

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
WEDNESDAY APRIL 23, 2014, 7:30 P.M.
CHILDREN'S ROOM WEST END**

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 David Humphreys, Trustee Daniel Loftus, Trustee Thomas Read, President Kathleen DiCola.

Also Present: Director Rick Ashton, Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, Village Council Liaison David Olsen, Product Architecture + Design principals Tiffany Nash and Daniel Pohrte, Children's Services Manager Sara Pemberton, Downers Grove Public Library Foundation Board Member John Mochel, Downers Grove Friends of the Library President Joanne Hansen, Chicago Tribune TribLocal Reporter Dawn Rhodes.
3. **Welcome to Visitors.** President DiCola welcomed the staff and visitors and thanked them for their interest in the work of the Library Board.
4. **Approval of Minutes.**
 - a. March 26, 2014 Regular Monthly Meeting. It was moved by Greene and seconded by Eblen THAT the Minutes of the March 26, 2014 Regular Monthly Meeting be approved. Roll Call: Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Nays: None. Abstentions: None.
5. **Approval of Payment of Invoices and Other Financial Reports.** It was moved by Read and seconded by Loftus THAT April invoices totaling \$118,865.41 from the Operating Fund, \$23,291.90 from the Construction Fund, April credit memos totaling \$555.42 be approved, and that March payrolls totaling \$283,269.21 be recognized. Roll Call: Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Nays: None. Abstentions: None.
6. **Opportunity for Public Comment on Agenda Items.**
President DiCola invited comment. There was none.
7. **Opportunity for Public Comment on Other Library Business.**

President DiCola invited comment. There was none.

8. **Unfinished Business.**

a. Building Renovation Project. Report from Product Architecture + Design on final selection of materials and finishes and furniture plans. Product Architecture presented detailed proposals, including expansion of the furnishings plan in response to the Downers Grove Public Library Foundation's recent gift and the Board's allocation of \$100,000 for that purpose. It was moved by Eblen and seconded by Greene THAT the program of materials and finishes and the expanded furniture plan be approved as presented. Roll Call. Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Nays: None. Abstentions: None.

b. Building Renovation Project. Report from Shales McNutt Construction on pricing of additional work financed by Downers Grove Public Library Foundation gift. Ashton presented the Shales McNutt pricing report (summary attached). He reminded the Board that an allocation of \$50,000 had been made by the Board, while the priced items amounted to more than \$87,000. It was moved by Eblen and seconded by Humphreys THAT the following items be included in the project via the Change Order process:

Lighting in Magazine Area	\$14,190
North Entry Pavers	21,809
Ceiling Tile Replacement	5,000
Window Replacements	8,627
Total	\$49,626.

AND THAT the staff entry concrete (\$5,611), replacement of window blinds throughout the building (\$27,858), and installation of security cameras (\$4,533) be given high priority for inclusion as the project proceeds and the status of contingency funds evolves.

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

9. **New Business.**

a. Report from DuPage County Clerk on Assessed Valuation and Tax Rates for 2013 Property Taxes Payable in 2014. Ashton presented the report, noting that assessed valuation had declined by approximately 2% from 2012 to 2013.

10. **Report of the Director.** Ashton summarized his written report (attached).

- a. National Poetry Month celebration.
- b. World Book Night.
- c. Unbound programs.

- d. Farmers Market participation.
- e. March circulation figures.
- f. Recent media coverage.
- g. Ashton also reported that the current Illinois Per Capita Grant payment of \$61,516.25 has been received.

11. **Board Member Comments and Requests for Information.**

Trustee Read mentioned that his son had recently commented that the Downers Grove Public Library and its staff are the best he has ever seen. Trustee Humphreys reported that he had heard from three different persons that the Library has been doing an excellent job during the construction project. Trustee Greene praised the consultants and staff for the work done to make the construction project as seamless as possible.

President DiCola reminded the Board that Mr. John Mochel would be receiving a special award from the DuPage Historical Society on April 26, and that all are welcome to attend the event.

