

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
AUGUST 25, 2010**

MINUTES

ROLL CALL

President Daniels called the meeting to order in the Library Meeting Room at 7:32 p.m. Trustees present: DiCola, Eblen, Greene, Humphreys, Read, Daniels. Trustees absent: none. Also present: Library Director Bowen. Visitors: none.

APPROVAL OF MINUTES

Trustees reviewed the minutes of the regular meeting of August 11, 2010. It was moved by Greene and seconded by Eblen **THAT THE MINUTES OF THE REGULAR MEETING OF AUGUST 11, 2010 BE APPROVED.** Ayes: DiCola, Eblen, Green, Humphreys, Daniels. Abstentions: Read. Nays: none. Motion carried.

PAYMENT OF INVOICES

Trustees reviewed the list of invoices submitted for payment. It was moved by Read and seconded by DiCola **TO APPROVE PAYMENT OF OPERATING INVOICES FOR AUGUST 25, 2010 TOTALING \$26,904.33 AND A BUDGET JOURNAL ENTRY TRANSFER FOR PARKING PERMITS TOTALING \$1,950.00.** Ayes: DiCola, Eblen, Greene, Humphreys, Read. Abstentions: Daniels. Nays: none. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

OPPORTUNITY FOR PUBLIC COMMENT ON OTHER LIBRARY BUSINESS

None.

OLD BUSINESS

- **Review of the Chapters on Governance and Administration and Facilities of *Serving Our Public 2.0: Standards for Illinois Public Libraries***

A review of selected chapters of *Serving Our Public 2.0 State Standards Illinois Public Libraries* one of the requirements for the annual State Per Capita Grant application. This year the board is reviewing the chapter on Governance and Administration and the chapter on Facilities. Copies of the chapters were included in the packet for this meeting. Bowen included a considerable amount

of background information on the state standards in his memo in the board packet, so for the meeting presentation he summarized saying that while Downers Grove easily meets all of the relevant standards without any problem, *Serving Our Public* has helped many of the small, poorly funded libraries in the state improve their level of service. The standards give their administrators a tool to use to “sell” the need for appropriate staff and equipment to their boards, and give the board a rationale for increased support to their municipalities and voters. Bowen recalled that the edition of *Serving Our Public* done in the late 1980s was the first to include access to a fax machine in the standards. That addition to the standards helped a number of small libraries justify the need for that essential piece of equipment. Libraries like Downers Grove have easily met the standards over the years, but other libraries have had to struggle to catch up.

In looking at the chapter on Governance and Administration, Downers Grove complies with nearly all of the standards listed, with the exception of standard 5: “On an annual basis, each trustee participates in a continuing education activity that focuses on libraries, trusteeship, or other issues pertinent to libraries and reports on this activity to the full board.” While at least one or two trustees each year attend the annual trustee workshop sponsored by ILA and report back to the board, most trustees have not attended any such events. Bowen stated that he hopes that he has done a reasonably good job of keeping trustees abreast of issues and trends that are important to the board. While he has let trustees know about workshops or programs, he has not urged trustees to attend because he knows that they are all busy people. At this time, the whole issue may be moot, because systems have been forced to eliminate continuing education activities. However, Bowen did ask for trustees’ comments on whether or not they think trustees should be encouraged or compelled to attend such functions. Read pointed out that while the standard refers to each trustee, the check list provided in the standards document refers to some trustees, but not necessarily all of them. Eblen said that she has read and appreciated the articles on various topics related to libraries that are often included in the board packet.

Looking at the chapter on Facilities, Downers Grove generally meets all of the standards for the building, with the caveat that there are some times when certain facilities are used to the maximum. There were no small study rooms in the old building, but the six conference and study rooms that were added during the renovation are often all in use at the busiest times of the day. Similarly, all of the public computers are in use about 99% of the time. No one has to wait more than ten minutes to get a machine; however patrons who have used up their allotted time, but who would be happy to continue working (or playing) are bumped off to make room for the next person.

