

**VILLAGE OF DOWNERS GROVE
COMMUNITY GRANTS COMMISSION
DECEMBER 3, 2008 MINUTES**

I. CALL TO ORDER

Commissioner Geoff Neustadt called the Community Grants Commission meeting to order in the Village Hall Committee Room at 6:32 p.m.

Members in attendance: Geoff Neustadt, Dave Humphreys, Pat Winter, Kathy Nybo, Renata Allelujka, Dimis Wyman, Melissa Nuttall, Emma Buckley student member, Susan Brassfield.

Absent: None

II. PUBLIC COMMENTS AND QUESTIONS

There were none.

**III. APPROVAL OF MINUTES OF COMMUNITY GRANTS COMMISSION
MEETING JULY 7, 2008**

Ms. Winter moved to approve the minutes of the July 7, 2008 meeting, seconded by Ms. Nybo. All in favor. The Motion passed unanimously.

IV. NEW BUSINESS

The Community Grants Commission met on November 19 and November 20, 2008, in Village Hall, to hear 19 applicants' presentations of funding requests. At these meetings, an opportunity was available for questions from the Commission to clarify any information provided by the applicant. Commissioner Neustadt noted that the Village Council and Community Events Commission had reviewed the Commission Ordinance and Mission Statement during the summer, and modifications were approved by the Council based on those reviews. The changes as approved were reviewed, noting that the key words in the revision are "cultural, artistic and other community-oriented events." It is important that the Commission remember that its task is not to consider how much is requested, but how much is merited. It was suggested that the groups funded develop a way to survey participants/attendees of their events in an effort to determine its success and impact on the Village.

Commission members noted that some of the grant requests fall within a "gray" area, while others meet the criteria satisfactorily. Given the amount of grant money available, it will be impossible for everyone to receive what they requested. Commissioner Neustadt informed the Commission that a letter has been prepared for distribution to the applicants, inviting them to attend the December 3 public meeting to witness the Commission's deliberation and obtain a clear understanding of the Commission's reasons for recommending/rejecting funding requests. Attendance at the December 3 meeting was not mandatory.

At the December 3 meeting, Commissioner Neustadt welcomed Mellisa Nuttal, who was recently appointed to the Commission. The Commission members then introduced themselves. Commissioner Neustadt said that the meeting would be conducted similar to last year's meeting. The Commission went through the list of organizations and divided them into "Core," "Gray," and "Questionable" applications. He noted that as in the past, there are more requests than funds available. Each application was then prioritized.

Mr. Humphreys commented on the Ordinance under which the Commission operates, and read the pertinent definition of the Commission's duties. He noted that, in his opinion, the key words are "cultural," "artistic," "other," and "events." He understands that many artistic, cultural events and organizations can never be self-supporting, and need government and private grants to maintain their existence. It is not the mission of the Community Grants Commission to support athletic, recreational, or social service organizations and activities; however, if they present an artistic or cultural event, it can be supported even as a fund raising event. Mr. Humphreys pointed out that the promotion of tourism is not a primary goal of the Commission; however, it can be a consideration or tiebreaker if the event meets higher priorities, in his opinion. He said as funds have become tighter and more artistic/cultural groups have applied the Commission has reduced or eliminated funding for groups in the "gray" area, which has been supported by the Village Council. He said he believes that, given the unstable economic environment, the Commission should focus on the core purposes of the program and less on the gray areas.

Commissioner Neustadt then asked members to disclose any affiliations they may have in the organizations under consideration for grant recommendations. He said that the Village's Legal Department has assured him that it is appropriate for the Commission to vote as a group on the recommendations, as long as no one has a financial commitment to these organizations. The members disclosed having membership or past affiliations in the following organizations: AAUW, Downers Grove Rotary Club, Friends of the Library, DGS Mustang Band Boosters, and DG Choral Society. The Commission then discussed the individual applications to prioritize them into one of three categories: Core, Gray, and Not Recommended.