The Board discussed possible dates for a Foundation Board meeting. Ashton agreed to canvass the Board with the goal of a meeting in mid-May.

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

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
APRIL 23, 2014**

**AGENDA ITEM 8B.
ADDITIONAL CONSTRUCTION ITEMS**

At the February 26 and March 26 Library Board meetings, the Board discussed the potential use of a gift of \$200,000 from the Downers Grove Public Library Foundation for enhancement of the library building renovation project. The Board agreed on the following general allocation of funds:

1. Approval of Construction Alternates 1-5 \$50,000
These items have been added to the appropriate trade contracts.

2. Additional furnishings \$100,000
Selections have been made and presented, with ordering in process.

3. Additional construction work, to be determined \$50,000
The attached list of project items has been priced. Under direction of the Board, items on this list can be prioritized, and \$50,000 of work can be authorized. The remaining \$37,000 can be held for later decisions, depending on available contingency funds and operating budget conditions in the second half of 2014.

Downers Grove Public Library
Owner Requested Items
Product Architecture + Design Email March 19, 2014

Project	Total Cost
F&I Window Blinds Throughout	\$ 27,858.00
North Entry Pavers	\$ 21,809.00
Staff Entry Concrete	\$ 5,611.00
Lighting in Magazine Area	\$ 14,190.00
Ceiling Tile Replacement	\$ 5,000.00
Window Replacements	\$ 8,627.00
Security System	\$ 4,553.00
Total for All Projects	\$ 87,648.00

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
APRIL 23, 2014**

**AGENDA ITEM 10
REPORT OF THE DIRECTOR**

- a. National Poetry Month celebration. Throughout April, Library staff members have been celebrating National Poetry Month by the daily reading of a poem over the Library building's public address system. The selections and the reading performance have been well-received. This activity was organized by Debra Wischmeyer, Librarian in Adult and Teen Services.
- b. World Book Night. April 23 is World Book Night. Free distribution of quantities of books will take place all over the world. In cooperation with Anderson's Book Shop, several Library staff will hand out books in public places throughout the evening. The books are donated by publishers, distributors, and authors. This activity is also coordinated by Debra Wischmeyer.
- c. Unbound programs. Unbound is a reading and discussion gathering, aimed at younger adults in their 20s and 30s, organized by Library staff and taking place outside the Library building at various locations. The most recent gathering, held at Spice Merchants on Main Street, featured a tea tasting.
- d. Farmers Market participation. The Library has just received word that monthly participation in the Saturday morning market at the Main Street train station will be possible. Partnering with the YMCA, sponsor of the market, Library staff will hand out promotional materials and gently used books, register people for Library cards, and, perhaps, offer an occasional story time. Although it is located quite near the Library, we believe a presence at the market will attract new customers.
- e. March circulation figures (attached). Numbers continue to rise slowly.
- f. Recent media coverage (attached).

Circulation Statistics -- March

	A	B	C	D	E
1		MAR 14	%	MAR 13	MAR 12
2	Circulation				
3	Checkouts				
4	Selfchecks	43,903	64%		
5	Staff desk	24,562	36%		
6	Total checkouts	68,465		69,667	
7					
8	Renewals				
9	Selfchecks	429			
10	Staff desk (incl. phone)	4,213			
11	Patron online renewals	4,990			
12	Total renewals	9,632		8,575	
13					
14	Total item checkout and renewals	78,097		78,242	79,897
15	Ebooks - Overdrive	3,638		3,184	2,191
16	Ebooks - 3M Cloud Library	1,039			
17	Emagazines - Zinio	969		1,490	
18	Total Circulation	83,743		82,916	82,088
19					
20	Reserves Processed				
21	Received from ILL	6,175			
22	ILL sent	5,856			
23	OCLC requests processed	899			
24					
25	Gate Count				
26	North	30,307			
27	South	14,527			
28	Total	44,834			
29					
30	Registrations				
31	New resident library cards	191			
32	New fee cards	10			
33					
34	Current borrowers	29,188			
35	Active fee cards	142			
36					
37	REVENUE:				
38	Cash				
39	Fines	\$3,920.15			
40	Fees	\$807.00			
41	Book Sales	\$520.50			
42	Non-resident fee cards	\$635.91			
43	Total	\$5,883.56			
44					
45	Ecommerce				

