

**VILLAGE OF DOWNERS GROVE
COMMUNITY EVENTS COMMISSION
ANTE ROOM
DOWNERS GROVE VILLAGE HALL
JANUARY 17, 2008**

PRESENT: Chairman Martin Tully, Ms. Kelsey Greysik, Mr. Dave Humphreys,
Ms. Patti Marino, Ms. Ellen Pendola, Mr. Richard Szydlo
Ms. Linda Kunze, ex-officio
Staff: Ms. Mary Scalzetti, Ms. Barb Martin, Ms. Susan Larson

ABSENT: Ms. Tessa McGuire, Ms. Becky Rheintgen,

GUESTS: Phil and Marta Cullen, Bill Jarecki, Willis and Shirley Johnson

Chairman Tully welcomed guests attending the meeting.

I. APPROVAL OF DECEMBER 13, 2007 MEETING MINUTES

There being no changes to the minutes, the Board approved the December 13, 2007 minutes.

II. PUBLIC COMMENT – NONE

III. DIRECTOR’S REPORT

A. Extension of Heritage Festival Contract’s

1. Sound

Ms. Scalzetti reported that staff went out for RFP for sound in 2006 and R.J. Recording was awarded the bid. She stated that per the Village’s purchasing policy a contract has the option to be renewed provided the cost does not exceed a 2% increase over the life of the contract. R.J. Recording has agreed they will hold their 2007 cost for the 2008 Festival. Any additional cost for equipment associated with the Heritage Festival Thursday Night Concert would be separate from the 2006 contract. Ms. Scalzetti said staff is very pleased with R.J. Recording’s work at the festival and staff is recommending that R.J. Recording’s contract be extended for the 2008 Heritage Festival. This would be the second or last renewal to the 2006 contract.

Mr. Humphreys explained that he feels sound and lighting should not go out for bid as they are not a commodity. He stated that the level of skill required of the person at the sound and lighting controls is every bit as key to the performance as the entertainment on the stage. It is his opinion that sound and lighting should be considered an art that can make or break an event and should be categorized as a “professional service” and taken out of the competitive bidding process. At the end of discussion the following motion was made with regard to hiring the sound vendor for the 2008 Heritage Festival:

MR. SZYDLO MOVED TO ACCEPT STAFF'S RECOMMENDATION TO EXTEND RJ RECORDING'S 2006 CONTRACT TO PROVIDE SOUND AT THE 2008 HERITAGE FESTIVAL. MS. MARINO SECONDED.

**Yea: Ms. Kelsey Greysik, Mr. Dave Humphreys, Ms. Patti Marino
Ms. Ellen Pendola, Mr. Rich Szydlo**

Nay: NONE

The motion carried 5:0

2. Lighting

Ms. Scalzetti reported that MLH Electrolite entered into contract with the Village in 2006 to provide lighting at the Heritage Festival stages. MLH Electrolite would like to extend their contract to 2008 but are asking for a small increase, less than 2%, to cover the rising cost for gas. The cost for last year's contract was \$6,550.00. This year with the increase, it will be \$6,650.00. Ms. Scalzetti noted that staff is very satisfied with MLH's work at Heritage Festival and is recommending that MLH's contract be extended for the 2008 Heritage Festival. This would be the second or last renewal to the 2006 contract.

MR. HUMPHREYS MOVED TO ACCEPT STAFF'S RECOMMENDATION TO EXTEND MLH ELECTROLITE'S 2006 CONTRACT TO PROVIDE LIGHTING AT THE 2008 HERITAGE FESTIVAL. MS. MARINO SECONDED.

**Yea: Ms. Kelsey Greysik, Mr. Dave Humphreys, Ms. Patti Marino
Ms. Ellen Pendola, Mr. Rich Szydlo**

Nay: NONE

The motion carried 5:0

3. Cleaning Service

Ms. Scalzetti reported that Chicago Special Event Management Company (CSEM) entered into contract with the Village in 2007 for Heritage Festival cleaning service and CSEM would like to extend their contract for the 2008 festival. They have agreed to hold their 2007 cost for the 2008 festival. In addition, they have stated they will not increase their hourly cost for any additional cleanup work required for the Thursday Night Concert. Ms. Scalzetti said that she will be meeting with CSEM to review their work schedule and discuss some issues that came up from last year's festival. Staff is recommending that their contract be extended for the 2008 Heritage Festival.

