

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
DOWNERS GROVE PUBLIC LIBRARY  
SEPTEMBER 12, 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, DiCola. Absent: Read.

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

**2. WELCOME TO VISITORS**

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

**3. APPROVAL OF MINUTES**

Trustees reviewed the Minutes of the Regular Meeting of August 22, 2012. It was moved by Loftus and seconded by Greene THAT the Minutes of the Regular Meeting of August 22, 2012 be approved. Ayes: Greene, Humphreys, Loftus, DiCola. Abstentions: Eblen. Nays: none. Motion carried.

**4. PAYMENT OF INVOICES**

The Board reviewed the list of invoices submitted for payment. It was moved by Greene and seconded by Eblen TO APPROVE payment of operating invoices for September 12, 2012, totaling \$70,777.26 and credit memos totaling \$4,400.00 AND TO RECOGNIZE August payrolls totaling \$168,968.99. Ayes: Eblen, Greene, Humphreys, Loftus, DiCola. Abstentions: none. Nays: none. Motion carried.

**5. OPPORTUNITY FOR PUBLIC COMMENT ON OTHER AGENDA ITEMS**

Responding to President DiCola's invitation, Friends President Hansen reminded the Board that the Friends of the Library travel program series would begin September 21 and that the annual Book sale of travel books, cookbooks, and some old and rare children's books will be held October 26 and 27, with a Friends member preview event on October 25 to kick off the sale.

**6. OPPORTUNITY FOR PUBLIC COMMENT ON OTHER LIBRARY BUSINESS**

None.

## **7. UNFINISHED BUSINESS**

None.

## **8. NEW BUSINESS**

- a. Approval of proposed changes to Circulation Policy regarding library cards for businesses and organizations and regarding restrictions on library cards issued to children.

After discussion, it was moved by Humphreys and seconded by Eblen TO APPROVE the proposed Circulation Policy changes (attached). Ayes: Eblen, Greene, Humphreys, Loftus, DiCola. Abstentions: none. Nays: none. Motion carried.

- b. Approval of proposed monthly Library Board meeting schedule for 2013. It was moved by Greene and seconded by Loftus TO APPROVE the proposed monthly meeting schedule for 2013. (attached). Ayes: Eblen, Greene, Humphreys, Loftus, DiCola. Abstentions: none. Nays: none. Motion carried.

## **9. REPORT OF THE DIRECTOR**

- a. Ashton reported that he had appeared as part of a panel of new public executives (School District 58, Downers Grove Park District, Downers Grove Public Library) at a Chamber of Commerce luncheon on September 12 and found a receptive audience. Like all the other executives of local government bodies in Downers Grove, he has accepted an invitation to become an Ex Officio member of the Chamber of Commerce Board.
- b. Ashton reported that he is scheduled to speak to the Downers Grove Economic Development Corporation's board on September 13.
- c. Ashton reported that he and President DiCola had met recently with Mark Staehlin, Chief Financial Officer of School District 99, regarding the matter of local government financial reserve policy. Mr. Staehlin informed them of GASB 54, a rule that encourages local governments to adopt policy statements about the purposes and amounts of their financial reserve funds. This information will be helpful to the Board as it develops further financial policy positions in the next few months.

## **10. EXECUTIVE SESSION FOR DISCUSSION OF A PERSONNEL MATTER**

President DiCola adjourned the public meeting at 8:14 p.m. and called the Board into Executive Session. Separate Minutes were kept for the Executive Session.

## **11. RECONVENING OF PUBLIC SESSION**

President DiCola reconvened the public session at 8:54 p.m.

**12. ACTION ON MATTERS DISCUSSED IN EXECUTIVE SESSION**

It was moved by Loftus and seconded by Greene TO APPROVE a positive performance evaluation for Library Director Rick Ashton and to acknowledge this evaluation by setting his salary at \$119,600 per year, effective September 16, 2012, and authorizing two weeks' additional annual vacation leave (for a total of six weeks), effective January 1, 2013. Ayes: Eblen, Greene, Humphreys, Loftus, DiCola. Abstentions: none. Nays: none. Motion carried.

**13. BOARD MEMBER COMMENTS AND REQUESTS FOR INFORMATION**

None.

**14. ADJOURNMENT**

President DiCola adjourned the meeting at 8:59 p.m.

## **6. Circulation Policy**

### **6.1 Registration**

- 6.1.1 Issuance of Library Cards to Residents of Downers Grove**
  - 6.1.1.1 Resident Library Card**
  - 6.1.1.2 Temporary Resident Library Card**
- 6.1.2 Issuance of Cards to Non-Resident Taxpayers**
- 6.1.3 Issuance of Library Cards to Businesses, Governmental Agencies and Organizations**
- 6.1.4 Issuance of Fee Cards to Non-Residents**

### **6.2 Borrowing Policies**

- 6.2.1 Responsibilities of Cardholders**
- 6.2.2 Circulation Periods and Borrowing Limits and Restrictions**
  - Guidelines for Circulation Periods by Type of Material
  - Guidelines for the Overnight Loan of Reference Books
- 6.2.3 Reciprocal Borrowing**
- 6.2.4 Loan of Material to Teachers**
- 6.2.5 Interlibrary Loan**
- 6.2.6 Reserves**