Circulation Statistics -- March

	A	B	C	D	E
46	Fines	\$861.55			
47	Fees	\$166.50			
48	Total	\$1,028.05			
49					
50	Credit cards at desk				
51	Fines	\$1,406.08			
52	Fees	\$348.00			
53	Non-resident fee cards	\$538.00			
54	Book sales	\$10.00			
55	Total	\$2,302.08			
56					
57	Credit cards at selfchecks				
58	Fines	\$933.39			
59	Fees	\$72.00			
60	Total	\$1,005.39			
61					
62	Total revenue	\$10,219.08			

APRIL 3-9, 2014

DOWNERS GROVE

Library will be open but chaotic during renovation

BY DAWN RHODES
Tribune reporter

Downers Grove Library visitors will see the building continually upended and overhauled as a six-month renovation begins this week.

The \$2.4 million project on the 67,738-square-foot building is scheduled to kick off April 1.

"The pain is about to begin," library Trustee Dave Humphreys said.

Numerous shelves of books have been moved to other areas to clear space for work. Other shelves have been cleared, dismantled and stored.

The study, meeting and conference rooms are no longer available, and the second-floor computer room is closed.

Library Director Rick Ashton said the first step will be demolition of the rooms behind the circulation desk, which eventually will be moved farther back into that space. Other rooms also will be demolished and will get new ceilings and walls.

"Because we're working in an occupied building, there will be three to four small jobs happening at the same time," Ashton said.

The work is to be bro-

ken up into four phases, each expected to last several weeks, according to library documents.

The first phase, nine weeks in duration, will focus on circulation and administrative areas, the Mouse House and story time spaces in the children's section, the IT section, training and sound rooms, quiet study rooms, and the fiction and large print section. That work is to go on until early June.

The next phase devotes eight weeks to overhauling the study rooms, the DVD area and other sections of the second floor, and meeting rooms.

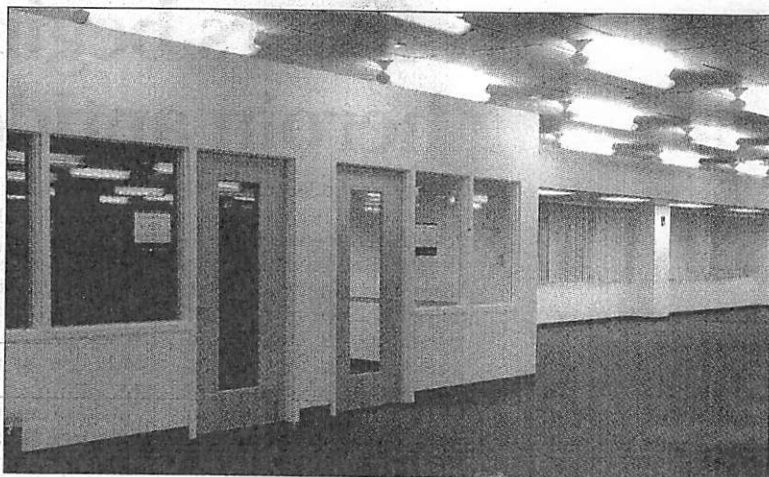
The third portion of the work is for the picture books and non-fiction sections, and for the large conference room. That is expected to take four weeks.

The final stage lasting three weeks addresses the teen section, elevator and main corridor near the entrances.

Staff operations will shift as the work progresses. Once construction begins on the building's offices, staff will move into the first-floor meeting room, which now is

"The very noisy things ... will be scheduled for the early morning."

— Rick Ashton



DAWN RHODES/TRIBUNE PHOTO

An area of the Downers Grove Public Library has been cleared out as officials prepare for a six-month renovation project.