MS. MARINO MOVED TO ACCEPT STAFF'S RECOMMENDATION TO EXTEND CHICAGO SPECIAL EVENTS MANAGEMENT'S 2007 CONTRACT TO PROVIDE CLEANING SERVICE FOR THE 2008 HERITAGE FESTIVAL. MS. GREYSIK SECONDED.

**Yea: Ms. Kelsey Greysik, Mr. Dave Humphreys, Ms. Patti Marino
Ms. Ellen Pendola, Mr. Rich Szydlo**

Nay: NONE

The motion carried 5:0

B. Sponsorship Brochure

Ms. Scalzetti circulated a copy of the 2008 year's sponsorship brochure. She noted this year the brochure has been redesigned to a new size. The brochure will be going to the printer this week.

IV. OLD BUSINESS

A. Ice Sculpture Festival Update

Ms. Martin reported that January 18 is the deadline for ordering street sculptures. To date thirty-five sculptures have been purchased. Mr. Mark Stutz, owner of downtown Stillwater restaurant, has offered his outdoor patio area for a children's activity during the Ice Sculpture Festival. Ms. Kunze reported that children's activity area would have three activities for kids: an ice slide; cookie decorating tent; and the Brrr Blocks. She said potential donations from the EDC, D.G. Junior Woman's Club, Lions Club, Rotary & Moose will assist with covering the cost of the slide which is approximately \$1800.00. Ms. Kunze said Mr. Stutz had said if he could cancel his street sculpture order, he would put that money towards paying for the activities. Ms. Scalzetti noted that the orders had already been placed. Chairman Tully said perhaps the Village could pay for Mr. Stutz's ice carving. Ms. Scalzetti explained that in December, her department had received quotes for the Brrr Blocks from Nadeau's and would likely contribute to the children's activity by paying for the Brrr Blocks but explained that the Village's Legal Dept. would like to review the activity schedule or plan to determine the Village's liability. She asked Ms. Kunze to forward the finalized plan by 3 pm. Wednesday, January 23, to Mr. Brandon Dieter in the Village Manager's office who will then forward it to the Legal Dept. for review.

B. HERITAGE FESTIVAL UPDATE

a. Street Fair Rules and Regulations

Ms. Larson discussed the 2008 Heritage Festival At-A-Glance Price List. Copy of the price list was distributed to each Commission member and guest. She noted that the only change from last year's list was the addition of a "Type F" Vendor for downtown businesses within the Festival site. The "Type F" prices are effective thru April 4, 2008, after that the "Type B" Local Commercial prices will apply. Ms. Scalzetti explained that booth space assignments are based on several factors: product, activity, days and times of operations, noise, smoke, water/electricity requirements. Also, participants may only sell, demonstrate, or display products or services that the business normally handles or conducts.

b. Thursday Night Opening Concert

Ms. Scalzetti circulated a "draft" entertainment schedule for Heritage Festival. In discussing the Thursday Night Concert she explained that the leader of *Lucky Boys Confusion*, a band that played at Heritage Festival several years back and has its roots in Downers Grove has formed a new band called Shock Rocks. She would like to place Shock Rocks as the opening band for Sister Hazel. Commission Members approved of both bands for Thursday night and gave Ms. Scalzetti approval to move ahead with booking the other bands on the entertainment schedule.

Ms. Scalzetti reported that the RFP for the Thursday Night Concert Partner has been approved by the Village Council and is posted on the Village website. The RFP due date is February 5, 2008. A joint meeting of the Community Grants Commission and the Community Events Commission has been set for February 13, 2008 at 6:00 p.m. to review the RFP's and select the Thursday Night Partner. Commission Members were asked to contact Ms. Scalzetti if they could not attend the meeting.

c. Heritage Festival Layout

Ms. Scalzetti discussed a layout map for the 2008 Heritage Festival explaining that staff organized the comments and suggestions identified at December 13, 2008 Heritage Festival Brainstorming session onto a spreadsheet. Staff then incorporated onto the layout map those suggestions that they felt were the most important and could be implemented. Other ideas discussed at that meeting were categorized on the spreadsheet as *Not Possible due to cost, public safety issues, Under Consideration* and *Consider for Future Use*.

Suggestion #2 Bring back the East Stage and Suggestion #3 More food vendors on east Curtiss

Ms. Scalzetti noted the East Stage will not be placed at its traditional location in front of the Post Office but will be placed on east Curtiss just west of Mochel Dr. This is due to accessibility issues and the narrowing of Curtiss Street due the construction of *Acadia On The Green*. Barricades will be set up on Curtiss St. at Mochel Dr. allowing *Acadia On The Green* residents access to their parking via Mochel Dr. Police will then monitor traffic at Curtiss and Mochel Dr. to determine if traffic exiting east on Curtiss from the parking deck should be limited. Staff will attempt to place more food vendors on Curtiss St. but space is limited due the stage and sound equipment booth.

