

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
October 14, 2009**

MINUTES

ROLL CALL

President Daniels called the meeting to order in the Library Meeting Room at 7:34 p.m. Trustees present: DiCola, Eblen, Greene, Humphreys, Read, and Daniels. Trustees absent: none. Also present: Library Director Bowen, Assistant Library Director Carlson. Visitors: none.

APPROVAL OF MINUTES

The Board reviewed the minutes of the regular meeting of September 23, 2009. It was moved by Humphreys and seconded by Greene **THAT THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 23, 2009 BE APPROVED AS WRITTEN.** Ayes: DiCola, Eblen, 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 Read and seconded by DiCola **TO APPROVE PAYMENT OF OPERATING INVOICES FOR OCTOBER 14, 2009 TOTALING \$53,504.64 AND ACKNOWLEDGE PAYROLLS FOR SEPTEMBER 2009 TOTALING \$169,907.90.** Ayes: DiCola, Eblen, Greene, Humphreys, Read, Daniels. Abstentions: none. Nays: none. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

OLD BUSINESS

None.

NEW BUSINESS

- Election of Board Officers

At the last Village Council Meeting, Steve Daniels and Kathy DiCola were reappointed to the Library Board. The Library Board's usual procedure is to hold an election of officers – President and Secretary – every other year at the first meeting of a full board following that year's appointment of a library trustee.

It was moved by Humphreys and seconded by Eblen **TO APPROVE THE EXISTING SLATE WITH STEVE DANIELS AS PRESIDENT AND KATHY DICOLA AS SECRETARY.**

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

- Review of proposed amendments to the LIMRiCC (Library Insurance Management and Risk Control Combination) and the intergovernmental agreement for participation in the LIMRiCC Self Insurance Program

As explained in the Board packet memo, LIMRiCC (Library Insurance Management and Risk Control Combination) is the insurance cooperative that was organized by the Metropolitan Library System to assist libraries in obtaining insurance. LIMRiCC provides access to three programs: Unemployment Compensation Insurance, the Self Insurance Program (for Director's and Administrator's Errors and Omissions), and the Joint Purchase of Health Insurance. The Downers Grove Public Library only participates in the Joint Insurance Program.

Because the membership includes many libraries from outside of the Metropolitan Library System, the Board of Directors of LIMRiCC has decided that it is time to reorganize LIMRiCC with a Board of Directors that comes from all of the member libraries. MLS staff will continue to provide administrative support and accounting services to LIMRiCC. With the cuts in system funding, MLS needs to recover the cost of this support. To accomplish these things the LIMRiCC Board has revised its By-Laws, and drafted a new Intergovernmental Agreement for participation in LIMRiCC and its insurance programs.

The Board packet included the new bylaws and an explanation of the changes from LIMRiCC.

LIMRiCC member library boards are requested to approve resolutions adopting the By-Laws Changes, and approving the Intergovernmental Agreement for participation in LIMRiCC and, in this library's case, participation in the Self Insurance Program.

- Approval of Resolution 2009 10/1 Amendments to the LIMRiCC By-laws

It was moved by Humphreys and seconded by Eblen **TO ADOPT RESOLUTION 2009 10/1, AMENDMENTS TO THE LIMRiCC BYLAWS.** Ayes: DiCola, Eblen, Greene, Humphreys, Read, Daniels. Abstentions: none. Nays: none. Motion carried.

- Approval of Resolution 2009 10/2 Intergovernmental Agreement for Participation in LIMRiCC

It was moved by Eblen and seconded by DiCola **TO ADOPT RESOLUTION 2009 10/2, INTERGOVERNMENTAL AGREEMENT TO PARTICIPATE IN LIMRiCC AND THE SELF INSURANCE PROGRAM.** Ayes: DiCola, Eblen, Greene, Humphreys, Read, Daniels. Abstentions: none. Nays: none. Motion carried.

- Review of the plan for 2009/2010 flu season

A summary of the library's plans for dealing with a possible H1N1 flu season is included in this packet. There are some concerns about this season for several reasons. Beyond being a public building in general, the library is often a destination for patrons that don't feel well. It is very common to hear something like "I feel like I am coming down with something and will probably stay home from work tomorrow, so thought I better check out some books so I have something to read."

The library also has a significant homeless population with nowhere to go during the day. It is not uncommon to have a homeless person in the library sneezing and sniffing (or worse) for hours at a time in normal circumstances. The PADS workers have been trying to find some way to provide day-time shelter for clients who are sick, but do not have anything to offer at this time. PADS is emphasizing hygiene in the shelters and urging clients to practice good habits outside of the shelters during the day. Unfortunately, the fact remains that they have no place to go during the day except the library, if the flu hits the shelter population.

When DuPage County has the H1N1 vaccine, it will be made available throughout the county through the same authorized centers that are offering the regular flu vaccine, for example, Walgreens and Osco drug stores. As the Board discussed at the last meeting, the library will offer to reimburse employees for up to \$25 of the cost of the H1N1 vaccine.