Library still open amid work

Library, from Page 1

stuffed with shelving and books that have been moved out of other departments.

Ashton said that there are no plans to reduce library hours as construction is ongoing, but access to some areas may need to be temporarily restricted if unexpected issues arise.

"The very noisy things like concrete sawing and jack hammering will be scheduled for the early morning, before opening," he said.

Plans for the renovation hit a snag in late December when the first collection of bids arrived more than

\$433,000 over budget. The library board agreed to solicit a new set of bids and received quotes more on target with the budget.

Ten companies throughout Chicago, the suburbs and Northwest Indiana are charged with the varying elements of the renovation, from flooring and ventilation, to painting and carpentry. Several list in their portfolios experience working on a variety of governmental, commercial and institutional buildings, including schools and public libraries.

In March, the Downers Grove Library Foundation approved a \$200,000 donation

toward the project. Library officials said that the donation will help support a new Mouse House in the children's section, a media lab and an expanded teen section.

Ashton recently told the board that they are working with architects and construction managers to determine which specific features they can spend the extra money on, and the board will be able to consider those items and pricing later in April.

Renovations are scheduled to be complete in September.

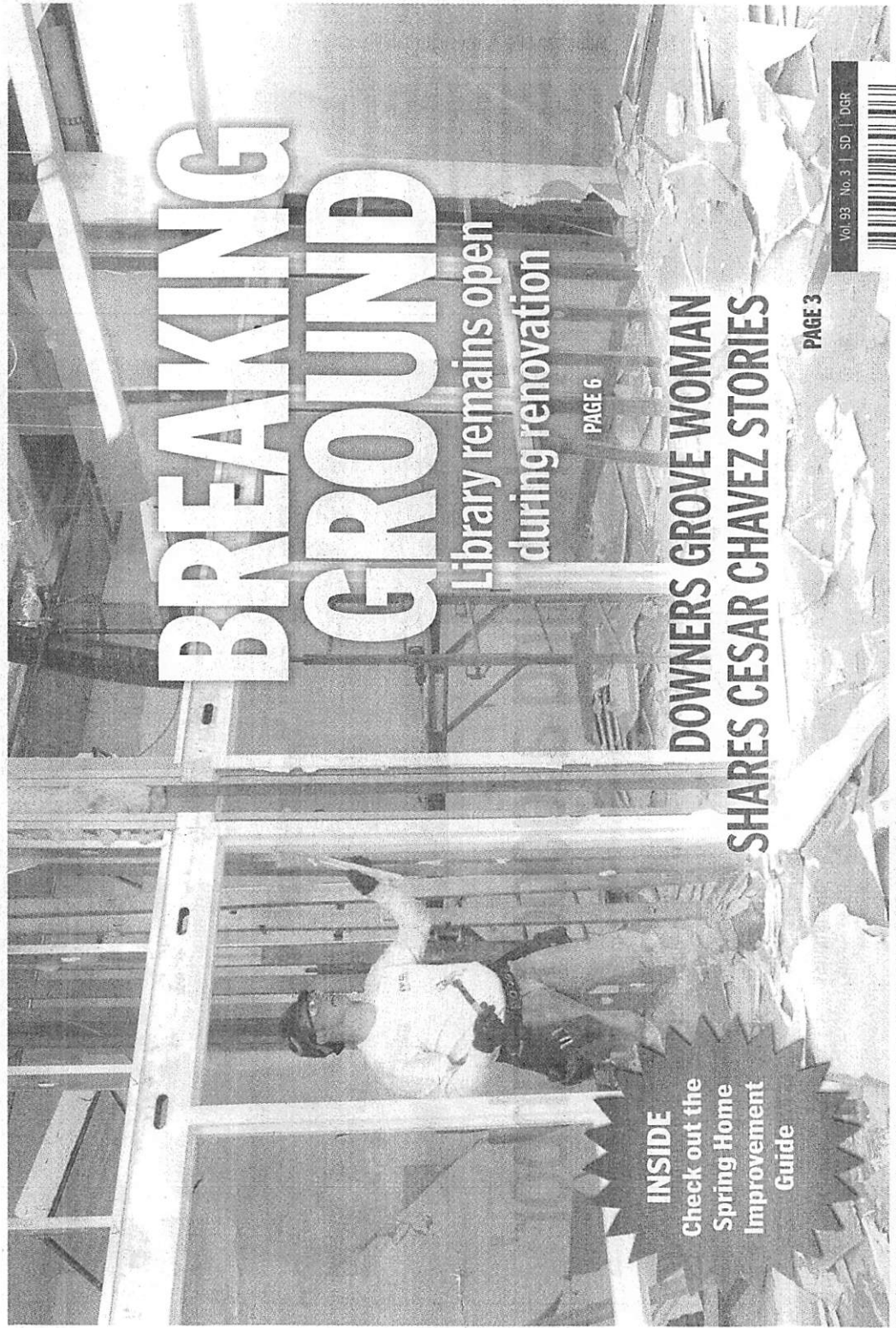
cdrhodes@tribune.com
Twitter @rhodes_dawn

