

**DOWNERS GROVE PUBLIC LIBRARY  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
WEDNESDAY, OCTOBER 23, 2013, 7:30 P.M.  
LIBRARY MEETING ROOM**

**MINUTES**

1. **Call to order.** President Kathleen DiCola called the meeting to order at 7:32 p.m.
2. **Roll call.** Present: Trustee Susan Eblen, Trustee Wendee Greene, Trustee Daniel Loftus, Trustee Thomas Read, President Kathleen DiCola. Absent: Trustee David Humphreys.

Also Present: Library Director Rick Ashton, Assistant Director for Public Services Bonnie Reid, Assistant Director for Support Services Sue O'Brien, Children's Services Manager Sara Pemberton, Children's Services Librarian Sharon Hrycewicz. Also: Chicago Tribune Triblocal reporter Dawn Rhodes, Product Architecture + Design Principal Daniel Pohrte, Shales McNutt Construction Executive John M. Shales, Citizen Thomas Tezky.

3. **Welcome to visitors.** President DiCola welcomed visitors and staff members and thanked them for their interest in the work of the Library Board.
4. **Approval of Minutes**
  - a. September 25, 2013 Regular Monthly Meeting. It was moved by Read and seconded by Loftus THAT the Minutes of the Regular Meeting of September 25, 2013, be approved, with the completion of Item 13. For that item, Greene moved, Loftus seconded, and the motion passed by roll call vote with all Trustees voting Aye. Roll Call on September 25 Minutes: Ayes: Eblen, Greene, Loftus, Read, DiCola. Abstentions: None. Nays: None.
  - b. September 25, 2013 Executive Session. It was moved by Read and seconded by Eblen THAT the Minutes of the Executive Session of September 25, 2013 be approved. Roll Call: Ayes: Eblen, Greene, Loftus, Read, DiCola. Nays: None.
  - c. October 9, 2013 Special Meeting. It was moved by Read and seconded by Eblen THAT the Minutes of the Special Meeting of October 9, 2013, be approved. Roll Call: Ayes: Eblen, Greene, Loftus, Read, DiCola. Abstentions: None. Nays: None.
5. **Approval of payment of invoices and related financial reports.** Ashton presented the monthly list of invoices, credit memos, and payroll recognition. He reviewed the Invoices of Note and the credit card reports. It was moved by Greene and seconded by Eblen THAT October invoices totaling \$148,856.31 be approved, credit memos totaling \$636.39 be approved, and September payrolls totaling \$182,361.48 be

recognized. Roll call: Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: None. Nays: None.

6. **Opportunity for public comment on agenda items.** President DiCola invited comment. There was no public comment.
7. **Opportunity for public comment on other business.** President DiCola invited comment. Mr. Thomas Tezky addressed the Board. He presented to the Library a jigsaw puzzle that he had assembled in memory of a recently deceased friend. President DiCola thanked him for the gift to the Library.
8. **Unfinished business.**
  - a. Presentation by Product Architecture + Design and Shales McNutt Construction. Construction Documents and Specifications, Plans for Bidding and Awarding of Contracts. The professional firms briefly reviewed the information that the Board had discussed at length at the October 9 meeting. It was moved by Loftus and seconded by Eblen THAT Product Architecture + Design and Shales McNutt Construction be authorized to proceed with formal public bid processes for construction and furnishings for the Downers Grove Public Library Renovation Project. Roll Call: Ayes: Eblen, Greene, Loftus, Read, DiCola. Abstentions: None. Nays: None.
  - b. Follow-Up to Director's Performance Evaluation. Ashton thanked the Board for the favorable review and the salary increase that it had approved. Ashton and the Board discussed possible strategies for improving the Board's opportunities for thorough consideration of decision items. These included earlier distribution of substantive Board packet items, use of consent agendas, scheduling of discussion of items at one meeting and review and approval at a later meeting, and special meetings for major items such as budget review and major building-related matters.

In the same context, Ashton introduced discussion of the need for an agreed-upon process for decisions needing quick action during the building renovation project. He agreed to consult with the architects and construction management firm concerning this need and to develop a proposed mechanism for Board consideration.
  - c. Follow-up to Library Budget Adoption. Ashton reminded the Board that the public hearing on the 2014 Budget for the Village of Downers Grove will be held on November 5. He indicated that he planned to attend and encouraged Board members to be present.
9. **New Business.**
  - a. Staff wages and salaries for 2014. It was moved by Loftus and seconded by Eblen THAT the Board approve a general salary and wage increase for all staff members of 3.5%, and appropriate reclassification and wage and salary adjustments for the

Computer Help Desk Associate position and the Circulation Manager position (attached). Roll call: Ayes: Eblen, Greene, Loftus, Read, DiCola. Abstentions: None. Nays: None.

- b. Library and Employee health, dental, and vision premium levels for 2014. It was moved by Loftus and seconded by Greene THAT the Board approve the proposed Library and Employee health, dental, and vision premium levels for 2014 (attached). Roll Call: Ayes: Eblen, Greene, Loftus, Read, DiCola. Abstentions: None. Nays: None.
- c. Children's Access to the Internet. Assistant Director for Public Services Bonnie Reid and Director Rick Ashton presented the staff recommendations. Board discussion followed.

Trustee Read raised a question concerning the exclusion of persons aged 14-18 from Children's Services computers. Eblen encouraged the staff to develop an active plan to inform the community, indicating that parents expect that their children can use the Internet at the Library. DiCola encouraged staff to make sure that the computers were managed so that children would have access and adults not accompanying children would be directed to computers on the second floor. Green inquired about the proposed filtering software, especially its similarity to filtering programs in use in the schools. Assistant Director Bonnie Reid responded that the filters are very similar in character, but filters at the Library would be installed on specific computers, not the network as a whole. Eblen emphasized the importance of letting parents and children know that the policy has changed. Loftus suggested that information about the changed be posted near the computers.

Following the discussion, no action by the Board was requested. Ashton informed the Board that staff would work on further refinements and return for Board consideration in November.

- d. Board Meeting Schedule for 2014. It was moved by Greene and seconded by Loftus THAT the proposed meeting schedule (attached) be adopted. Roll Call: Ayes: Eblen, Greene, Loftus, Read, DiCola. Nays: None. Abstentions: None.

#### **10. Report of the Director.**

- a. Written report items. Ashton summarized his written report (attached).
- b. Other items.

#### **11. Board member comments and requests for information.**

Trustee Eblen mentioned the issue of possible funding for building renovation project alternates. She indicated that the Downers Grove Public Library Foundation could

raise funds for that purpose, depending on the assurance that the Foundation's tax-exempt status is in order.

Trustee Loftus expressed his appreciation that the Illinois Tollway Authority is holding a series of meetings for potential suppliers of goods and services in the Library Meeting Room, drawing attention to this aspect of the Library's service.

Trustee Read discussed the Downers Grove Public Library Foundation's potential for assistance to the building project. He asked how the Board will approach the funding of project elements beyond the basic budget.

President DiCola confirmed that the Board will hold a special meeting on December 11 for review and discussion of construction and furniture bids and consideration of any financial steps that may be needed.

**12. Adjournment.** President DiCola adjourned the meeting at 8:45 p.m.