

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
April 28, 2010**

MINUTES

ROLL CALL

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

APPROVAL OF MINUTES

Trustees reviewed the minutes of the regular meeting of April 14, 2010. It was moved by Read and seconded by Eblen **THAT THE MINUTES OF THE REGULAR MEETING OF APRIL 14, 2010 BE APPROVED AS WRITTEN.** Ayes: Eblen, Greene, Humphreys, Read, and Daniels. Abstentions: none. Nays: none. Motion carried.

PAYMENT OF INVOICES

Trustees reviewed the list of invoices submitted for payment. It was moved by Humphreys and seconded by Greene **TO APPROVE PAYMENT OF OPERATING INVOICES FOR APRIL 28, 2010 TOTALING \$18,354.76.** Ayes: Eblen, Greene, Humphreys, Read, and Daniels. Abstentions: none. Nays: none. Motion carried.

Trustee DiCola arrived at 7:37 p.m.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

OPPORTUNITY FOR PUBLIC COMMENT ON OTHER LIBRARY BUSINESS

None.

OLD BUSINESS

- Review and approval of the revised By-Laws of the Board of Library Trustees

A draft of the By-Laws was in the Board packet. The only change from the draft discussed at the last meeting was in Article II, Section 2, The Role of the Library Administrator. This draft contained the original paragraph, as well as a proposed new paragraph that describes the

administrator as an “ex officio, non-voting member of the Board.” As directed at the last meeting Bowen sent the question about the by-laws, along with some other questions, to the library’s attorney. The attorney has been out of town and not had an opportunity to respond to the questions.

In the discussion Humphreys and Daniels suggested that it would be better to have the new by-laws in place and go back and tweak them if needed. The board will revisit the section in question, if the attorney advises that it is necessary to change it.

It was moved by Humphreys and seconded by DiCola **TO APPROVE THE REVISED BY-LAWS OF THE BOARD OF LIBRARY TRUSTEES AS PRESENTED.** Ayes: DiCola, Eblen, Greene, Humphreys, Read, Daniels. Abstentions: none. Nays: none. Motion carried.

- Continue discussion of library budget issues including 2010 salary increases and current and future property tax levies.

Bowen said he believes he has a plan that will allow the library to keep the tax levy low and maintain library services at their current level. The working draft of the financial plan that he will present to the board in a few weeks assumes increases in the 2010 tax levy (funding FY2011) of 1.5%, and increases of 2.5% for 2012 and for at least several years after that. If the financial situation and particularly property values do improve, the library should increase future levies earlier to maintain the operating reserves.

With the personnel savings that the library has already implemented, Bowen projected that the library will actually spend less in 2010 than the 2009 budget. The library’s expenditures for salaries for 2010 will be almost \$100,000 less than the 2010 budget for salaries. Total personnel expenditures in 2010 will likely be more than \$170,000 less than the 2010 personnel budget, thanks to the savings the library has already implemented and the fact that there was no increase in health insurance costs in 2010. These figures assume that the Board will grant raises of 1.5% in May, to give staff at least a token increase.

The budget that Bowen projects for 2011 is less than the 2010 budget, even providing for possible raises of up to 2% next year.

The packet contained two documents. One was a summary of Budgets and Personnel Expenditures 2009 – Proposed 2010 and 2011. The other was preliminary revenue projections for the FY2011 Budget and Financial Plan showing the impact on the fund reserves of the reduced property tax levy.

The board will continue to discuss future property tax levy increases during the budget process; however, Bowen wanted to show that the Board can grant the requested raises while having reduced personnel expenses and kept increases in the tax levy relatively low.

Trustee Humphreys said he was reluctantly comfortable with the token raise, as unlike a number of libraries that cannot give raises and are reducing staff, the Downers Grove Library is trying to keep but not increase staff to meet the growing service demands of the community.

It was moved by Read and seconded by Humphreys **TO GRANT LIBRARY STAFF SALARY INCREASES OF 1.5% EFFECTIVE THE FIRST FULL PAY PERIOD IN MAY.**

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

NEW BUSINESS

- Approval of a Resolution Approving an Intergovernmental Agreement with the Metropolitan Library System for Providing Electronic Database Services

As Bowen explained in his board packet memo, the library does not normally involve the Board in collection development issues outside of approving the Collection Development Policy and approving the annual budget, including the budgets for library materials. Unfortunately, a bad experience last year resulted in MLS now requiring member library boards to formally adopt resolutions approving an intergovernmental agreement with MLS to participate in the group licensing of reference databases. Since the cost of the license is based in part on the population that will be using it, MLS wants to ensure that all libraries that indicate an intent to participate in the group purchase, actually follow through after MLS signs the contract with the vendor.