Commissioner Neustadt said it was his preference to go through the requests of the Core Groups, and then look at the monetary figures. He described the equation he used, which was to not award more than \$10,000 to any one group. Mr. Humphreys said that he looked at what was awarded last year as his starting point. Commissioner Neustadt noted that two of the organizations are requesting \$18,000, which is \$3,000 above the actual spending ability of the Village Manager. Anything above \$15,000 would be separate and above a regular grant award. He doesn't think anything above \$15,000 is appropriate to grant. Mr. Humphreys agreed that with the current economic environment it is unrealistic to consider anything above \$15,000. Commissioner Neustadt added that they still have to remember that the Hotel Sales Tax may begin to dwindle, which could eventually lead to them setting a cap award amount.

Grove Players

proposed award **\$8,300**

The applicant is entering its 73rd season of offering live theater productions in the Village. The request is for a grant to assist promoting the organization through advertising, improved programs and flyers, and with rental space for rehearsals and equipment. Changes in promotional materials have been made to present a more professional image, and they believe they have reaped the benefit of those changes. All of their productions bring theatergoers from surrounding areas into the downtown area. Their subscription base has increased 47% over last year, which they perceive as related to the new promotional materials. Their performances are held in Lincoln Center.

Downers Grove Concert Association

proposed award **\$11,000**

The applicant presents five classical music concerts a year, usually at North High School. Their season runs from September to June, and they have held two concerts already, which were well received. They received a grant last year from the National Endowment for the Arts in the amount of \$10,000 for the Philadelphia Chamber Orchestra, which elevated the budget figures. Advertising by WFMT is often free when artists are played on the air. The applicant purchases print ads from WFMT as well. Artists who perform usually stay in a local hotel if they are not from the Chicago area.

**Downers Grove Area Newcomers Club –
Justin Roberts Childrens Concert**

proposed award **\$1,400**

The applicant has been in Downers Grove for more than 40 years, and they exist for all women in the community and surrounding areas to come together socially and develop civic-minded and philanthropic activities. They plan to present the Justin Roberts Childrens' Concert at the Tivoli Theater on February 21, 2009 for the second year. Justin Roberts is a renowned childrens' musician with a large Midwest following. The concert was held in the winter last year with an attendance of 615 people. This year they hope to increase the attendance by increasing marketing to surrounding municipalities. A portion of the net proceeds will benefit the autism program of Little Friends from DuPage County. Rental fees have increased 50% over last year, with less corporate sponsorship available. They will encourage local businesses to provide coupons in the program booklet for attendees.

The West Towns Chorus

proposed award **\$5,000**

The applicant request is for assistance to subsidize their three Christmas shows performed at the Tivoli Theatre. The show attracts people from out-of-town, and incorporates other local musical groups. Membership includes Village residents as well as people from surrounding communities. They would like to have a fourth show, depending upon availability of the venue. The show is videotaped and shown on the local cable network. Their program booklet contains advertising of local businesses and they are open to including coupons. The profit from the Christmas shows supports the program for the entire year, including rental costs, director's salaries, coaching, etc. Outside talent for the Christmas show is an additional expense. Their mission is to promote a cappella singing, particularly for men.

West Suburban Humane Societyproposed award **\$2,000**

Funding is requested to assist in expenses for the 16th annual Barkapalooza Pet Expo and Dog Walk to be held in September 2009. The 2008 event had a decrease in pledges and participants; however, corporate sponsorship enabled an increase in funds raised. They intend to seek 500 participants for the 2009 event and increase their advertising. The Downers Grove Park District is recommending a change in the venue for the upcoming year.

Downers Grove Kiwanis Clubproposed award **\$500**

The applicant is seeking assistance toward expenses for candy and balloons for their annual Easter Egg Hunt, which has become a Village tradition, and which will be held in Fishel Park. The event draws people from the Village as well as surrounding communities. People bring food to the event to benefit the FISH Food Pantry. Advertising is done by flyers distributed to the schools, ads in the local paper and on Cable TV.

Downers Grove Choral Societyproposed award **\$15,000**

The applicant is seeking financial assistance to market programs, pay site rentals, and hire professional performers to present a series of performances celebrating the 50th Anniversary of the Society's existence. Sherrill Milnes will be conducting two concerts celebrating this anniversary. The applicant has increased its funding efforts. They have been able to exchange databases with the Lyric Opera increasing their suburban mailing by 2000 addresses. Marketing efforts have extended to beyond the immediate area, and a video of the organization's history is being prepared. Also included in their promotion is the Village's proximity to public transportation. The applicant has a strong following and excellent reputation in the Village and surrounding communities. The challenge is to get programs to people who are unfamiliar with the group and who do not regularly attend classical events. The applicant's success and history contributes to presenting a positive image of the Village. The applicant also intends to increase its effort to reach the underserved in the community including children and senior citizens. Methods of evaluation have been improved resulting in a 25% positive response rate.

