

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
WEDNESDAY MAY 27, 2015, 7:30 P.M.
LIBRARY MEETING ROOM**

MINUTES

1. **Call to order.** President Kathleen DiCola called the meeting to order at 7:30 p.m.
2. **Roll call.** Members Present: Trustee Susan Eblen, Trustee Wendee Greene, Trustee David Humphreys, Trustee Daniel Loftus, Trustee Thomas Read, President Kathleen DiCola.

Also present: Director Rick Ashton, Assistant Director for Public Services Bonnie Reid, Assistant Director for Support Services Sue O'Brien, Children's Services staff members Sharon Hrycewicz and Kelly Pocci.
3. **Welcome to visitors.** President DiCola welcomed staff and thanked them for their presence.
 - a. A visit from the Legion of SuperReaders. Children's Services staff members Sharon Hrycewicz and Kelly Pocci presented the 2015 summer reading promotional skit and discussed details of the summer programs for children, teens, and adults. Board members thanked the staff members for their promotional work and the use of their dramatic theatrical talents.
4. **Approval of Minutes.**
 - a. Regular Monthly Meeting, April 22, 2015. It was moved by Humphreys and seconded by Greene THAT the Minutes of the April 22 meeting be approved as submitted. Roll call: Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Nays: None. Abstentions: None.
5. **Approval of invoices and financial reports.** It was moved by Read and seconded by Eblen THAT operating invoices totaling \$126,266.38 and credit memos totaling \$39.51 be approved and April 2015 payrolls totaling \$211,330.07 be recognized. Roll call: Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Nays: none. Abstentions: none.
6. **Public comment on agenda items.** President DiCola invited comment. There was none.

7. **Public comment on other Library business.** President DiCola invited comment. There was none.
8. **Unfinished Business.**
 - a. Library Building Renovation Project, Proposed Strategy for Additional Work.
Requested Action: Receive Report. Ashton reported that further investigation of proposed lighting and acoustical panel solutions is underway. After further discussion regarding the lighting projects, it was moved by Humphreys and seconded by Eblen THAT the adult fiction area lighting project be sent out to bid. Roll Call: Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Nays: None. Abstentions: None.
 - b. Response to Public Comment, April 22, 2015. Requested Action: Receive Report. Ashton presented a letter to Ms. Laurel Bowen, providing a detailed response to her comments at the April 22 Board meeting. The Board informally directed him to send the letter.
9. **New Business.**
 - a. Proposed Revisions to Internet Policy. Requested Action: Approval. Ashton and Reid presented the proposed revisions, occasioned by the adoption of new software for management of public computers and computer printers. No substantive change was proposed. It was moved by Eblen and seconded by Humphreys THAT the proposed Revisions to Internet Policy be approved. Roll Call: Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Nays: None. Abstentions: None.
 - b. Proposed Revisions to Policy on Americans with Disabilities Act. Ashton presented the proposed revisions, occasioned by request of the Illinois Attorney General's Office of Disability Rights. Board members discussed the proposed revisions and directed the staff to bring the policy back for adoption at the June 24 meeting.
10. **Report of the Director.** Ashton summarized his written report (attached) as follows:
 - a. Invitation to Downers Grove Economic Development Corporation Annual Luncheon, June 18, 2015.
 - b. Invitation to Board for participation at Farmers Market, July 25, August 29, September 12.
 - c. Surprise Petty Cash Audit.
 - d. April Circulation Figures.
 - e. Recent media coverage. Attached.
 - f. Other. Ashton reported that Library staff and legal counsel are currently completing paperwork to update the tax-exempt status of the Downers Grove Public Library

Foundation. The Library's attorney has recommended that future annual IRS filings be done using the shortest postcard form of the IRS-990.

11. Board Member comments and requests for information.

Trustee Read requested that Library staff provide a full accounting of Foundation investments for review with the Foundation's investment advisor. Ashton agreed to carry this out.

Trustee Read reported that he would be unable to attend the June 24 Board meeting.

