

**REGULAR MEETING OF THE BOARD OF TRUSTEES
DOWNERS GROVE PUBLIC LIBRARY
AUGUST 8, 2012**

MINUTES

1. ROLL CALL

President DiCola called the meeting to order in the Library Meeting Room at 7:30 p.m. Trustees Present: Eblen, Greene, Humphreys, Loftus, Read, DiCola.

Also Present: Library Director Rick Ashton, Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, Circulation Manager Melanie Mertz, Friends of the Library President Joni Hansen.

2. WELCOME TO VISITORS

President DiCola welcomed the visitors and expressed the Board's appreciation for the visitors' interest in the work of the Board.

3. APPROVAL OF MINUTES

Trustees reviewed the Minutes of the Regular Meeting of July 11, 2012. It was moved by Read and seconded by Eblen THAT the Minutes of the Regular Meeting of July 11, 2012 be approved. Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: none. Nays: none. Motion carried.

4. PAYMENT OF INVOICES

The Board reviewed the list of invoices submitted for payment. It was moved by Humphreys and seconded by Loftus TO APPROVE payment of operating invoices for August 8, 2012, totaling \$53,378.74 and recognize July 2012 payrolls totaling \$163,959.78. Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: none. Nays: none. Motion carried.

5. OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

6. OPPORTUNITY FOR PUBLIC COMMENT ON OTHER LIBRARY BUSINESS

None.

7. UNFINISHED BUSINESS

None.

8. NEW BUSINESS

a. Preliminary discussion of proposed 2013 Budget, Levy, and Financial Plan

Ashton presented the preliminary documents, indicating that further development of a number of details would be needed before presentation to the Board for approval, scheduled for the August 22 Board meeting.

After review of the spending plan and no requests for major changes, the Board discussed the appropriate strategy for the property tax levy that would support the spending plan. The proposal presented to the Board contemplated a property tax levy increase of slightly more than 3%. Ashton noted that it would be possible to fund the spending plan fully at a variety of property tax levels because of the Library's significant fund balance.

After further discussion concerning the appropriate strategies for both the fund balance and the property tax levy, Ashton agreed to bring back to the Board on August 22 a spending plan containing any minor adjustments identified by staff and three alternative revenue plans, at 2%, 3%, and 4% increases in the property tax levy. He also suggested that the Board make the development of an agreed-upon strategy for fund balances and financial reserves a high priority in the fourth quarter of 2012 and first quarter of 2013.

b. June 30 Library Circulation Report

Circulation Manager Melanie Mertz presented the report. She indicated that the slight decline in overall circulation for the first half of 2012 is similar to what is being reported at other public libraries, both locally and nationally. E-book circulation, currently about 3% of the Library's total circulation, offsets only about half of the general reduction of circulation.

9. REPORT OF THE DIRECTOR

Ashton summarized his written report (attached).

10. BOARD MEMBER COMMENTS AND REQUESTS FOR INFORMATION

Humphreys reported that he had heard excellent feedback concerning the recent teen-oriented Rock and Read program.

DiCola reported that her recent attendance at a Downtown Management meeting had given her an opportunity to raise the matter of alley traffic direction and the Library's drive-by drop slot with the Public Works Manager of the Village of Downers Grove, who agreed to look into the matter.

Loftus thanked staff for an excellent Summer Reading club, greatly enjoyed and appreciated by his children.

Read invited all Board members to attend a meeting with the Library Foundation's financial adviser on August 10, to receive a report on investment performance and discuss investment strategy.

11. ADJOURNMENT

President DiCola adjourned the meeting at 9:10 p.m.

AGENDA ITEM 9.

REPORT OF THE DIRECTOR

AUGUST 8, 2012

a. TIF District meetings.

The Village of Downers Grove maintains two Tax Increment Financing (TIF) districts, one for Ogden Avenue and one for Downtown. The Library, as an affected taxing entity, is represented on the Advisory Boards for both districts. These Boards held their annual meetings at Village Hall on July 16. The Ogden Avenue district, having pulled back from an ambitious redevelopment strategy in 2008-9, is expected to increase its activity in 2013. The Downtown district, having invested heavily during an earlier period, is primarily involved in the retirement of its bonded indebtedness. None of the affected taxing bodies raised any ongoing concerns with the direction of the two districts.

b. Server room HVAC project.

The Library's computer server room is cooled by a small air conditioning unit separate from the building's main system. This unit had experienced repeated failures in the past several months. RMC Inland Mechanical and Frank Electric supplied the replacement equipment and performed the work at a total cost of approximately \$22,000. Village of Downers Grove Community Development staff were helpful in processing the permit application, waiving fees, and providing timely inspection.

c. RFID tagging.

RFID tagging has begun and is proceeding well. Operational training requires 90 seconds.

d. Adult Services desks.

The new Adult and Teen Services department will begin to operate from a single large public service desk on the second floor in mid-September. This will involve the dismantling and relocation of the previous Reference desk to a position facing the top of the staircase. The previous Literature and Audiovisual Service desk will remain in position, visibly decommissioned, for the time being. Architectural Woodwork and Design, the original builders of the cabinet work throughout the building, have been engaged to do the work.

e. VHS, audiocassette, CD-ROM takeaway, September 7-9.

The remaining few materials in these formerly popular formats will be made available to the public for the taking in September. Items not claimed by patrons will be placed with b-Logistics, the re-selling firm handling Library discarded materials.

f. B-Logistics results, June 30.

From the first sale of 55 books, the Library netted \$112.34. Activity is expected to increase substantially as the volume of removed items enters the b-Logistics stream.