Midwest Ballet Theatreproposed award **\$8,400**

The applicant seeks financial assistance for its annual performances at the Tivoli Theater of *The Nutcracker*. Audiences are drawn from the local area as well as many out-of-state attendees. They are unable to advertise out of state due to lack of funds, but word of mouth has attracted many people from outside the community. Grant support in the past has enabled the applicant to purchase new costumes for the performances. Ticket prices have remained the same for the past few years, and everyone involved in the production donates their time.

Downers Grove Downtown Management Corp. proposed award **\$3,000**

The applicant is seeking grant funds for the Fine Arts Festival held every year, for many years. They are receiving inquiries from potential exhibitors as much as a year in advance. The 2008 Fine Arts Festival was virtually rained out, with a small group of artists exhibiting their work. The applicant intends to maintain the Festival as a Fine Arts event, and not a craft event. The applicant prepares newsletters, advertises in major newspapers, and obtains funds for awards presentations from local businesses. Many of the artists who attend and exhibit are from outside the local area and they are encouraged to stay in local hotels at special rates. Hotel information will be included in information sent with the initial application forms. Attendees are encouraged to shop in the downtown stores and restaurants.

Senior Suburban Orchestra proposed award **\$5,000**

The applicant is seeking assistance with funding to promote their organization of senior musicians who perform at residential retirement facilities as well as at local schools. This is a volunteer organization with no tickets sales. Their costs are covered by grants and in-kind donations. This is the tenth year for the organization. Activities include performances at nursing and retirement homes, and the group has conducted sight-reading sessions at Fairview Village for high school music students. The applicant also provides intergenerational musical experiences between the Seniors and elementary school students. The major expense for the applicant is providing a salary for a paid professional conductor, and grant funding will assist in meeting this expense.

South High School Mustang Band Boosters proposed award **\$5,000**

The applicant requests assistance in meeting the costs of the Marching Mustang Music Bowl, a marching band competition with twenty bands competing last year. Groups attending and participating in the Music Bowl come from across the State and bring additional business to local restaurants. This year there were middle school participants performing. The event attracts high caliber judges and is recognized as an important competition. Funds from the grant would help defray the cost of the program booklet, which is high quality and contains biographical information on the participants. Proceeds from the Music Bowl have been used to purchase instruments for the school bands. The applicant is unsure that they can depend upon program ads and sponsorship to pay all of the expenses generated by the event.

SEASPAR proposed award **\$1,400**

The applicant has been in existence for thirty-two years and provides recreational programs for disabled individuals. An increase in the number of autistic individuals has increased the need for programming, additional staffing and resources. The applicant is seeking assistance in underwriting the costs of some of the programs, specifically a fund raising concert with Johnny Rogers as the guest performer. Mr. Rogers is in great demand and his performances have been well received. The concert is scheduled for April 29, 2009 at the Tivoli Theatre. A dinner option is planned as well. The applicant is seeking funding to support its cultural arts programs and its fund raising concert. Advertising brochures and fliers will be distributed to the surrounding communities'

schools, libraries, sheltered workshops, etc. They will look into what funding opportunities may be available in other communities they serve as well.

After Hours Film Fest proposed award **\$1,500**

The applicant's group meets twice monthly at the Tivoli Theater to present foreign and art films to an audience averaging 450 people per showing. They are seeking funding for a Student Film Festival to encourage interest among student filmmakers, and they receive between 80 and 90 submissions. The Festival is judged and the winning films shown at the Tivoli Theater. Funds have been raised using merchandise contributed by local businesses to be auctioned for prize money. Contributors have decreased over the past year. They intend to advertise to 150 area schools and film publications.

D. G. Friends of the Library proposed award **\$400**

The applicant seeks funding to assist in sponsoring a children's party in lieu of the Annual Storybook Character Parade. The party would be held in the spring to coincide with Children's Book Week and National Library Week. They intend to have a themed children's party at the Library to encourage reading and to draw people to the Library. They have had participants attend from outside the Downers Grove community.

