

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
SEPTEMBER 14, 2011**

MINUTES

ROLL CALL

President DiCola called the meeting to order in the Library Meeting Room at 7:31 p.m. Trustees present: Eblen, Humphreys, Loftus, Read, DiCola. Trustees absent: Greene. Also present: Library Director Ashton; Assistant Director Carlson. Visitors: none.

APPROVAL OF MINUTES

Trustees reviewed the minutes of the regular meeting of August 24, 2011. It was moved by Loftus and seconded by Eblen **THAT THE MINUTES OF THE REGULAR MEETING OF AUGUST 24, 2011 BE APPROVED.** Ayes: Eblen, Humphreys, Loftus, Read, DiCola. Abstentions: none. Nays: none. Motion carried.

Trustee Greene arrived at 7:33 p.m.

PAYMENT OF INVOICES

Trustees reviewed the list of invoices submitted for payment. It was moved by Humphreys and seconded by Read **TO APPROVE PAYMENT OF OPERATING INVOICES FOR SEPTEMBER 14, 2011 TOTALING \$68,892.84 AND ACKNOWLEDGE PAYROLLS FOR AUGUST 2011 TOTALING \$167,397.23.** Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: none. Nays: none. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

OPPORTUNITY FOR PUBLIC COMMENT ON OTHER LIBRARY BUSINESS

None.

OLD BUSINESS

None.

NEW BUSINESS

- Discussion of short-term and strategic planning needs and opportunities

Please see attached discussion points for this agenda item that were included in the board packet.

The results of the board's discussion of follows:

Due to the pace of change in technology and the economy, two to three years is probably an appropriate time span for a strategic work plan (e.g., 2011-2013); a new plan can be made then for the following two to three years, and so on. An appropriate time span for the planning process of a two to three year strategic plan is probably six to eight months.

It is integral to the planning process to meet with people face-to-face—staff and public. With the large number of part-time staff who work limited evening, opportunities for electronic input need to be provided for staff, for example, email listservs/discussion groups, Facebook, wikis, and blogs. The library has used a staff blog and two wikis in the past; however, email groups are being used more for communication at present, and with more staff members using Facebook in their personal lives, perhaps Facebook could be used for staff input.

An electronic survey can be posted on the library's website for community input of their desires and choices for services, especially relating to technology, programming, and space.

The board briefly discussed the library's reserve as it relates to the planning process. The reserve is actually made up of the necessary operating funds to cover January through June of each year since tax revenues are received in June and the budget year is January to December. The reserve also includes planned-for necessary capital expenditures such as replacing the roof. The smallest portion of the reserve is actually a reserve which will disappear in the next few years if revenue is not increased. There was discussion about whether or not the library needs a real reserve to cover a certain number of months (2-6 months) of operating expenses in case of loss of revenue or late payment of revenue.

Ashton suggested not making the reserve or unfunded needs the center of the board's thinking or discussion at this time as it will dampen their dreams. He added that the library does not have to have a six month reserve, that borrowing and raising other funds are also options. Although board members were not interested in borrowing funds, they did think it was good to ask questions and discuss "sacred cows," and Ashton appreciated their support for getting assumptions articulated.

Trustee Humphreys responded to the questions of how the library staff, the board, and the community can best contribute to the planning process by saying that as a professional, a life-long community member, and a board member, he sees the role of the trustees to maintain fiscal integrity and provide community realism, and Ashton and the staff, who are the professionals in the library world, to present the board with options, ideas, and alternatives. President DiCola said the board wants to see the library be innovative with technology, new services, and space. Trustee Greene added that bigger questions need to be considered first. What do we want to do for the community? What does the community want? Are our 24/7 services and other services really serving our teens, children, parents, young adults, seniors? What are we doing and why? What do not let go of?

Trustee Read suggested practical approaches for developing a vision for a successful plan by writing 3 or 4 scenarios of what the library might do and examining the resources and results of each. For example, the process could start with 16 people writing their own scenario for discussion, and so forth. Other suggestions included using SWOT; i.e., considering Strengths, Weaknesses, Opportunities, and Threats, or having a retreat with an outside event facilitator so all people could easily and freely participate in the process.

It was suggested that perhaps there could be more board and staff interaction by having teams of staff and board members participating together in meetings or going on field trips.

Ashton concluded the discussion saying the next board packet will include an outline of the next 6-8 months planning work for the board's consideration.

REPORT FROM THE ADMINISTRATION

Please see the attached report from the director. Ashton added that he will be attending a LACONI administrators meeting on Friday, September 23, which will include a panel discussion on property taxes and the philosophical and political issues of increasing the levy. He also expressed his appreciation for staff member Annie Jagielski and the Downers Grove Organic Gardeners for their part in weeding the library landscaping.

TRUSTEE ANNOUNCEMENTS AND REQUESTS FOR INFORMATION

Trustee Eblen, President of the Downers Grove Public Library Foundation, announced that the 4th annual Foundation mini-golf fundraiser is scheduled for Sunday, April 15, 2012, and a timeline has been established. She also reported that library staff member Diane Jakosz has volunteered to create a gingerbread man for the Library Foundation as part of the Downtown holiday event.

ADJOURNMENT

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