### **6.3 Fines and Charges**

- 6.3.1 Overdue Fines**
- 6.3.2 Borrowing Fees**
- 6.3.3 Lost and Damaged Materials**
- 6.3.4 Accepting Replacement Copies of Lost Items In Lieu of Payment**
- 6.3.5 Charges for Rental Books**

### **6.4 Confidentiality of Circulation Records**

### **6.5 Access to Library Material**

- 6.5.1 Statement on Access to Library Material**
- 6.5.2 Restricted Materials**

**Appendix I Schedule for Lost and Damaged Library Materials**

**Appendix II Library Bill of Rights**

**Appendix III Free Access to Libraries for Minors**

**Appendix IV Statement on Labeling**

Revised 09/12/2012

## **6. Circulation**

### **6.1 Registration**

Library cards providing access to the services of the Downers Grove Public Library will be issued to all borrowers eligible under the policies and guidelines set down by the Library Board of Trustees. A library card will not be issued to or renewed for any applicant who has outstanding fines or other obligations at Downers Grove or at any another SWAN library. Proof of residency is required at the time of application and at the time of renewal. The application form may be filled out in the library or online through the library's website. However, with the exception of patrons eligible to participate in the homebound delivery program, all registrations must be signed in person and identification including proof of residency must be presented at the Circulation Desk before the library card will be issued. Patrons who qualify for the homebound program will be registered in their homes.

In order to provide services and materials to encourage young people to develop an interest in reading and learning, a library card will be issued in a child's own name at any age. Registration for cards for minor children require that a parent or legal guardian sign the application in the library and accept responsibility for monitoring the selection of items to be borrowed by their minor child and to accept financial responsibility for all materials borrowed on their minor child's card.

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libraries. The card is valid for one year and may be renewed as long as eligibility continues.

### **6.1.3 Issuance of Library Cards to Businesses, Governmental Entities and Organizations**

Library cards are available to businesses, governmental entities and non-profit organizations that are located within the corporate boundaries of the Village of Downers Grove. There is no charge for this card. The owner or manager of a business, governmental entity or organization may request library cards for up to 5 employees by submitting a business card, letterhead or other documentation indicating ownership or management. The owner or manager is required to sign the application and accept financial responsibility for all materials borrowed on a business library card. This library card entitles cardholders to the full services of the Downers Grove Public Library. This card is valid for 4 years.

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### **6.1.4 Issuance of Fee Cards to Non-Residents**

Individuals or families who do not live within the corporate boundaries of Downers Grove and who are not eligible for service from another public library may purchase a Downers Grove Public Library card. The fee is determined annually by the Board of Trustees according to the formula mandated by the State Library. All members of the household are eligible to receive a library card. The card entitles cardholders to the full services of the Downers Grove Public Library and reciprocal borrowing privileges with other libraries. Cards are valid for one year after payment is received.

Revised 09/12/2012

## **6.2 Borrowing Policies**

### **6.2.1 Responsibilities of Cardholders**

Cardholders are responsible for all materials borrowed on their cards and are expected to return the materials on time and in good condition. Parents or legal guardians are responsible for monitoring the selection of items to be borrowed by their minor children and are financially responsible for materials borrowed on their minor children's cards. Cardholders are also responsible for materials borrowed on their cards by other individuals. In order to protect and ensure library privileges, cardholders should notify the library immediately if their card is lost or stolen. Materials borrowed on a card up to the time the card is reported lost or stolen are the responsibility of the cardholder. Cardholders are required to report a change in address.

### **6.2.2 Circulation Periods and Borrowing Limits and Restrictions**

The circulation period is the length of time an item may be borrowed from the library. Most items in the library's collection circulate for 21 days and may be renewed for one additional loan period unless a Downers Grove cardholder has requested the item. Items with shorter loan periods have that limitation because of a high demand for such material and some of these items may not be renewed. In general, material in the reference collection does not circulate.

Items with a 21-day circulation period may be borrowed for a vacation loan of six weeks with no renewal.

Downers Grove cardholders may have up to 199 items checked out on their cards at any one time; however, reciprocal borrowers are governed by any lower limits set at their home libraries. There are limitations to the number of items that may be borrowed in one subject area or format. Librarians in the adult and children's services departments determine the number of items which may be borrowed on one topic and notify the Circulation Department of their decision.

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### **6.2.3 Reciprocal Borrowing**

The library will provide reciprocal borrowing privileges to individuals presenting a valid reciprocal borrowing card from another library. Reciprocal borrowers are subject to the responsibilities listed in section 6.2.1. Borrowers from non-SWAN libraries who are using the Downers Grove Public Library for the first time will be limited to a maximum of five items checked out on their library card until library staff is able to verify that the borrowers are in good standing at their home library. Once this has been determined, the usual limits will apply. Borrowing privileges will not be provided to any patron whose card has been stopped for outstanding fines or other obligations at another library.

### **6.2.4 Loan of Materials to Teachers**

Complete revision adopted 06/10/2009

board cannot accept the responsibility or liability for acting "in loco parentis" (in the place of a parent) for any child.