Suggestion #4 Move large amusement rides so they are not in the center intersection of Main & Warren; Suggestion #18 Keep Main St. open on Thursday as late as possible; Suggestion #19 Keep Warren Ave. open until after the morning performance on Wednesday for the Tivoli Theatre.

Ms. Scalzetti reported that the amusement ride vendor has agreed to set up his rides on either side of Warren on Tuesday, leaving Main Street open until Noon on Thursday. Ms. Scalzetti said police officers or auxiliaries will be on site to assist with the entry/exit for patrons arriving by bus or car for the Wednesday 10:00 a.m. performance at the Tivoli Theatre.

Suggestion #7 More food vendor booths to the middle of the street (back-to-back)

In discussing, the placement of the vendor booths, back-to-back on the street, Ms. Scalzetti noted that spaces must be left in between for electrical wiring, vendors with cookers, and crowd movement cut-thru's. Chairman Tulley brought up the fact that the consolidation of the festival and the reconfiguration of the booths to the center of street bring with it the concern over the loss of a number of booths. Ms. Scalzetti reviewed the *2007/2008 Heritage Festival Booth Space Layout Comparison* sheet which was distributed to all at the meeting and noted that there is a loss of 30 marked spaces for 2007, most from the north side of the tracks. Chairman Tulley explained that the 2007 festival was much larger with more vendors due to the 175th Anniversary. To be fair, he asked that a comparison also be made using booth space figures from 2005 & 2006. With regard to placement of barricades at Franklin and Main, Ms. Kunze suggested that signs indicating that the businesses are open would be greatly appreciated. Ms. Scalzetti stated she would be meeting with the Public Works Dept. to review the barricade plan for Heritage Festival and said she would invite Ms. Kunze to attend. Ms. Scalzetti noted that Public Works is working on making better or "more professional" signage for Heritage Festival.

Suggestion #8 Add additional parking in deck on Friday for employees of downtown businesses.

In 2008, Staff will ask the parking deck vendor to survey all individuals utilizing the parking deck during Heritage Festival to determine who exactly is using the deck during the festival. Based on the results of the survey, staff will develop a plan to more effectively utilize the parking deck during the festival for future years. Also for 2008, Ms. Scalzetti said that the Lot O' Fun, which is adjacent to *Subway*, could possibly be utilized for employee parking if she does not have a sponsor who needs all of it. She asked Ms. Kunze for her assistance in devising a plan on who should use it and how monitor it. Additionally, Ms. Kunze said she would survey the downtown businesses to see how many of their employees would be working on Friday and Saturday and then issue a sticker for the working employees.

Suggestion #9 Review application fees. Current fees too high for many downtown businesses

Ms. Scalzetti indicated this was previously discussed at the December 13, 2007 meeting and a special rate was implemented for downtown businesses within the festival site.

Suggestion #10 Have more local restaurants participate

Ms. Scalzetti said she hoped the new discount rate for businesses located within the festival would encourage more restaurants to participate. Ms. Kunze reported that she is working on putting together a "Restaurant Guide" that provides festival-goers with information regarding locations of local restaurants.

Suggestion #11 Add a Center Stage for old-fashioned activities such as a pie eating contest

The size of the festival necessitates that the information booth be located at Main & Curtiss as it also serves as a central dispatch activities provided by Village staff. The Center Stage was removed years ago because it created a bottle-neck, and was taken away due to fire and safety issues. Other activities such as an old-fashioned pie-eating contest can be held at other stages throughout the festival.

Suggestion #12 Pair up not-for-profit groups with businesses so they have the work force needed to participate in the Festival

Ms. Scalzetti reported that the Community Events Dept. would generate a list of not-or-profit groups which businesses may consider partnering with for the Heritage Festival.

Suggestion #13 Set up a "Taste of Downers Grove" to be subsidized by the Village

Ms. Scalzetti explained that a separate tent could be set aside in the Beer Garden for the "Taste of Downers Grove" if there is interest. She noted that due to staffing demands of the Festival, the Village is not in a position to perform this service. Ms. Kunze added that she would discuss the idea with some of the downtown restaurants to see if they have any ideas on this topic.