Downers Grove Rotary Club proposed award **\$1,819**

The applicant is seeking funds to help sponsor the annual Halloween Window Painting event. They have approximately 800 children participating in the event that began in 1966. They also provide an opportunity for families to contribute food items that are given to FISH. The applicant advertises both its event as well as the Pancake Breakfast held on the same day. Grant funds will go toward the purchase of supplies, printing, and window cleaning after the event.

AAUW proposed award **\$3,000**

The applicant seeks assistance with storage costs, book transport and table rental for its 51st Used Book Sale. Income from dealer night has decreased due to the economy and use of hand-held computers by purchasers to determine book value. The applicant is trying to target the local community. They have a not-for-profit source to take the remaining books after the annual book sale. Storage costs have increased slightly each year. The applicant is seeking ways to attract more people to the sales. They advertise in local papers, and do a mailing to previous clients.

New World Repertory Theater proposed award **\$6,800**

The applicant requests assistance for marketing and publicity for their new year-long marketing campaign. They present three shows per year, as well as classes and summer camp for children. They have Internet and radio marketing, with limited print advertising. They have discussed a coupon exchange with local restaurants, and intend to have pre-show welcoming receptions for new residents, and residents of the new downtown condos. The applicant's objective is to provide audiences with a recreation, cultural and artistic resource to inspire community participation. The applicant is

negotiating for some type of signage/banners at the performance venue to increase public awareness.

Three grants submitted were viewed as not meeting the criteria of the Community Grants program. A total of \$79,519 was distributed among the remaining grant requests.

Commissioner Neustadt thanked the Commission for their work in reviewing the grant requests. He asked for a formal Motion recommending the distribution of grant funds as discussed by the Commission.

Ms. Nybo moved to recommend that the Village Council approve the distribution of grant funds as recommended by the Commission. Ms. Winter seconded the Motion.

Unanimous voice vote. The Motion carried.

5. OLD BUSINESS

Mr. Humphreys suggested that a meeting be scheduled after the first of the year to review the materials given to applicants and discuss grant criteria.

Commissioner Neustadt reminded the Commission that the amounts discussed are merely a recommendation to the Village Council and are dependent upon Council approval. He noted to the Commission members that they will be invited to participate in TCD III, which will take place in 2009. He said there may also be another Boards and Commissions training meeting. They will be notified as to the time and location. Sue Brassfield will contact members to set a date for a meeting after the first of the year.

ADJOURN

Mr. Humphreys moved, seconded by Ms. Nuttall to adjourn the meeting. Commissioner Neustadt adjourned the meeting at 8:40 PM.

Respectfully submitted,

Tonie Harrington

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
April 22, 2009**

MINUTES

ROLL CALL

President Daniels called the meeting to order in the Library Meeting Room at 7:35 p.m. Trustees present: DiCola, Eblen, Greene, Read, and Daniels. Trustees absent: Humphreys. Also present: Library Director Bowen, Assistant Library Director Carlson. Visitors: none.

APPROVAL OF MINUTES

The Board reviewed the minutes of the regular meeting of March 25, 2009. It was moved by Greene and seconded by Eblen **THAT THE MINUTES OF THE REGULAR MEETING OF MARCH 25, 2009 BE APPROVED AS WRITTEN.** Ayes: DiCola, Eblen, Greene, Daniels. Abstentions: Read. Nays: none. Motion carried.

PAYMENT OF 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 APRIL 22, 2009 TOTALING \$91,742.21 AND ACKNOWLEDGE PAYROLLS FOR MARCH 2009 TOTALING \$165,829.29.** Ayes: DiCola, Eblen, Greene, Read, Daniels. Abstentions: none. Nays: none. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

OLD BUSINESS

None.

NEW BUSINESS

– Discussion of potential impact of increases in the employer contribution to the Illinois Municipal Retirement Fund (IMRF)

Bowen has been working on projecting the impact of the coming increases in IMRF on the library budget. One of first things he learned as an administrator is that budget items that are based on payroll costs tend to have a much bigger impact over a number of years than other budget items. For example, adding a new staff position doesn't just increase the budget \$30,000 for one year, but increases the budget for each following year by \$30,000 plus an annual raise.

