviews that they had conducted with each applicant. Following the general discussion of this group of applicants, Trustees repeated the ranking exercise to identify the top candidates of the “best” candidates group, narrowing the pool of potential candidates to group of nine in a tentative priority order. After discussing this pool of candidates the Trustees narrowed the pool to seven candidates who will be invited to come for the first round of interviews in early July. The expectation is that the following the first round of interviews, two or three final candidates will be selected to return for a more intensive final interview process at the end of July.

It was moved by Loftus and seconded by Greene THAT THE CLOSED SESSION BE ADJOURNED AT 10:09 P.M. Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: none. Nays: none. Motion carried.

ADJOURNMENT

The regular meeting was adjourned at 10:10 p.m.