Turn to Library, Page 7

DOWNERS GROVE

Suburban Life

YOUR NEW DOWNERS GROVE REPORTER



BREAKING GROUND

Library remains open
during renovation

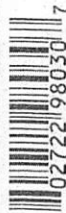
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INSIDE
Check out the
Spring Home
Improvement
Guide

**DOWNERS GROVE WOMAN
SHARES CESAR CHAVEZ STORIES**

PAGE 3

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Library renovation underway

By ED MCMENAMIN

emcmenam@shawmedia.com

DOWNERS GROVE – Downers Grove Library patrons will notice interior construction is now well underway but will generally be able to use the building as they normally would, with some exceptions.

Several functions including circulation have been relocated to meeting rooms and other group spaces, as workers started Phase 1 demolition in early April. Phase 1 also involves work in the children's area such as building the new Miss Mouse House.

"Everyone seems to be coexisting very well," Library Director Rick Ashton said. "Certainly the public seating areas and staff areas are cozy, a bit compacted. Our contractors and our workers who are on the job all seem to understand that they're working in an occupied public building and they're being careful about everything they do



Bill Ackerman - backerman@shawmedia.com

Mark Zipoy (from left) of contractor Shales McNutt, Steve Stavroplos of Hargrave Builders, and Bryan Meyer of Fitzgerald Electric discuss plans for Downers Grove Public Library's \$2.4 million interior renovation in the recently cleared circulation department Monday.

with regards to trying to keep things clean and safe."

Other initial work includes the informational technology services work rooms and with the second floor bathrooms,

library spokesperson Melissa Doornbos said.

Because the library will remain open during the \$2.4 million renovation, departments and functions will shift continuously as areas are updated.

This means meeting and study rooms are not available for their normal uses, and there are fewer computers available for the public. The exterior book drop in the parking lot alley is also temporarily closed.

"(The library board members) were there just before construction began, and we took a tour to see how things had been moved around and spaces that had been used or repurposed," Library Board President Kathleen DiCola said. "We were just amazed with how prepared the staff was and how everyone seems settled in their new spots."

Residents can follow the progress by signing up for the library's renovation email newsletter at its website www.downersgrovelibrary.org. Regular updates will also be posted to its Facebook page.

"We really are trying to do those updates as a way to give people every single detail so you're not caught off guard,"

Doornbos said.

Library officials say the renovation will modernize the library and attract younger patrons.

It will create several new small-group meeting and study spaces, a new teen center and a revamped café. The new interior will also have a new space for science, technology, engineering and math. A refreshed story-hour room will also improve the children's services area. Plans also call for renovated restrooms, new carpet, paint, lighting and furnishings in other areas, among other improvements.

While patrons still check out lots of physical media – often more than 100,000 items a month – technology has changed the way many people use the library, according to spokesperson Melissa Doornbos. The project will reduce the library's physical collection to provide for more collaborative spaces.