Suggestion #14 Group Service businesses and political candidates in a centralized area off Main St.

Ms. Scalzetti explained that the Village does not have the ability to determine exactly where certain types of booths should be placed.

Suggestion #15 Add a competitive aspect (Chef's BBQ Cook-off)

Chairman Tully said this type of activity would require private funding and the development of a type of "business plan" which could then be brought to other organizations such as the *Food Network*, etc. He suggested that research should be done to find other communities who have events of this type that could be used as a model.

Suggestion #16 & 17 Street Closure signs and "positive" signage.

Ms. Scalzetti explained that street closure signage needs to be put up in advance to avoid excessive towing. Staff is recommending a "happy medium" of posting the signs 4 days prior to actual closures. She also noted that Public Works is working on make professional signage.

Suggestion 18 & 19 (Discussed under #4)

Chairman Tully thanked everyone for their comments and suggestions noting that the changing demographics in the downtown will require additional enhanced efforts to reach out to a whole new group of people. The Commission then voted their approval of the 2008 Heritage Festival layout.

MS. MARINO MOVED TO APPROVE THE 2008 HERITAGE FESTIVAL LAYOUT AS PRESENTED BY STAFF. MR. SZYDLO SECONDED.

Yea: Ms. Kelsey Greysik, Mr. Dave Humphreys, Ms. Patti Marino
Ms. Ellen Pendola, Mr. Rich Szydlo
Nay: NONE

The motion carried 5:0

V. NEW BUSINESS

A. Car Show

Ms. Larson reported that the Car Show Committee had their first meeting for the 2008 Heritage Festival. The Committee is very pleased with last year's new location on Warren Avenue and would like to keep it there for 2008. They are, however, requesting that the car show be extended one block to Oakwood & Warren in the event they have more cars than last year. Ms. Larson explained that three awards are given out at the Car Show: the *Mayor's Award*, *People's Choice*, and *Best of Show* awards. With regard to the *People's Choice* award, the Committee would like to rename it *The Pierce Downer* award in keeping with the heritage of Downers Grove.

MS. MARINO MOVE TO APPROVE THE EXTENSION OF THE CAR SHOW TO WARREN AVENUE AND OAKWOOD STREET, AS WELL AS RENAMING "THE PEOPLE'S CHOICE" AWARD TO THE "PIERCE DOWNER" AWARD. MR. SZYDLO SECONDED

Yea: Ms. Kelsey Greysik, Mr. Dave Humphreys, Ms. Patti Marino,
Ms. Ellen Pendola, Mr. Rich Szydlo
Nay: NONE

The motion carried 5:0

There being no further discussion, the meeting adjourned at 7:50 p.m.

The next meeting is scheduled for February 21, 2008.

**Village of Downers Grove
Community Grants Commission
MEETING MINUTES SUMMARY
Ante Room, Village Hall
December 5, 2007**

I. CALL TO ORDER

Commissioner Geoff Neustadt called the Community Grants Commission Meeting to order at 6:38 p.m.

Members in attendance: Geoff Neustadt, Dave Humphreys, Kathy Nybo, Renata Allelujka, Dimis Wyman, Pat Winter and Hannah Degen (student member).

Staff: Susan Brassfield, Grants Coordinator

Visitor: Gordon Goodman

II. PUBLIC COMMENTS AND QUESTIONS

No visitors present during "Public Comments"; therefore, no comments made.

III. MINUTES OF COMMUNITY GRANTS COMMISSION

Dave Humphreys moved to approve the minutes of December 6, 2006. Renata Allelujka seconded the motion. Minutes approved unanimously as read.

