

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
November 11, 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, 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 October 28, 2009. It was moved by Humphreys and seconded by Read **THAT THE MINUTES OF THE REGULAR MEETING OF OCTOBER 28, 2009 BE APPROVED AS CORRECTED.** 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 DiCola and seconded by Greene **TO APPROVE PAYMENT OF OPERATING INVOICES FOR NOVEMBER 11, 2009 TOTALING \$57,621.65 AND ACKNOWLEDGE PAYROLLS FOR OCTOBER 2009 TOTALING \$170,881.92.** Ayes: DiCola, Eblen, Greene, Humphreys, Read, Daniels. Abstentions: none. Nays: none. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

OLD BUSINESS

**-Board action to cancel the Board meetings scheduled for November 25,
December 9, and December 23, 2009 and to schedule a regular Board Meeting**

As discussed at the last meeting, as long as there is no urgent business that has to be addressed the Board generally cancels the second meeting in November and the two December meetings in favor of meeting once in the middle of December to keep up with paying the bills. Board members checked their calendars again, and it was verified that there will be a quorum on December 16. It was moved by Humphreys and seconded by Read **TO CANCEL THE REGULAR BOARD MEETINGS OF NOVEMBER 25, DECEMBER 9, AND DECEMBER 23, 2009 AND TO SCHEDULE A REGULAR BOARD MEETING ON**

DECEMBER 16, 2009. Ayes: DiCola, Eblen, Greene, Humphreys, Read, Daniels.
Abstentions: none. Nays: none. Motion carried.

NEW BUSINESS

-Approval of the annual certification that the Downers Grove Public Library continues to comply with the requirements for membership in the Metropolitan Library System (MLS)

Each year MLS libraries must certify that they continue to meet the requirements for membership in the system. The Board packet included a copy of the MLS Public Library Membership Agreement which contains the requirements for MLS membership. Bowen noted that although the requirements are minimal, some libraries have been threatened with expulsion and loss of system services such as inter-library delivery, because they did not meet the requirements or even have a plan in place for doing so.

It was moved by Greene and seconded by Read **TO ACCEPT THE MLS PUBLIC LIBRARY MEMBERSHIP CONDITIONS, CERTIFY THAT THE DOWNERS GROVE PUBLIC LIBRARY CONTINUES TO COMPLY WITH THE MLS MEMBERSHIP REQUIREMENTS, AND TRANSMIT THE CERTIFICATION TO THE METROPOLITAN LIBRARY SYSTEM.** Ayes: DiCola, Eblen, Greene, Humphreys, Read, Daniels. Abstentions: none. Nays: none. Motion carried.

-Review and approval of Resolution 2009-11: an Intergovernmental agreement with the Metropolitan Library System (MLS) to provide reciprocal borrowing services to the Downers Grove Public Library

As part of the restructuring of MLS in the face of cuts in State funding, MLS identified some services the system has provided that are very useful to member libraries, but that are not essential functions of the system. MLS proposed to continue offering these services on a fee basis that would allow MLS to recover the cost of the services. Centralized management of debits and credits incurred through the loss of materials during reciprocal borrowing (direct borrowing by cardholders of one library from another library), and SWAN/ILL (filling patron reserves from the collections of other SWAN libraries through the delivery service) is a service that MLS library administrators agree is extremely useful to the member libraries.

Bowen recommended that Downers Grove contract with MLS for all four of the proposed services. MLS has always handled the first three services for Downers Grove. Taking them on would require considerable time on the part of the Circulation Department staff, who are already working to capacity to keep up with increasing circulation and with the increased amount of material that must be processed for delivery each day. Adding service four would actually relieve a small part of the existing workload of the Circulation staff—help which they would greatly appreciate. The fees that MLS would charge are very small: \$1,000 per year for all four services (\$500 for the remaining six months of MLS current fiscal year).