President DiCola inquired about the closing of an exit in the Children's Services Program Room, mentioned in a recent newspaper comment. Bonnie Reid and Sue O'Brien responded that this had been done during the building renovation at the request of the Downers Grove Fire Department. DGFDD determined that the projection screen in the room would obstruct this exit and harm its utility as an emergency exit. The room, with two separate exit doors, continues to meet fire and safety code requirements.

Trustee Humphreys reported that a Little Free Library will soon be installed at the northeast entrance of the First Congregational Church, across Curtiss Street from the Library, intended to serve persons using the overnight shelter facilities at the church. Trustee Humphreys suggested that donations of removed Library books and gift books would be welcome, once the Little Free Library is in operation.

Trustee Greene thanked Public Relations Manager Melissa Doornbos for informational and logistical help for her recent presentation concerning the Library to a ladies' group. She offered the slides of the PowerPoint presentation developed for this talk for use by other Board members and staff.

Trustee Greene reported that one or more CD recordings of the recent Carnegie Hall concert by Downers Grove South High School and Downers Grove North High School musical groups will soon be added to the Library's music collection for public use.

12. Adjournment. President DiCola adjourned the meeting at 8:42 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
MAY 27, 2015**

**AGENDA ITEM 10
REPORT OF THE DIRECTOR**

- a. Invitation to Downers Grove Economic Development Corporation Annual Luncheon, June 18, 2015. All Library Board members are invited to attend this luncheon at the DoubleTree Suites Hotel, 2111 Butterfield Road. The program begins at 11:30 a.m. Library staff will handle registration for any Board member wishing to attend.
- b. Invitation to Board for participation at Farmers Market, July 25, August 29, September 12. The Library will have a table at the market on the three Saturdays, from 9 a.m. to 12:30 p.m. Board members are welcome to be present to greet members of the community, promote Library events and activities, and hear citizens' comments and concerns.
- c. Surprise Petty Cash Audit. On May 18, Village of Downers Grove accounting staff conducted an unannounced audit of the Library's Petty Cash account. Cash on hand and documented recent disbursements, totaling \$200.00, balanced to the penny.
- d. April Circulation Figures. Both circulation activity and circulation record-keeping were disrupted in April by the major software migration project. The enclosed figures include several conservative estimates.
- e. Recent Media Coverage. Attached.

Circulation Statistics -- April

	A	B	C	D	E	F	G
1		APR 15	%	APR 14	%	APR 13	
2	Circulation						
3	Checkouts						
4	Selfchecks	42,663	75%	39,192	65%		
5	Staff desk	14,031	25%	20,912	35%		
6	Total checkouts	56,694		60,104			
7							
8	Renewals						
9	Selfchecks	773		383			
10	Staff desk (incl. phone)	430		3,808			
11	Patron online renewals	765		6,941			
12	Total renewals	1,968		11,132			
13							
14	Total item checkout and renewals	58,662		71,236		73,260	
15	Ebooks - Overdrive	3,496		3,174		2,785	
16	Ebooks - 3M Cloud Library	1,682		839		78	
17	Emagazines - Zinio	633		935		988	
18	Hoopla	273					
19	Total Circulation	64,746		76,184		77,111	
20							
21	Reference Questions (Info Desk)	112					
22							
23	Reserves Processed						
24	Received from ILL	6,677		6,053			
25	ILL sent	4,634		5,954			
26	OCLC requests processed	709		875			
27							
28	Gate Count						
29	North	25,114		31,850			
30	South	13,601		15,345			
31	Total	38,715		47,195			
32							
33	Registrations						
34	New resident library cards	150		142			
35	New fee cards	11		4			
36							
37	Current borrowers	29,212		29,137			
38	Active fee cards	132		143			
39							
40	REVENUE:	Fines	Fees	Book	Fee	Meeting	Total
41				Sales	Cards	Room	
42	Cash	\$5,171.10	\$2,711.96	\$504.50	\$540.00		\$8,927.56
43	Ecommerce (through internet)	\$71.65	\$51.00				\$122.65
44	Credit cards at service desks	\$977.00	\$360.30	\$76.00	\$540.00	\$20.00	\$1,973.30
45	Credit cards at selfchecks	\$1,616.60	\$34.00				\$1,650.60
46		\$7,836.35	\$3,157.26	\$580.50	\$1,080.00	\$20.00	\$12,674.11