Social Security, Medicare, and retirement benefits are a percentage of the salary, so the cost of those benefits increase whenever the salary increases. Bowen learned a long time ago to look at the impact of an increase in personnel much further out in time than the Five Year Financial Plan that is the basis of the library's budget process.

It is pretty certain that the Village will adopt the 10% capped phase-in option proposed by IMRF and discussed at past meetings. This means that there will be a significant increase in the employer's contribution to IMRF each year through 2018 that will have to be absorbed into the budget.

There is very little in the library budget that can be cut, without causing a reduction in library services. This would be particularly unfortunate at this time when library use is increasing as more residents turn to the library for assistance in job searches and for entertainment. The biggest part of the library's budget is personnel, and that is where the IMRF increase will have to be absorbed.

For this discussion Bowen calculated several possible scenarios. The 2009 budget was adopted last summer, before anyone knew of the extent of the economic crisis and before anyone had any idea how IMRF would be affected. In that budget it was assumed that the EAV of the village would continue to increase at 7-9% per year, and that a 5% increase in the property tax levy would not impose a burden on the taxpayers. The budget included a 5% increase in the salary lines in 2009 and 2010 to help make salaries more competitive with similar libraries, and the budget assumes raises of 4% in 2011 and beyond.

Bowen first reviewed the salary and IMRF lines and the estimated operating fund reserve from the 2009 Operating Budget and Financial Plan extended out to 2021. That budget projects a reasonable fund balance for each year and provides for maintenance and replacement of building systems such as the membrane roof, as the warranties expire over the next few years. Bowen then presented the different scenarios for coping with the IMRF increase.

Scenario 1 assumes the same budget with the addition of the IMRF increase beginning in 2010. The negative impact of the IMRF increase on the fund balance is considerable and demonstrates why Bowen believes that it is important to begin planning to address this now.

An upside of the current problems with the economy is that no one is receiving much of a salary increase in 2009. Other area libraries and governmental bodies are looking at 2 – 3.5% increases. *Scenario 2* projects maximum salary increases of 3.5% each year beginning in 2009. This scenario still assumes that the property tax levy will increase 5% each year. The decrease in projected salary increases offsets the cost of the IMRF increase and maintains the operating fund balance at an appropriate level.

Scenario 3 projects the effect of reducing the property tax levy from the 5% annual increase projected in the current Five Year Plan to 3% in 2010 and 2011. Even with the reduction of the maximum salary increases, this cut would quickly consume the fund balance.

One other possibility to be considered is the cost of health insurance. The current Five Year Plan assumes that health insurance costs will increase 15% each year. In fact health insurance costs appear to have stabilized somewhat, and increases have not been more than around 10%.

Scenario 4 projects the same 3.5% salary increase and the same 3% property tax increase in 2010 and 2011, but also assumes that increases in health insurance costs will level off at 10% each year. The fund balance would be significantly reduced, and could only be successful if health insurance costs do remain below 10% every year, and there were no significant un-planned building repairs or other emergency expenditures over the next 25 years, an unlikely event.

In their discussion the Board agreed that it was prudent to plan for salary increases of no more than 3.5% for the foreseeable future. They also agreed that it would not be responsible to consider cutting planned property tax increases at this time. The impact of the library tax levy on the individual tax payer is very low, and library services are becoming increasingly important to residents. Trustees also agreed that it is important to absorb the IMRF increase and any other unplanned expenses within the current projections for the property tax levy.

– **Consideration of an employee’s request for an extension of an unpaid sick leave**

EXECUTIVE SESSION

It was moved by DiCola and seconded by Greene **THAT THE BOARD MOVE INTO EXECUTIVE SESSION TO DISCUSS A LIBRARY EMPLOYEE’S REQUEST FOR AN EXTENSION OF AN UNPAID LEAVE OF ABSENCE FOR MEDICAL REASONS.**

Daniels stated that no other library business would be discussed and no Board action would be taken while in the executive session. Ayes: DiCola, Eblen, Greene, Read, Daniels. Abstentions: none. Nays: none. Motion carried.

The executive session was called to order at 8:31 p.m.

Bowen explained the employee’s medical issues and the staffing situation in the employee’s department, reviewed the cost of health insurance, and requested that the Board approve a 90 day extension of the employee’s unpaid medical leave to begin April 13 and end July 11, 2009.