The one section of the Facilities standards that Downers Grove does not meet is the standard related to parking, because there is no dedicated library parking lot. This is a factor of the decision to remain in the Central Business District. The library’s location is of great benefit to the downtown businesses, and helps to maintain the downtown as the heart of the community, but the situation makes it impossible to have a library-only parking lot. Bowen stated that he believes that there is generally adequate parking in the downtown area, but it may not be as convenient to the library as patrons would prefer. Trustee Read pointed out that the standards would be more effective if they considered options, such as community parking that takes the

place of a dedicated lot. Available parking in the business district offers the equivalent of a dedicated parking lot.

This edition of the standards was published long after the renovation and expansion project, but Bowen pointed out that the building does meet the standards for new or expanded facilities, other than the “green” initiative that did not exist when the library building was designed. This spring the library had a preliminary survey of the building systems done by a consultant who surveys building systems (lighting, HVAC, etc.) and recommends upgrades to improve efficiencies. The current systems are the ones that the consultant would have recommended. His advice was to investigate alternatives when replacing major components in the future, because things are rapidly being improved, but he saw no point in giving the library a proposal for a formal survey of the building because there were no efficiencies that he could recommend that would repay the cost of the survey.

NEW BUSINESS

- Action to cancel the September 8 meeting of the Library Board

The next regular board meeting is September 8, 2010. This is the night that the Jewish holiday of Rosh Hashanah begins, and Director Bowen will not be able to attend the board meeting.

It was moved by Humphreys and seconded by Eblen **THAT THE REGULAR MEETING OF SEPTEMBER 8, 2010 BE CANCELLED.** Ayes: DiCola, Eblen, Greene, Humphreys, Read, Daniels. Abstentions: none. Nays: none. Motion carried.

- Election of Board Officers

The board holds its regular election of officers in even-numbered years after the Village Council has made the year’s appointment to the Library Board. In 2010, Tom Read’s term is up and the council must either appoint Read to another term or appoint someone else to fill that position. Since the council has not yet made the 2010 appointment to the library board, there has not yet been an election of officers for the term that begins in 2010. However there will be a vacancy in the position of board president on September 1 when Steve Daniels’ resignation from the board takes effect. To fill that vacancy the board should hold an election for interim president, who will serve until the 2010 appointments are made and the regular election can take place for the two-year term. At the last meeting the board discussed electing an interim president at this meeting in order to ensure that there is a president in place, in the event the Village wants to confer with someone concerning the upcoming appointments to the library board.

It was moved by Read and seconded by Eblen **THAT KATHLEEN DICOLA BE ELECTED THE INTERIM PRESIDENT OF THE BOARD OF LIBRARY TRUSTEES.** Ayes: Eblen, Greene, Humphreys, Read, Daniels, DiCola. Abstentions: none. Nays: none. Motion carried.

DiCola’s election as the president created a vacancy in the office of Secretary. It was moved by DiCola and seconded by Greene **THAT THOMAS READ BE ELECTED INTERIM**

SECRETARY OF THE BOARD OF LIBRARY TRUSTEES. Ayes: Eblen, Greene, Humphreys, Daniels, DiCola. Abstentions: Read. Nays: none. Motion carried.

REPORT FROM THE ADMINISTRATION

Since this is Steve Daniels last meeting, Bowen said that he would like to state for the record that he has very much appreciated Daniels' work on behalf of the library as well as the support Daniels has given Bowen personally during his 24 years on the library board, including 17 years as board president. That includes being part of the board that hired Bowen as library director in 1989. Daniels' contribution has helped make the Downers Grove Public Library a great library, but also a great place to work for library staff at all levels.

TRUSTEE ANNOUNCEMENTS AND REQUESTS FOR INFORMATION

Read reported that Metropolitan Library System staff member Sue Bochenski has been appointed the director of MLS and will assume the position after the October retirement of the current director. Read is familiar with Bochenski from his terms on the MLS Board and was pleased to report that the new director is a very competent librarian with a very good knowledge of the library system.

DiCola offered her thanks to Daniels for his service on the board and for his help and advice over the years. She stated that no one can fill his shoes, but that together all of the trustees will carry on the work of the library at the same high level.

Daniels thanked the library board, staff, and administration and stated that his experience on the library board has been one of the most interesting and rewarding experiences of his adult life. He said that he has learned a tremendous amount and is proud that he had the opportunity to do it.

ADJOURNMENT

The meeting was adjourned at 8:00 p.m.