

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
October 8, 2008**

MINUTES

ROLL CALL

President Daniels called the meeting to order in the Library Meeting Room at 7:31 p.m. Trustees present: DiCola, Greene, Humphreys, Read, Daniels. Trustees absent: none. Also present: Library Director Bowen, Assistant Director Carlson. Visitors: Resident John Mochel, Library staff member Debbie Deady.

APPROVAL OF MINUTES

The Board reviewed the minutes of the regular meeting of September 24, 2008. It was moved by Read and seconded by Humphreys **THAT THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 24, 2008 BE APPROVED AS WRITTEN.** Ayes: DiCola, Greene, Humphreys, Read, Daniels. Abstentions: none. Nays: none. Motion carried.

PAYMENT OF INVOICES

The Board reviewed the list of invoices submitted for payment. It was moved by Humphreys and seconded by Greene **TO APPROVE PAYMENT OF OPERATING INVOICES FOR OCTOBER 8, 2008 TOTALING \$30,700.92 AND TO APPROVE PAYMENT OF THE INITIAL INVOICE FOR THE NEW CARPET, COVERING MATERIALS ONLY, FOR \$30,000.00 FROM THE LIBRARY CONSTRUCTION FUND AND TO ACKNOWLEDGE PAYROLLS FOR SEPTEMBER 2008 TOTALING \$179,690.73.** Ayes: DiCola, Greene, Humphreys, Read, Daniels. Abstentions: none. Nays: none. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

OLD BUSINESS

None.

NEW BUSINESS

-- Annual Certification of the Library's membership in the Metropolitan Library System (MLS)

The library is required to submit an annual Certification Form to the Metropolitan Library System, verifying that the library's membership status has not changed and that the library continues to comply with the MLS membership criteria. The Public Library Membership Agreement was revised in the summer of 2008, and a copy of the membership application agreement was included in the Board packet.

It was moved by Humphreys and seconded by Greene **TO ACCEPT THE MEMBERSHIP CONDITIONS, CERTIFY THE LIBRARY'S COMPLIANCE, AND DIRECT LIBRARY**

DIRECTOR BOWEN TO TRANSMIT THE SIGNED CERTIFICATION DOCUMENT TO THE METROPOLITAN LIBRARY SYSTEM. Ayes: DiCola, Greene, Humphreys, Read, Daniels. Abstentions: none. Nays: none. Motion carried.

REPORT FROM THE ADMINISTRATION

The library survived the Rotary Club Oktoberfest which was held the previous weekend. There was a little panic on Saturday morning when the big charcoal grills were fired up, and the fumes were sucked into the building. It was a perfectly calm morning with no wind to blow the smoke away. The Rotarians on duty, including Trustee Humphreys, reacted promptly and set up some huge fans next to the grills to blow the smoke away.

Because of the growing concern about the national economy, Bowen thought that it might be a good idea to report, for the record, that Library and Village funds are invested very conservatively and are safe from exposure to the shaky financial market. The Library and Village funds are invested in the Illinois Funds and the Federated Government Obligations Fund. The Illinois Funds is sponsored by the State of Illinois to give local government entities a secure avenue for managing their funds. Bowen provided for the Trustees copies of a recent statement from the State Treasurer about the Illinois Funds, as well as the Funds' guidelines for investment and the Funds' investment restrictions which includes the following: "There will be no investments in mortgage-backed securities of any kind." The Federated Government Obligations Fund focuses primarily on short-term U.S. Treasury and governmental agency securities. Copies of a description of the Federated Fund were provided for Trustees.

Carlson reported that the carpet installation went fairly smoothly. It worked very well to have the installation done at night in order to keep the library open, and the library received no complaints about the installation. The carpet installers did have to work an extra night to complete the lobbies and art gallery; it took four nights, rather than three. The installer for the flooring on the north entrance stairs was unable to complete the job in one night, and will be back to fix some problems and finish the work over the next weekend.

The majority of comments from patrons and staff regarding the carpet in the public spaces of the library have been positive. Several have said they think the new carpet in the lobbies makes the space look larger. The library received one negative written comment from an anonymous patron who was not happy with the choice of carpet or the person who selected the carpet. For the record, the carpet was selected by a committee of Board members who reviewed numerous carpet samples. Library staff members were given the opportunity to review a number of samples and voice their preferences; however the final selection was done by the Board committee.

The carpet installation in the Circulation workroom and offices, as well as the main library stairs were completed at night the previous weekend, and the Meeting Room was completed on Monday afternoon and evening, as planned. The Circulation staff, custodian Kevin Montgomery, technology staff Ted Waltmire and Dale Galiniak, and several volunteers from other departments worked very hard for three days packing and moving things from shelves and desks to cabinets and counters in the offices, to book trucks, and to the Meeting Room. Shelving was removed from walls and moved to the Meeting Room, as well. Everything was moved out of the Meeting Room and back to the offices, and shelving was reinstalled on Monday morning, starting at 7:30 AM. The crew who was hired to take apart the Knoll office desks and move them to and from the Meeting Room before and after the carpet installation was very efficient and careful to get everything back in the right place. Of course, it is taking some time for

Circulation staff to get everything back to its proper place on shelves and in desks, but they are doing an amazingly quick job of it.

