

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
DOWNERS GROVE PUBLIC LIBRARY  
NOVEMBER 9, 2011**

**MINUTES**

**ROLL CALL**

President DiCola called the meeting to order in the Library Meeting Room at 7:39 p.m. Trustees present: Eblen, Humphreys, Read, DiCola. Trustees absent: Greene, Loftus. Also present: Library Director Ashton; Assistant Director Carlson. Visitors: Anthony Solis, Wheaton Public Library trustee.

**APPROVAL OF MINUTES**

Trustees reviewed the minutes of the regular meeting of October 26, 2011. It was moved by Eblen and seconded by Humphreys **THAT THE MINUTES OF THE REGULAR MEETING OF OCTOBER 26, 2011 BE APPROVED.** Ayes: Eblen, Humphreys, Read, DiCola. Abstentions: none. Nays: none. Motion carried.

Trustee Greene arrived at 7:41 p.m.

**PAYMENT OF INVOICES**

Trustees reviewed the list of invoices submitted for payment. It was moved by Read and seconded by Greene **TO APPROVE PAYMENT OF OPERATING INVOICES FOR OCTOBER 26, 2011 TOTALING \$93,040.09 AND ACKNOWLEDGE PAYROLLS FOR OCTOBER 2011 TOTALING \$246,185.86.** Ayes: Eblen, Greene, Humphreys, 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**

**- Employer and Employee Health, Dental, and Vision Insurance Premiums for 2012**

Trustees reviewed the 2012 monthly premiums for employee health, dental and vision insurance, and the budgetary impact. The small rate increases from 2011 to 2012 will result in a savings of more than \$40,000 in the adopted 2012 budget. There was discussion about the percentage of

the cost of premiums the library covers for its employees. The board emphasized the importance of continuing to offer health benefits by covering a large percentage of employees' health insurance.

**- Strategic Plan Discussion – the Library's Strengths, Weaknesses, Opportunities, and Threats (SWOT Analysis)**

Director Ashton thanked the trustees for submitting individually to him their top priorities from the SWOT exercise lists. The board will use these as a framework and work with the top 2-3 items from each list in the strategic plan discussion. It was mentioned that even if not included on all the SWOT lists, a strength is that the trustees agree they are interested in change and a weakness may be that there is resistance to change. Marketing will be essential and there is room to do a lot more.

**-Schedule of Library Board Meetings for 2012**

Trustees reviewed the proposed schedule of regular library board meetings for 2012. It was moved by Read and seconded by Greene **THAT THE SCHEDULE OF REGULAR LIBRARY BOARD MEETINGS FOR 2012 BE APPROVED WITH THE REMOVAL OF THE SECOND MEETINGS FOR NOVEMBER AND DECEMBER AND WITH THE CORRECTION OF THE MAY MEETING DATES.** Ayes: Eblen, Greene, Humphreys, Read, DiCola. Abstentions: none. Nays: none. Motion carried.

**REPORT FROM THE ADMINISTRATION**

Library expenditures through October 31, 2011, were at 73.4% of the total budget. The materials and personnel budgets will be spent out by the end of the year, and there will be a surplus. The library has typically spent 97-98% of its budget, and President DiCola mentioned that the large reserve is actually three funds: one to cover the operating budget for the first half of the year since tax revenue is not available until June; one to cover emergencies; and one for capital improvements.

The Illinois Public Library Per Capita Grant for 2011 was received and at \$49,863.73, the total was a little more than expected.

The Downers Grove Friends of the Library held their annual fall travel and cookbook sale and brought in \$700.25.

Although library patrons can and do pay fines and fees by credit card by logging into their SWAN catalog accounts at home or in the library, the library does not offer credit card payment at the checkout desk. Director Ashton looked into the Illinois State Treasurer's Office E-pay service. The service does not integrate with SWAN.

Director Ashton is visiting area libraries (some by invitation) to see what they are doing. This month he has visited or is scheduled to visit and talk with directors and others at the Indian Prairie Public Library, the Westmont Public Library, the Orland Park Public Library, and the brand new Fountaindale Public Library. He mentioned some interesting services he has seen that are popular at some of the libraries: a "this is your lucky day" materials exhibit at the entrance of a library and a 24/7 same day pickup service using lockers accessible from outside the library at any time.

**TRUSTEE ANNOUNCEMENTS AND REQUESTS FOR INFORMATION**

None.

**ADJOURNMENT**

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