It was moved by Humphreys and seconded by DiCola **TO ADOPT RESOLUTION 2009-11: AN INTERGOVERNMENTAL AGREEMENT WITH THE METROPOLITAN LIBRARY SYSTEM TO PROVIDE RECIPROCAL BORROWING SERVICES TO THE DOWNERS GROVE PUBLIC LIBRARY.** Ayes: DiCola, Eblen, Greene, Humphreys, Read, Daniels. Abstentions: none. Nays: none. Motion carried.

REPORT FROM THE ADMINISTRATION

Bowen had sent the Trustees an email to let them know that work had begun to repair the brick wall on the north side of the building. It took longer than expected to obtain multiple quotes on the work and weather was beginning to be a concern, so the work was started during this week of good weather. The contractor that was hired had the perfect combination of the lowest quote and excellent references. The contractor did not require their usual advance deposit for materials, so they were able to begin the work before a check was cut. Notices were immediately posted at the library and on the website to give patrons as much notice as possible that the north handicapped walkway would be blocked during the repair work, and that handicapped access was available through the south Curtiss Street entrance.

The furniture in the Junior Room Mouse House is in sad shape. The adult-sized sofa that was in the Mouse House has a broken leg, and the seams and cushions are in bad shape. While not broken, the child-sized sofas in the Mouse House are worn. The library is getting a quote to quickly repair the adult sofa as patrons miss it. However, the library would like to replace the furniture in the Mouse House and would like to know if the Board wants to be involved in the process. Also, the library is getting quotes to recover a number of chairs that are quite worn in the Junior Room.

The library had disappointing news about bringing in cable to improve the library's bandwidth. Staff had talked with three different sales reps who all verified that bringing cable into the library was no problem. The technicians arrived on schedule to install it and found that there is no cable drop anywhere around the library block. Apparently when utilities were undergrounded down the alley, cable was not part of that mix.

The library received over 40 applications for the Technology Manager position as of the deadline of November 9, and the Administration will be setting up interviews for the next couple of weeks.

TRUSTEE ANNOUNCEMENTS AND REQUESTS FOR INFORMATION

Trustee Read asked how the meeting with Bob Barnett, the Village liaison to the library. President Daniels reported that there were no big concerns with the library. There was mention of emphasizing the Foundation over the next 10-year period for more revenue for the library, and consideration of cost reductions by doing things with others. Barnett mentioned that the library looks a little "tired" and that the south Curtiss entrance seems dark, i.e., that additional lighting may be needed. Daniels talked with Barnett about the fact that library staff salaries are lower than similar libraries and communities, and that planned salary increases were lowered in 2009 and in the 2010 budget. Also, positions that have become available have been filled with lower salaries, making personnel expenses marginally less for 2010.

Trustee Humphreys mentioned that Bob Barnett, when discussing ways to cut budgets at a Village meeting, said that the library board had done its job.

Trustee Read said that perhaps Barnett's comment about the library looking "tired" had to do with different perceptions of color for different generations, and perhaps more contemporary colors could be considered, especially in the children's area.

Trustee Humphreys asked about the replacement of the damaged Gordinier sculpture that was taken down over a year ago. Gordinier has given several deadlines over the past year, but been unable or unwilling to meet them. Carlson said that perhaps if the library offered to cover some of the cost of replacing the piece that the artist would be motivated to complete it, and board members agreed that the library should try that approach.

President Daniels reported on a few patron complaints and concerns regarding energy use and hiring. There was concern that the flood lights on the artwork in the Curtiss atrium are on all the time and he clarified that the lights are on timers that turn them off during the night. He responded to concerns about heating and cooling of the library by explaining that the HVAC system is a relatively efficient computerized system. Regarding hiring, Daniels explained that the library is not creating new positions but filling necessary positions that have become available for various reasons, and that new hires are generally paid less than those who have left the positions. President Daniels also mentioned that a patron suggested a magazine exchange at the library.

Trustee DiCola asked if there had been any interest on the part of library staff to create a gingerbread house for the Library Foundation to participate in the community event, per her suggestion. Bowen said there was talk, including recommendations from some staff of other staff members who would be good at doing this... but no one volunteered.

OPPORTUNITY FOR PUBLIC COMMENT

None.

ADJOURNMENT

The meeting was adjourned at 8:42 p.m.