It was moved by Read and seconded by DiCola **THAT THE EXECUTIVE SESSION BY ADJOURNED.** Ayes: DiCola, Eblen, Greene, Read, Daniels. Abstentions: none. Nays: none. Motion carried.

The regular Board meeting reconvened at 8:39 p.m.

It was moved by DiCola and second by Read **THAT THE BOARD APPROVE STAFF MEMBER NADINE WALSH’S REQUEST FOR AN EXTENSION OF UNPAID MEDICAL LEAVE FOR 90 DAYS BEGINNING APRIL 13 AND ENDING JULY 11, 2009, AND THAT THE LIBRARY CONTINUE TO PAY THE EMPLOYER’S SHARE OF THE HEALTH INSURANCE BENEFIT DURING THIS LEAVE.** Ayes: DiCola, Eblen, Greene, Read, Daniels. Abstentions: none. Nays: none. Motion carried.

REPORT FROM THE ADMINISTRATION

Bowen reported that on Wednesday he attended a meeting of the administrators of the local governing boards that will be attending the TCD3 Community Leaders Workshop on Thursday, April 30. The intent of this workshop is to follow the process that has been used at the other community meetings and bring together the members of the local governing boards for discussion of the issues that have been identified during the TCD3 process and to get their input, as individuals, on these issues facing the community. Bowen distributed background material on the TCD3 project to date and reported he has seen no major issues related to the library raised in the TCD3 discussions or on the various TCD3 message boards. He also noted that some issues that might be of concern to the Library Board do not appear to have been discussed much either.

He was particularly surprised that there was little or no mention of the issues related to homeless, teenagers, or parking. In spite of many complaints about homeless taking over the library when the shelters are not open, there did not appear to have been any consideration of alternative services for that population. There was a reference under Transportation about "more parking for the Library," but Bowen suggested that the real issue might be more parking in the Central Business District in general. Parking for shoppers and library patrons is one piece of the puzzle, but parking for Central Business Employees is another critical piece. The available space in the commuter lots and the parking deck seems to be filling up. Library staff park in CBD employee lots in order to keep the Forest Street Parking Lot available to patrons. Under Parks and Recreation there was some discussion about the lack of activities for teens; however, Bowen suggested that, based on the experience of the library, there seems to be a real need for places for the teens to hang out, not necessarily more organized activities.

An agenda for the meeting will be distributed soon. Each agency will be posting the workshop as an official meeting of its board, although no actual business will be conducted by any board at this meeting. The meeting will be open to the public, so interested residents will be welcome to observe.

At the last meeting the Board discussed a local business that wants to be a major sponsor of the Children's Summer Reading Club. While the Board was enthusiastic about the new support for the library, Trustees expressed concern that the library continues to patronage other local businesses who have offered discounts and other support in the past. Bowen confirmed that several businesses who had helped sponsor the Reading Club are continuing to do so. Staff have reported that some businesses' contributions are significantly less than in the past, due to problems in the economy, so it is a good time for the library to have had a new sponsor step forward.

The library received the most recent statistics on the use of the public fax machine. The commission on the self-service machine has averaged \$18.42 per month, up from \$14 last spring. This commission does cover the cost of the telephone line which is the library's only expense for this service. The vendor provides the machine and automated instructions at no charge to the library.

Retired library employee Betty Brethauer died recently. Her family suggested donations for books in lieu of flowers, and the library has already received several hundred dollars for memorial books for Betty.

The Garden Walk Reception to thank donors, including the Downers Grove Junior Woman's Club who are donating two benches, has been scheduled for Sunday, July 19, 2-4 PM. The event will take place in the Garden Walk, with music and refreshments provided by the Foundation.

The Library 2.0 staff learning program is going well, and even sparking conversations between tables in the Staff Room where staff often eat and read in silence.

Per a question from Trustee Greene, Carlson reported that Walter Gordinier just responded by email today regarding the Library's aerial sculpture piece that was damaged a year ago. He sent drawings of the new piece he is designing, and he hopes to have it ready this summer.