IV. NEW BUSINESS

GRANT APPLICATION RECOMMENDATIONS

The Community Grants Commission met on Saturday, December 1, 2007 from 9:00 a.m. to 4:00 p.m. in the Committee Room to hear presentations and have a question and answer session with 20 organizations (one applicant failed to attend) that submitted grant applications. This venue provided an opportunity for the grantees to add any additional or new information that wasn't included in their application. The Commission welcomed its newest member, our youth member, Hannah Degen. Visitors attending were Susan Friend of *Seaspar* and Gordon Goodman of *Blodgett House on the Move*. Commissioner Tully announced that Commissioner Neustadt will be Council Liaison and Chair of the Community Grants Commission effective December 4th. Saturday's meeting will serve as a transition meeting with Commissioner Tully serving as Chair and Commissioner Neustadt chairing the December 5th meeting. Over lunch and following the presentations, the Grants Commission engaged in a preliminary discussion in serving as a screening body to make recommendations to the Village Council for a heritage-oriented, not-for-profit organization partnering with the Village for the annual Heritage Festival Thursday Night Benefit Concert. The revenue source is completely separate from the Community Grants budget. The Community Events Commission will perform the mechanics and logistics of the concert. This year's concert of *Gin Blossoms* was well attended. *Blodgett House on the Move* group conducted the Thursday night fund-raising concert as part of Heritage Festival. The *Blodgett House on the Move* group was responsible for promotions and related printing expenses, all ticket sales, and staffing the event with volunteers. The *Blodgett House on the Move* group was allowed to retain all ticket sales revenue with the event proceeds directed to the efforts to purchase and restore the Blodgett House; they also sold sponsorships to the concert and retained those revenues. The Village was responsible for the selection of the entertainer and

associated expenses such as lighting, sound, and staging costs. Visitor Gordon Goodman stressed the point that the organization selected to partner for the Thursday night concert must have the ability to actually do it. For instance, can the organization sell tickets? The partnership must be identified early on. The Commission briefly discussed a possible time frame: RFP would need to be drafted in December, Community Events staff would make a preliminary evaluation, and a joint meeting of the Community Events Commission and the Community Grants Commission would be held in February or March to hear presentations by those organizations submitting an RFP. The Commission will also consider redoing its mission statement and applicant qualifications. Commissioner Tully offered to assist in revising the criteria. Currently, our mission statement is too broad. Originally tourism was part of the mission, but subsequently tourism was separated out with its own program. Despite the fact that there are many excellent social service organizations we aren't supporting the fund raising aspect; we are supporting the event. A separate meeting will be held prior to the next grant cycle to review the criteria with an emphasis on cultural groups. This year as in the past, there are more requests than we have money. The Commission reviewed each of the applications and prioritized each organization into one of three categories: "Core", "Gray" and "Questionable." The Commission members publicly announced their disclosures of having membership in the following organizations: Senior Suburban Orchestra, Midwest Ballet Theatre, Downers Grove Rotary Club, Downers Grove South High School Mustang Band Boosters and Downers Grove Choral Society.

The following grants are not in the order as discussed in the meeting; funding recommendations have been categorized by type of activity in order to present like items together.

Cultural activity:

A.A.U.W. Used Book Sale \$3,350

Assist with the cost of storage, book transport and table rental for the 50th Annual Used Book Sale to be held on June 12, 13 and 14 at Henry Puffer School. More than 40,000 books on every topic have been donated for the sale. This unique cultural event attracts many visitors from several states.

D.G. Area Newcomers Club (NEW) – Justin Roberts Childrens Concert \$1,500

Assist with performer costs of children's concert to be held at the Tivoli Theatre on January 26, 2008. Justin Roberts is a unique, nationally known children's musician with a regional following. A portion of the Newcomers Club net proceeds will benefit Family Shelter Service. All women living in the Downers Grove area, regardless of length of residence, are invited to join this club. Currently, Newcomers has 90 active members.

D.G. Choral Society – 2008 Concert Season & Outreach \$15,000

Assist with the cost of marketing initiatives and site rentals for the three concert Oratorio Series (*Heavenly Vision*, *American Retrospective*, and *Creation*), and the annual Children's Concert of *Hansel and Gretel*. This project will bring new singers and audience members into Downers Grove from surrounding communities. Moreover, this project contributes to a positive image of the Village of Downers Grove by presenting high-quality performances of the great choral masterworks.

D.G. Concert Association – Concert Series: Artist Showcase West \$11,000

Assist with marketing expenses for its 2008 concert series: Artists Showcase West. The 2008 series will feature the following artists: Adaskin String Trio with Oboist Thomas Gallant and The Philadelphia Virtuosi Chamber Orchestra with pianist Gabriela Imreh. Live classical music performances of world renowned professionals enhance the image of the Village as an attractive and fulfilling place to live, visit, and conduct business. The purpose of this organization is to promote and encourage public interest in the performing arts and this is achieved by presenting to the public, at a reasonable cost, a program of professional artists of international stature.

**D.G.S.H.S. Mustang Band Boosters –
Marching Mustang Music Bowl \$6,500**

Assist with the cost of program printing and judges. The Marching Mustang Music Bowl is a marching band competition that will be hosted by Downers Grove South High School scheduled during fall of 2008. This event will bring approximately 15 high school marching bands from across the state to participate in the competition. This event will create a musical festival atmosphere that will be welcoming to all factions of the community and will draw many out-of-town visitors.