MLS first negotiated an annual license for databases for the use of the SWAN consortium last year. Downers Grove's share of the annual license fee was \$55,817. Many of the databases were ones that the library already subscribed to, and the expense of Downers Grove's share of the new consortium license fees were much less than the cost of licensing them as a single library. In addition, a number of new databases were added to the Downers Grove collection.

After a year of use, SWAN has identified the databases that are most heavily used by library patrons, and those that are not. The group of databases that will be licensed for the year that begins in July 2010 will be smaller, but will retain the databases that Downers Grove staff is most interested in offering. (Coordinator of Reference Services Bonnie Reid was part of the committee that chose this year's databases.) Since many libraries are experiencing budget issues, the committee also focused on vendors that were willing to offer the best deals when choosing one vendor of similar databases over another. In addition, Oak Park Public Library has joined SWAN, bringing a new, large library into the consortium to help share the cost. If all of the eligible consortium members participate, Downers Grove's share for the year will be \$29,558 – considerably less than last year. The library had budgeted to pay a share similar to last year's fees for reference databases, so the new pricing is a great advantage to Downers Grove, freeing up funds to try other databases.

Member libraries have been asked to confirm that their Boards have approved the agreement, and forward the signed documents to MLS.

It was moved by Read and seconded by Humphreys **TO APPROVE THE INTERGOVERNMENTAL AGREEMENT WITH THE METROPOLITAN LIBRARY SYSTEM FOR PROVIDING ELECTRONIC DATABASE SERVICES.** Ayes: DiCola, Eblen, Greene, Humphreys, Read, Daniels. Abstentions: none. Nays: none. Motion carried.

REPORT FROM THE ADMINISTRATION

Bowen wanted to make the board aware of a potential public relations issue. Two meetings ago Trustee Humphreys asked about the dumpsters that are in the alley at the north end of the library building. They belong to the merchants whose rear entrances are on the alley. There have been some problems with trash falling onto the ground and sometimes blowing down the alley. Shortly after that meeting Assistant Director Carlson spoke with staff in several of those businesses, and I am happy to report that since then they have done an excellent job of making sure that all of their trash is contained and that no litter occurs in that area. However, the board may recall that resident William Wrobel had also attended that board meeting. He appears also be concerned about the trash situation in the alley. He sent Bowen an email that was copied to Linda Kunze of Downtown Management, Village staff members, and Library Board President Daniels. He asked where the library's trash is kept, wanted to know how much rent the library charged the businesses to place their containers on library property, and asked why they were not hidden behind walls or screens.

Bowen replied that the library's trash is stored in the delivery area on Curtiss Street, and that it would not be appropriate for the library to charge its neighbors rent since all of the paved areas of the alley and parking lot are Village Property. He also told him that the merchants had been doing an excellent job of keeping the area neat, since the library board's concerns had been reported to them. Bowen said that he believes that the merchants had moved their dumpsters across the alley to open up a little more parking and access near their rear entrances; that anything that provided a little more parking in the Forest Lot benefited the library; that the alley was a service drive to allow deliveries to be made to the merchants long before the library addition was built next to the alley; that there are no sidewalks and the alley was never intended as a pedestrian walkway; and finally that, as long as the litter problem was controlled, Bowen did not see any problem. Bowen emailed his response to Mr. Wrobel and copied it to everyone who had been sent the initial inquiry. Mr. Wrobel did thank Bowen for his response; however, Bowen wanted the Board to be aware of this in case Mr. Wrobel approaches any of the Trustees about the issue.

Bowen sent the March Revenue and Expenditure Reports in the board packet. There was nothing significant to report, other than that revenues are up slightly and expenditures are down slightly compared with year-to-date March 2009.

TRUSTEE ANNOUNCEMENTS AND REQUESTS FOR INFORMATION

Trustee Humphreys who is on the Community Events Commissions reported that the Village Council approved the first annual Rotary Grove Fest. He provided details of the hours and events for the board's information.

Trustee DiCola said she visited the library during a “Meet the Artist” event held in the art gallery and facilitated by library Graphics and Displays Coordinator Melody Danley, and she thought it was a very nice event.

Trustee Read who is an MLS board member reported that library systems are working on reorganization for the future.

President Daniels reported that the final checks are going out and the vote to close the LCF (Library Community Foundation) will occur next month. Attorneys agreed to absorb a lot of the loss, so that the libraries that lost funds can be reimbursed. Downers Grove Library Foundation Fund did not lose any funds, but did contribute to the investigation. The final distribution will essentially reimburse the Foundation for its contribution to the investigation fund. Trustee Greene expressed appreciation for Daniels’ many hours of work on behalf of the LCF.

ADJOURNMENT

The meeting was adjourned at 8:18 p.m.