TRUSTEE REQUESTS FOR INFORMATION AND ANNOUNCEMENTS

Trustee Greene asked about absorbing the cost of the new ILL clerk into ILL fees. Bowen responded that the library is keeping the fee that was used when MLS facilitated out of state interlibrary loan (ILL), until staff can determine what the actual impact of the change is. The ILL office has experienced a huge increase in local as well as out of state interlibrary loans and has needed extra hours to handle the load for some time.

OPPORTUNITY FOR PUBLIC COMMENT

None.

ADJOURNMENT

The meeting was adjourned at 9:00 p.m.

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
May 13, 2009**

MINUTES

ROLL CALL

President Daniels called the meeting to order in the Library Meeting Room at 7:35 p.m. Trustees present: DiCola, Eblen, Humphreys, and Read. Trustees absent: Greene, Daniels. Also present: Library Director Bowen, Assistant Library Director Carlson. Visitors: none.

APPROVAL OF MINUTES

The Board reviewed the minutes of the regular meeting of April 22, 2009. It was moved by Read and seconded by Eblen **THAT THE MINUTES OF THE REGULAR MEETING OF APRIL 22, 2009 BE APPROVED AS AMENDED.** Ayes: DiCola, Eblen, Read. Abstentions: Humphreys. 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 Eblen **TO APPROVE PAYMENT OF OPERATING INVOICES FOR MAY 13, 2009 TOTALING \$62,648.15 AND ACKNOWLEDGE PAYROLLS FOR APRIL 2009 TOTALING \$161,891.39.** Ayes: DiCola, Eblen, Humphreys, Read. Abstentions: none. Nays: none. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

OLD BUSINESS

None.

NEW BUSINESS

– Review and approval of the revised Library Meeting Room Policy

The Board reviewed the revisions to the Library Meeting Room Policy. The revisions do not represent a change in the library's approach to the meeting room, but clarify areas for which experience has shown a need.

Trustee Greene arrived at 7:53 PM.

It was moved by Humphreys and seconded by Read **THAT THE BOARD APPROVE THE REVISED LIBRARY MEETING ROOM POLICY.** Ayes: DiCola, Eblen, Humphreys, Read. Abstentions: Greene. Nays: none. Motion carried.

-Discussion of the process for this year's review of the Library Director

The Board discussed using the Director Evaluation Form, along with the personal narrative that Bowen normally submits to the Board. Trustees commented that it was good to have a form in place that can be used when appropriate and that the form helped focus their thoughts and was useful as an outline for the evaluation discussion; however, the consensus was that they would like to use the form for discussion only, rather than submitting written responses to President Daniels prior to the discussion.

The Board does the annual review of the Library Director in May, but in order to have all the Trustees in attendance, the board will do the director's review at the June 10 meeting.

REPORT FROM THE ADMINISTRATION

Ted Waltmire, the library's IT manager, suffered a stroke a week ago Sunday. He is doing well and is in rehab at Marionjoy in Wheaton. They expect him to be able to go home by May 23 and then do out-patient therapy. He is on a 90 day leave of absence, and hopes to be able to come back sometime this summer.

The board packet contained financial reports for April. Revenue is generally on track for the first third of the fiscal year. Of course the library's main revenue source is the property tax and most of that will not be collected until this summer. Expenditures are also in good shape with 28% of the total budget used.

A resident came to the library office two weeks ago to express her considerable anger and displeasure that the library is not doing more to keep the homeless out of the library. She was upset about the homeless using the library in general, but was particularly unhappy that the library allows them what she sees as unlimited use of the public computers. While non-residents receive half of the time that a resident receives on the public computers, the library does allow any user to extend his or her time if all of the computers are not in use. This patron believes that if the library limited homeless patrons' computer time, they would be less likely to spend so much time in the library. After talking with Bowen, she called and left a message on President Daniels' home phone, and he returned her call telling her that there is an opportunity for public comment at board meetings and inviting her to attend a meeting.

The two benches donated by the Downers Grove Junior Woman's club for the expanded Garden Walk have arrived, and will be installed in June.

Bowen will be on vacation from May 15-22.

TRUSTEE REQUESTS FOR INFORMATION AND ANNOUNCEMENTS

Trustee Humphreys has attended four TCD meetings, and he noted that the library's three areas of concern were included: parking, homeless services, and underserved teens.

OPPORTUNITY FOR PUBLIC COMMENT

None.

ADJOURNMENT

The meeting was adjourned at 8:47 p.m.