► ON THE COVER

Chris Volmer of Hargrove Builders removes studs from a second floor room in the Downers Grove Public Library on Monday as part of the library's \$2.4 million interior renovation.

Bill Ackerman - backerman@shawmedia.com



MADE IN THE U.S.A.



VILLAGE OF DOWNERS GROVE
ZONING BOARD OF APPEALS
APRIL 23, 2014 MINUTES

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Call to Order

Chairman White called the meeting to order at 7:00 PM.

Roll Call

Present: Ms. Earl, Mr. McCann, Ms. Souter, Ch. White

Absent: Mr. Domijan, Ms. Majauskas,

A quorum was established.

Staff: Stan Popovich, Senior Village Planner

Also Present: n/a

Minutes of February 26, 2014 meeting

Mr. McCann noted on Page 5, line 9, that the sentence should read "... not to grant variances that would affect so many properties that would result in a re-write of the code."

Ms. Earl moved, seconded by Mr. McCann, to approve the minutes of the February 26, 2014 meeting as corrected.

AYE: Ms. Earl, Mr. McCann, Ms. Souter, Ch. White

NAY: None

The Motion passed 4:0.

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ZBA 02-14: A petition seeking a sign variation to maintain an existing wall sign on the east elevation. The property is currently zoned M-1, Light Manufacturing. The property is located 270 feet east of Katrine Avenue and is located on the south side of Curtiss Street. This property is commonly known as 2535 Curtiss Street, Downers Grove, IL (PIN 08-12-302-006); Scott Blaszak/Industrial Kinetics, Inc., Petitioner; George H. Huber Jr./MT & GII, LLC., Owner.

Ms. Souter moved in case ZBA-02-14 to continue the public hearing to the May 28, 2014 Zoning Board of Appeals meeting. Ms. Earl seconded the Motion.

AYES: Ms. Souter, Ms. Earl, Mr. McCann, Ms. Souter, Ch. White

NAY: None

The Motion to continue the public hearing passed unanimously.

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1 **ZBA-03-14:** A petition seeking multiple sign variations to maintain the existing wall and
2 monument signs. The property is currently zoned B-3, General Services and
3 Highway Business. The property is located at the northeast corner of Butterfield
4 Road and Downers Drive. This property is commonly known as 1432 Butterfield
5 Road, Downers Grove, IL (PIN 06-30-404-010); Brent Eads, Site Enhancement
6 Services, Petitioner; Inland Continental Property Management Corp., Owner.

7 **Ms. Earl moved in case ZBA-03-14 to continue the public hearing to the June 25, 2014**
8 **Zoning Board of Appeals meeting. Ms. Souter seconded the Motion.**

9 **AYES: Ms. Earl, Ms. Souter, Mr. McCann, Ch. White**

10 **NAY: None**

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12 The Motion to continue the public hearing passed unanimously.

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16 **ZBA-04-14:** A petition seeking a sign variation to maintain the existing wall signs. The
17 property is currently zoned B-2, General Retail Business. The property is located
18 at the northeast corner of Lemont Road and 75th Street. This property is
19 commonly known as 7401 Lemont Road, Downers Grove, IL (PIN 09-29-110-
20 003); Brent Eads, Site Enhancement Services, Petitioner; Inland Kimco Realty
21 Corp., Owner.

22 **Mr. McCann moved in case ZBA-04-14 to continue the public hearing to the June 25, 2014**
23 **Zoning Board of Appeals meeting. Ms. Earl seconded the Motion.**

24 **AYES: Mr. McCann, Ms. Earl, Ms. Souter, Ch. White**

25 **NAY: None**

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27 The Motion to continue the public hearing passed unanimously.

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31 Mr. Popovich said that there is one new case for the next ZBA meeting in May.

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33 Chairman White adjourned the meeting at 7:06 PM.

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36 Respectfully submitted,

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39 Stan Popovich, AICP
40 Senior Planner
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