The library just completed a two-day Customer Focused Library (CFL) research project. Patrons were surveyed, and staff did hourly density mapping of library users throughout the library; there was great participation from patrons. Friends of the Library members, Midwestern University students, and staff members volunteered. Special thanks go to Joni Hansen, President of the FOL, who made numerous calls to FOL members, and spent 16 hours volunteering! CFL committee members will be compiling the information and making recommendations.

Although not yet confirmed, Carlson has been talking with the Downers Grove Junior Woman's Club, and they may be interested in donating two benches for the Garden Walk expansion in celebration of their 50th anniversary. The club members will vote next week. If they decide to do this, they would like the benches installed in the spring with a dedication ceremony. They may be interested in having the celebration in conjunction with a Garden Walk reception in the spring or early summer after all the new bricks and benches are installed. To date, the library has sold 84 small and 19 large bricks for a total of \$13,150.

TRUSTEE REQUESTS FOR INFORMATION AND ANNOUNCEMENTS

Trustee Greene suggested that the library offer a read-to-a-dog program for children with reading difficulties, and Bowen reported that the library has offered these programs.

Trustee DiCola reported that she had hired the same lock service the library uses, and the service person told a nice story about his wife bringing their baby for story times and how his family uses the library. It might be a good story for the library newsletter.

Trustee Read reported on the MLS annual meeting, and the revision of the By-laws was unanimously approved.

Trustee Humphreys reported that Oktoberfest was quite successful and the crowds lasted into the evenings. So funds were raised and will be available for the various charities, of which one is the Library Foundation.

President Daniels reported that the LCF lawsuit was filed in Cook County Circuit Court for recovery of additional assets. Downers Grove's fund was not one that experienced any losses.

OPPORTUNITY FOR PUBLIC COMMENT

None.

Resident and Library Foundation Board member Lynn Sapyta arrived at 8:06 p.m.

ADJOURNMENT

The meeting was adjourned at 8:10 p.m.

DOWNERS GROVE FOREIGN FIRE INSURANCE FUND

Minutes from the September 4th, 2008 meeting held at DGF D St. 2 at 8:00am.

Board Members Present: FF/PM Brainard, Lt. Pajak, FF/PM S. Markowski
Absent: Lt Difatta, out on deployment in Louisiana.

Guests Present: Chief Ruscetti, DC Tutko, DC Jackson, Marsha Giesler, FF/PM Hoff,
FF/EMT Pica, BC Hardy

Meeting called to order at 08:25am.

Minutes from the July 8 2008 meeting read, voted to pass minutes with noted changes to the adjournment time, made by Brainard, seconded by Pajak. Motion passed.

Treasurer's Report

Account balances: \$73, 875.88 in checking
\$39, 085.47 in widow's fund

- *Pajak passed out current expenditures to date, will be posted at all stations.
- *Pajak reminded that November 30 is the last day of this year that checks will be issued, including cell phone reimbursement.
- *Discussed Heart Scans that are done for the year. Leftover funds will be rolled into regular funds.
- *Discussed cable boxes for admin, they currently have 4. Chief Ruscetti stated that admin has the ability to pay for the cable out of the village budget if needed. Cost is approx. \$350. Chief and Pajak will discuss this and it will be readdressed at the next meeting.
- *Discussed cable boxes for station 3. One seems to be unaccounted for. Personnel will try to locate it.
- *Motion made to accept Treasurer's report made by S. Markowski, seconded by Brainard. Motion passed.

Old Business

- *St 1's checks from the June meeting are still waiting paperwork that Difatta has. It will be addressed before next meeting.
- *Treadmills- demo is at station 2. As is cost is \$5270.00, budget amount was \$6,000.00. DC Tutko will try to get a second treadmill by year's end for Station 3 if funds from Village permit.

New Business

- *DC Tutko asked about admin's funds available. Pajak said \$3,582.94 was left.
- *DC Tutko requests 6 flat screen TV's for the admin offices, lunch room and BC office. Cost will be \$3,600 at Grant's Appliances.
- *PIO Giesler stated she was also looking for funds at a cost of under \$800. 1 digital camera with carrying case and memory card for \$282. She was looking for 30 boxes for citizens to be able to place valuables in the event of a fire, cost of \$88.50 at local moving

company. She was also looking for FD trading cards that will feature DGFD personnel for PubEd events, cost of \$445 for approximately 1000 sets, not including shipping. Marsha stated she will seek donations for boxes with area moving company.

*Brainard motioned to move \$727 from the school/books fund to cover the cost of 1 digital camera with card and case as well as the trading cards. Markowski seconded. Discussion followed, motion passed.

*Back to the admin request for tv's, admin was advised that if granted this request will deplete their available funds for the remainder of the year. Admin said that was understood. Motion made by Brainard to grant the funds, seconded by Markowski. Motion passed.

*FF/PM Hoff presents 2 requests from Station 3.

----Seeking \$400 to frame historical department photos for the dining room area.

----Seeking \$200 for parts for the grinding wheel on the bay floor for hand tool care, to be purchased at Granger.

----Both requests were granted.

*FF/PM S. Markowski presented request for new bath towels for Station 2, cost approx. \$229.60, not to exceed \$250. Request granted.

*Discussed fixing the pop machine at St. 2. DC Tutko said that he will look into funds available to get it fixed. Issue will be readdressed at the October meeting.

*There were no further requests.

Good of the Fund

Next meeting set for October 2nd, 2008 at DGFD St. 5 at 8:00 am.

Motion to adjourn made by Pajak, seconded by Markowski.

Meeting adjourned at 9:08am.