### **6.5.2 Restricted Materials**

The only materials that are not available for open access are certain non-circulating materials that are heavily used to answer reference questions and that experience has shown are also very likely to be stolen if the material is not closely controlled. These materials are restricted only to protect the material and insure all patrons' access to it, not to restrict any individual or group's access to library material. Patrons are required to allow staff to hold identification while the patron uses the material. If a patron does not possess acceptable identification, he or she is required to use the material at the public service desk. These restrictions are applied equally to every patron.

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**DOWNERS GROVE PUBLIC LIBRARY**

**SEPTEMBER 12, 2012**

**AGENDA ITEM 8B**

**Proposed Library Board Meeting Schedule for 2013**

**Fourth Wednesday of each month, except November and December, when meetings are on the third Wednesday.**

**January 23**

**February 27**

**March 27**

**April 24**

**May 22**

**June 26**

**July 24**

**August 28**

**September 25**

**October 23**

**November 20**

**December 18**

VILLAGE OF DOWNERS GROVE  
ZONING BOARD OF APPEALS  
AUGUST 22, 2012 MINUTES

Call to Order

Ms. Majauskas called the meeting to order at 7:30 PM.

Roll Call

**Present:** Mr. Domijan, Ms Earl, Ms. Souter, Ms. Majauskas

**Absent:** Mr. Isacson, Mr. Enochs, Ch. White

A quorum was established.

**Staff:** Tom Dabareiner, Community Development Director  
Damir Latinovic, Planner

**Also present:** Mary Plasman, 4440 Saratoga Ave, Downers Grove, IL 60515

In the absence of Chair Pro Tem White, Mr. Domijan moved, seconded by Ms. Earl, that Ms. Majauskas serve as Chair Pro Tem (hereinafter “Chair”).  
All in favor. The Motion Carried.

Minutes of July 25, 2012 meeting

Mr. Earl moved to approve the minutes of the July 25, 2012 meeting as presented. Mr. Domijan seconded the Motion.

**AYES:** Ms. Earl, Mr. Domijan, Ms. Souter

**NAYS:** None

**ABSTAIN:** CH. Majauskas

The Motion passed 3:0:1.

Meeting Procedures

Chair Pro Tem Majauskas explained the function of the Zoning Board of Appeals, and reviewed the procedures to be followed during the public hearing, verifying with staff that all proper notices have been published with regard to petition ZBA-08-12. Chair Pro Tem Majauskas explained that members of the Zoning Board of Appeals all have had the opportunity to review the documents for the petition prior to the meeting. In order for a requested variation to be approved there must be a majority of four votes in favor of approval. She added that the Zoning Board of Appeals has authority to grant petitions without further recommendations being made to the Village Council.

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**ZBA-08-12** A petition seeking fence variations for the parking lots at Downers Grove North High School. The property is zoned R-4, Single Family Residential. The West Parking Lot is located at the northeast corner of Grant Street and Saratoga Avenue. The East Parking Lot is located at the northeast corner of Grant Street and Main Street, commonly known as 4436 Main Street, Downers Grove, IL (PINs 09-05-307-005, 09-05-307-

**006, 09-05-307-007, 09-05-307-008, 09-05-307-011, 09-05-307-012, 09-05-307-013, 09-05-307-014, 09-05-307-015 & 09-05-309-001); Community School District 99 Petitioners and Owners.**

Mr. Dabareiner explained that the petitioner for tonight's case has submitted a written notice requesting the case be continued to next month's meeting September 26, 2012. Staff is recommending the Board grant the petitioner's request.

**There being no discussion, Mr. Domijan made a motion that the Zoning Board of Appeals continue the case ZBA 08-12 to September 26, 2012 ZBA meeting.**

**Ms. Earl seconded the motion.**

**AYES: Mr. Domijan, Ms. Earl, Ms. Souter, Ch. Majauskas**

**NAYS: None**

**The Motion passed unanimously.**

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Ms. Earl asked the staff to discuss the recent announcement that the Village's 2012 Comprehensive Plan was selected as the best Comprehensive Plan in Illinois.

Mr. Dabareiner explained that the Illinois Chapter of American Planning Association (ILAPA) went through a selection process with representatives from outside Illinois looking at the Comprehensive Plans adopted in the state of Illinois within the last 12 months. The committee selected the Village of Downers Grove Comprehensive Plan, adopted October 2011, as the best Comprehensive Plan in the state. Staff will accept the award on behalf of the Village at the ILAPA conference on September 20, 2012. Staff is very pleased to receive the award as it represents a positive recognition of work done by dozens of volunteers and some 1,200 Village residents who provided their input during the process. A citizens committee and the Plan Commission were heavily involved. The award speaks to hard work done by everyone that participated. The Daniel Burnham Award is named after the late architect and early urban planner Daniel Burnham who played a major role in the early comprehensive plans for the City of Chicago and Washington DC, among others.

There being no further business, Chair Pro Tem Majauskas adjourned the meeting at 7:40 PM.

Respectfully submitted,

Damir Latinovic, AICP  
Planner