SOUND OFF

Full-day kindergarten isn't about baby-sitting, it's extended learning

To the reader opposed to full-day kindergarten - you are right, kindergarten is not free baby-sitting. It is an extended learning opportunity, a socialization tool and an ability to build bonds outside the household. More than 90 percent of Illinois elementary schools have full-day kindergarten. This isn't about baby-sitting, it's about rethinking a system to be in line with today's expectations on education. So before you cast judgment on dual income families (because that's what you're doing, under the guise of a debate about full-day kindergarten), take a look at the bigger picture beyond Downers Grove. There is a whole world out there and I for one would like my children to learn about it - taught by trained educators, not baby sitters.

Going to miss Amnesty Day

Well, I'm sure going to miss Amnesty Day this spring. I called the township of Downers Grove and I was told we're not having an Amnesty Day in spring or the fall and that we won't get an Amnesty Day maybe until after March 2016 - there was going to be some kind of contract vote. So anyway, I'm going to miss that and I'm sure a lot of people in Downers Grove are too.

Clyde Estates concerns

The Christopher Burke design firm, not the low bidder, was given the contract for Clyde Estates. This design cost village taxpayers \$100,000 before any neighborhood meeting was held. Two-thirds of the Clyde homeowners were unable to attend a 6:30 p.m. meeting on a work night in August or in November. [The] village would not comply with resident requests to record the meetings or hold [a] meeting on Saturday to accommodate more homeowners. Will the new council listen to residents regarding their own neighborhood issues?

Why is there no fire exit?

I took my kid to the Downers Grove library last week for a story time and I noticed that even though there's a fire exit on the outside of the building, there isn't one inside on the kids story room, and I was wondering why this happened with all the money we just spent on a remodel of that place.

Fire station suggestions

If the village of Downers Grove does build a new fire station in the future, they must

How

Want 331-4 mslsc

Guid

- Wh and sh mum e
- Call moush
- We person person have n docum
- We signed
- Sou of our be tak

Turnou

Lake C weeks a 11.25 per taxes and more tha wonder t

Stop ma

I wish th agencies v marijuana people the 21 years ol newspaper arrested fo anyone an the countr agencies ir es to fight

There's i with two

To the inc should neve service," yo er need two First of all, t in the U.S. a percent, ac Statistics), the families no right to r on the finan many wom

11

SOUND OFF

SD • Wednesday, April 29, 2015 • mysuburbanlife.com • Suburban Life DGR

SOUND OFF

If you don't like it, consider moving from Downers Grove

Last week, folks complained about spending by the Downers Grove Park District and about the homeless in the library. Have you ever seen how busy the Park District fields are?

While I don't enjoy the homeless hanging around the library, under what legal authority can you exclude them from a public facility? The previous week, someone was crabbing about the Downers Grove Fire Department. Is it possible the same person was moaning earlier about the ill-fated plan to build a new police station and village hall? Sounds like you think everything is a mess. Maybe you should consider moving - everyone would be happier.

Liberalism is a mental disorder

Our country is turned upside down when our cities are burned and looted. Cops are given stand-down orders and police are attacked, but mob gangs and terrorist killers are not held responsible for their behavior. It's called social justice, not equal justice. Liberalism is a mental disorder.

Let people view animals at shelter

This is regarding the message that shelters are not used. People need to view the animals because adoption is

11

SOUND OFF

SD • Wednesday, May 13, 2015 • mysuburbanlife.com • Suburban Life

How

W Call msl

Gui

- V ar m
- C m
- V pe sc ha d
- S o b

even Som

Hid

Wh share [Lem busir