Bowen asked the Board if they have any problem with posting signs on the doors and in the public areas of the library reminding patrons of appropriate hygiene during flu season. The library would like to positively remind people to cover their mouths when they cough, etc. Some patrons may be offended by such comments, but it may help a little. It will also be good for staff morale to know that the library is doing something. Trustees thought posting signs was a good idea.

- Approval of the plan to grant additional paid sick leave to employees with symptoms of the H1N1 virus.

Bowen requested that the Board consider granting employees some additional sick time for flu season. All of the recommendations for employers emphasize encouraging employees to stay home if they are sick, and suggest offering additional flu days to encourage this. The library has many employees who work less than 19 hours per week and who are not eligible for any paid sick leave. While these are part-time jobs, the pay is critical to college students and some other staff, whose spouses are out of work or whose children are in college. The proposed plan would include paid sick leave for these employees as well. Most of the library's part-time employees are always looking for additional hours; the library has experienced very little abuse of sick leave by employees.

Bowen proposed granting employees 3 days of paid sick leave (pro-rated for part-time employees). This leave will be available during the current flu season beginning now and continuing into the spring of 2010, or until the health authorities announce the season is past. These days can only be used if the employee believes that he or she is suffering from flu

symptoms. Unused flu days will not accumulate beyond the current season and will be lost when the Administration declares that the season is over.

It was moved by Humphreys and seconded by Greene **TO ADOPT THE PLAN FOR THREE DAYS OF ADDITIONAL PAID SICK LEAVE FOR THE FLU.** Ayes: DiCola, Eblen, Greene, Humphreys, Read, Daniels. Abstentions: none. Nays: none. Motion carried.

REPORT FROM THE ADMINISTRATION

Bowen attended the annual meeting of PADS administrators and librarians from communities with PADS shelters to discuss the new PADS season that began October 1. He learned a couple of interesting things that he wanted to share. 70% of PADS clients had DuPage County addresses before they became homeless, so homelessness is a local problem. PADS has an increasing number of families with school-age children in the program, and the children are required to attend school. Some of the families state that they are home schooling their children, and PADS caseworkers do verify that they are doing so. PADS has set up a program with COD and Literacy DuPage for GED study and reading and math skills. Bowen was pleased to report that they now allow clients who are drunk to enter the night time shelters. They used to turn them away, which just put them back in the lap of the community. By letting them into the shelters, they have the opportunity to do counseling with them in the morning when they are sober again. Bowen asked the PADS administrators if they had any plans in the event of a flu outbreak in the shelter population. They are emphasizing good hygiene in the shelters and urging the clients to practice it outside of the shelters in the community. They have contacted the County Health Department to try to arrange something for homeless who are ill and need some place to go during the day. Bowen thinks they were hoping that the Health Department would subsidize rent for hotel rooms, but nothing had developed. So the sick homeless will be on the streets all day, which means that they will be in the libraries.

The Board packet contained financial reports for September. The library has expended 67% of the budget. The goal for September is to have spent not more than 74%, so expenditures are well below that. The revenue report shows that the library has received 90.2% of the projected revenue. In past years the library would expect to have collected 93%, so the library is a little behind in revenue.

Monthly statistical reports continue to show increases in the use of library services, especially program attendance and meeting room usage and computer and database usage. The August report included in the Board packet showed year-to-date increases of over 4% for both circulation and reference questions; over 12% for community use of meeting rooms and over 6% for library program attendance; and computer usage has increased 19.5% and reference database usage has increased 14.7%.

TRUSTEE ANNOUNCEMENTS AND REQUESTS FOR INFORMATION

Trustee Read asked if the library has adequate protection for accurate responses regarding the library budget with the Village Council. President Daniels, Trustee DiCola, and Director Bowen

are providing information for the Council, specifically for the Council liaison to the library Bob Barnett, and Daniels and DiCola will be meeting with Barnett the following day.

The board discussed a few questions or comments that have come up. Regarding hiring, the library is not adding new positions, and job replacement hires are being paid at the lowest level, so filling positions is marginally saving money for the library. Some libraries are suffering financially because they are funded from their Village's general fund, which depend on sales tax revenue. The Downers Grove Library receives no revenue from the Village. The library always ends the FY with a large reserve because the library needs this to operate from the beginning of the fiscal year in January, until the revenue from the first property tax collection is received in June. The library has only two major operating revenue "shots," the property tax collections in June and September. Using the federal IMLS website which compiles annual library statistics from all the states (among other things), Trustee DiCola noted that comparisons of the Downers Grove Library with Illinois libraries in communities of populations similar to Downers Grove shows that the Downers Grove Library has the lowest per capita revenue and some of the highest usage statistics. So, the library compares very well with other Illinois libraries of similar size communities.

OPPORTUNITY FOR PUBLIC COMMENT

None.

ADJOURNMENT

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