Grove Players – 2008 Production & Audience Development Campaign \$7,920

Assist with the cost of advertising and rental space for its 2008 Production & Audience Development Campaign. The Grove Players perform live stage productions three to four times a year, and participate in community events including “Heritage Festival” and parades. Grove Players also provide actors for Village and Chamber of Commerce special events including “Midnight Madness” and the “Ice Festival.” All productions bring theatre-goers into the downtown area. This organization offers live theatre productions at a reasonable price to the residents of Downers Grove and the surrounding communities.

Midwest Ballet Theatre – Nutcracker Guest Artists and Costumes \$7,000

Assist in the cost of hiring professional dancers to play the roles of the Sugar Plum Fairy, the Snow King, and the Cavalier. Grant support will also assist in covering 50% of the cost to purchase new costumes. Four performances of *The Nutcracker* will be presented at the Tivoli Theatre. These performances have introduced the art of classical ballet to many children in our community and this organization is a vital part of the growing arts in the western suburbs.

New World Repertory Theatre – *Inspector Calls & Emperor’s New Clothes* \$6,000

Assist with marketing and publicity for the productions “An Inspector Calls” by J.B. Priestley and the “The Emperor’s New Clothes” by Judith Kase, a Japanese Noh Theater version of the classic fairy tale. New World Repertory will present to the community contemporary and classic live theater for adults, live theater for children and theater classes for children. This project will provide the people of Downers Grove with a recreational, cultural, and artistic resource that will inspire community participation. New World Repertory will provide Downers Grove with low cost, high-quality live theater for adults, and offer creative opportunities for the children of the community. A theater will also bring people from the surrounding suburbs into downtown Downers Grove.

Senior Suburban Orchestra – Downers Grove Programming for 2008 \$5,000

Assist in the cost of presenting two workshop/concerts in Downers Grove Elementary schools and four concert performances in Downers Grove retirement communities during FY2008. This organization has 40 members and operates out of Fairview Village. The orchestra is under the musical direction of a paid professional conductor to ensure quality support to those playing in the orchestra and quality performances to the communities served.

West Towns Chorus – 2008 Five Concert Series \$6,230

Assist with rental and printing costs for the Christmas and Spring Show. Three Christmas shows are staged in one weekend at the Tivoli Theatre while the spring shows will be held at Downers Grove North High School. These shows bring high quality, professional entertainment to downtown Downers Grove while at the same time using local talent such as the Downers Grove Methodist Church Bell Choir, Affinity String and Brass Ensemble, and singers from DG Choral Society.

Recreational activity:

D.G. Kiwanis Easter Egg Hunt \$700

Assist with the cost of candy for the annual Easter Egg Hunt. The event will be held in Fishel Park, which will draw people to Downtown Downers Grove.

D.G. Rotary Club – Halloween Window Painting \$2,000

Assist with the cost of printing, supplies, and post-event window cleaning for the Halloween Window Painting Event. Since 1966, the Downers Grove Rotary Club has sponsored the Halloween Window Painting event. Over 800 children (K through 6th grade) participate in this event. In addition to providing a forum for family involvement and bringing families downtown, the Club requests voluntary contributions of canned food items which are given to F.I.S.H.

West Suburban Humane Society – “Barkapalooza” Walkathon & Pet Expo \$3,000

Assist in the cost of advertising for the 15^h Annual Barkapalooza Pet Expo & Walk. The event will be held at Patriot Park on September 28, 2008 and starts with a blessing for the animals and then the Masters of Ceremony will kick off the Expo and lead the walkers. The objectives of this event are to make it more of a Downers Grove community event, and to have greater involvement of children and families.

Parades:

DG Downtown Management- Hospitality Sunday Santa Parade \$3,500

Assist with the cost of advertising and entertainment for the 33rd annual Hospitality Sunday /Santa Parade, a one-day event held annually on the Sunday following Thanksgiving. The highlight of the day is the Santa Parade, which brings Santa and Mrs. Claus to town for the season. Children are invited to ride on the float with Santa and Mrs. Claus. This civic event is an opportunity for our community to come together in a celebration to begin the holiday season.

D.G. Friends of the Library – 9th Annual Storybook Character Parade \$500

Assist with the cost of prizes and a marching band for the 9th Annual Storybook Character Parade that will be held during the Fine Arts Festival, September 13, 2008. The Storybook Character Parade is an activity to encourage children to read and then dress up as a book character and parade through a designated route.

Several other grants were determined as not meeting the criteria of the Downers Grove Community Grants program. The grant requests submitted totaled \$112,130. Staff recommended \$712 of budgeted grant dollars to be appropriated for administrative expenses. Dee Wyman moved to recommend to Village Council the allocation according to the schedule (see attached spreadsheet). Hannah Degan seconded the motion: allocation recommended approved unanimously as read.

The Commission discussed a contingency plan that in the event an activity/performance is cancelled or an organization doesn't use their entire 2008 awarded grant, the unspent grant dollars would be split equally among the following eight applicants with the assumption that these dollars will be used in the spirit of the original grant.

Downers Grove Mustang Band Boosters
Downers Grove Concert Association
New World Repertory Theater
Grove Players
Downers Grove Newcomers Club
Midwest Ballet Theatre
Downers Grove Choral Society
Senior Suburban Orchestra

Pat Winter moved to approve the eight organizations to receive any unspent grant dollars. Kathy Nybo seconded the motion.

It was suggested that a meeting should be held before the next grant cycle to discuss revising the mission statement, criteria and even possibly changing the name of the Commission. It was also mentioned that perhaps more than one program should be administered by this Commission or another Commission. It was also mentioned possibly having three divisions: Cultural, Recreational and Heritage/Historical. Mr. Goodman said it is a good initiative to look again at the description and mission of the Community Grants Program.

The Commission discussed the possibility of the Community Grants Commission partnering with the Community Events Commission to interview an applicant requesting sponsorship of the proposed 2008 Heritage Festival Thursday Night Benefit Concert. Mr. Goodman said *Blodgett House on the Move* sold \$25,000 in tickets and had \$30,000 in sponsorships. The Community Events Commission will write the RFP and the following four key points should be included:

- Proposed use of concert proceeds
- History of organization
- Volunteer capacity of organization
- Financial position of organization

Mr. Goodman suggested a fifth point and that being a "Plan of Action"; the organization should tell how they will carry this out - how will they handle publicity and on-line ticket sales. If an RFP is submitted to the Village that is clearly not applicable, then it will be at the staff level to inform the

organization. Mr. Goodman further stated that an oral presentation will give the organization the opportunity to show their stuff.

V. OLD BUSINESS

Commissioner Neustadt presented members of the Grants Commission the Downers Grove Anniversary lapel pin. Mr. Goodman said the Village website needs to be updated. The website lists the Community Grants Commission as having only five members when in fact there are seven members plus a youth member. This year the Village received 10 student applications to serve on four Commissions. All candidates were very qualified.

IV. ADJOURN

Motion to adjourn by Renata Allelujka and seconded by Pat Winter. Meeting adjourned at 7:56 PM.

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
January 23, 2008**

MINUTES

ROLL CALL

President Daniels called the meeting to order in the Library Meeting Room at 7:35 p.m. Trustees present: DiCola, Humphreys, Read, Vlcek, Daniels. Trustees absent: Greene. Also present: Library Director Bowen, Assistant Director Carlson. Visitors: Resident John Mochel.

APPROVAL OF MINUTES

The Board reviewed the minutes of the regular meeting of January 9, 2008. It was moved by Vlcek and seconded by Read **THAT THE MINUTES OF THE REGULAR MEETING OF JANUARY 9, 2008 BE APPROVED AS WRITTEN.** Ayes: DiCola, Read, Vlcek, Daniels. Abstentions: Humphreys. Nays: none. Motion carried.

PAYMENT OF INVOICES

The Board reviewed the list of invoices submitted for payment. It was moved by Read and seconded by Vlcek **TO APPROVE PAYMENT OF OPERATING INVOICES FOR DECEMBER 2007 TOTALING \$8,900.40.** Ayes: DiCola, Humphreys, Read, Vlcek, Daniels. Abstentions: none. Nays: none. Motion carried.

It was moved by Read and seconded by Vlcek **TO APPROVE PAYMENT OF OPERATING INVOICES FOR JANUARY 23, 2008 TOTALING \$26,725.54.** Ayes: DiCola, Humphreys, Read, Vlcek, Daniels. Abstentions: none. Nays: none. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

OLD BUSINESS

None.

NEW BUSINESS

None.

REPORT FROM THE ADMINISTRATION

Financial reports for December 2007, the last month of the fiscal year, were provided. The library collected 103% of the revenue that was projected for 2007. The library typically has revenue of 101% or 102% of projections, so 2007 revenue is higher than expected. The library expended 95% of the amount that was budgeted for 2007. Typically the library spends 97% or 98% of the budget, so with a little more revenue and a little less spent, the library's fund reserve is bigger than originally projected for 2008.

Bowen and Carlson met with Children's Services staff to discuss 2008 summer reading club prizes and the impact of recent recalls of toys made in China. Staff have verified the safety of toys in the Junior Room. Some of the trains were recalled, and Thomas the Tank Engine trains were replaced with Brio trains. Staff tested all toys for lead paint and posted signs letting patrons know the toys are safe. Patrons, however, continue to ask if a particular toy is safe. As a result most toys with paint, particularly those with red paint, have been removed.

A prominent feature of the pre-school summer reading club is the treasure chest of toys. After having a certain number of books read to them, the child gets to pick a small prize from the treasure chest. Those prizes come from vendors such as the Oriental Trading Company and are all made in China. Staff have serious reservations about offering these prizes in the future. They already are careful to select prizes that are safe – toys that do not pose any choking threat, no bendable/posable toys that have hidden wires, etc. But with the lead paint scare it is impossible to verify that these toys are safe, and even if staff were confident the toys were safe, it is clear that parents would still be concerned. Staff are looking at alternative prizes for the littlest children. Older children understand the concept of coupons, so ice cream coupons, etc. can be used. Young children, however, need more instant gratification as an incentive. The library will probably move toward paperback copies of picture books, if staff can find popular titles at reasonable prices.

This does mean completely changing the make up of the summer reading club prize structure. The library has typically had three small rewards on the way to the "big" reward for finishing the club. It would require about triple the treasure chest budget to provide one paperback book for each of the estimated 800 children that will participate in the pre-school club this summer.

Although Bowen is actually pleased with the idea of moving to a book for a prize for a library club, he is aware that whenever there is a change in a children's program that patrons are used to, someone will be unhappy. The children's staff are still looking at options and are comparing notes with other libraries' children's staff who are also dealing with this issue. Bowen will keep the Board posted on what the library plans to do with this year's reading clubs.

Willis Johnson gave the library an issue of *Marquee*, a journal of the history of movie theaters that features a history of Classic Cinema theatres. It has an interesting history of the Tivoli theatre, but also histories of old movie theatres in 18 other communities that have been part of Classic Cinema over the company's 30 year history. The library is adding the journal to the local history collection. Judy Grove, the author, is a librarian and former Downers Grove staff member.

The Illinois Library Association Trustee Forum annual workshop in February will focus on Intellectual Freedom. Bowen encouraged interested Board members to attend.

The extended smoking ban outside the handicapped entrance and the handicapped walkway has elicited no negative responses from patrons. Staff have directed the few offending smokers to places where they can smoke, and this seems to have eliminated any hostility in the interaction. The library has provided two smoking areas, one at the NE corner of the library and one under the overhang to the west of the bike rack on the south side of the building.

The eleven benches that were reglued and refinished by J.C. Wood are back in the art gallery and north lobby. They are stronger and look great; and immediately after they were delivered, all but two were in use by patrons.

Beginning in late February, the Circulation and Technical Services workrooms and offices will be repainted and the Mouse House will be retouched.

One of the library's goals is to redesign the library website to make it easier to use, better organized, and more interactive, and to involve more staff in keeping it current. A new Web Committee of staff met for several months this past year to look at other library and non-library websites, to discuss what they liked and disliked, and to decide what to include in a redesign of the Downers Grove Library website. Carlson met with web designers, and selected Diane Cleaver of Cleaver Consulting. Cleaver is currently working on a web redesign for Elmhurst Public Library, and she did the new Indian Prairie Library website. She has also designed a number of websites for municipalities. She is familiar with the financial situation of libraries and Cleaver's proposal was less than half of other designers considered.

The Big Read 2008 Resource Guide has been printed and was distributed to the Board. The Guides will be available for the public to pick up beginning February 1 after all participating libraries have received their copies.

Monthly statistics for November and December 2007 were reviewed. Annual totals for gate count, circulation, and reference questions were all down slightly from the previous year.

TRUSTEES REQUEST FOR INFORMATION AND ANNOUNCEMENTS

President Daniels requested that bar charts comparing monthly statistics for gate count, circulation, and reference questions over the past three years be provided for the Board.

OPPORTUNITY FOR PUBLIC COMMENT

None.

ADJOURNMENT

The meeting was adjourned at 8:20 p.m.