

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
MAY 25, 2016, 7:30 P.M.  
LIBRARY MEETING ROOM**

**MINUTES**

1. **Call to order.** President Wendee Greene called the meeting to order at 7:32 p.m.
2. **Roll call.** Members present: Trustee Susan Eblen, Trustee Art Jaros, Trustee Thomas Read, President Wendee Greene. Absent: Trustee Ed Earl, Trustee David Humphreys.

Also present: Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, Children's Services Manager Allyson Renell, PR Manager Melissa Doornbos, Library Director Appointee Julie Milavec, Friends of the Library President Joanne Hansen. DG Resident Ed Pawlak arrived after the meeting started.

3. **Welcome to visitors.** President Greene welcomed the visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
  - a. April 27, 2016, Regular Monthly Meeting. It was moved by Eblen and seconded by Jaros THAT the Minutes of the April 27, 2016 meeting be approved as circulated. Roll Call: Ayes: Eblen, Jaros, Read, Greene. Nays: None. Abstentions: None.
  - b. May 5, 2016 Special Meeting, Including Executive Session. It was moved by Read and seconded by Eblen THAT the Minutes of the May 5, 2016 meeting be approved as circulated. Roll Call: Ayes: Eblen, Jaros, Read, Greene. Nays: None. Abstentions: None.
5. **Financial Matters.**
  - a. April 2016 Financial Report. O'Brien presented the report and responded to questions.
  - b. Approval of May 2016 Invoices. It was moved by Jaros and seconded by Eblen THAT May 2016 invoices totaling \$107,338.10 and credit memos totaling \$2,308.94 be approved and April payrolls totaling \$323,544.32 be recognized. Roll call: Ayes: Eblen, Jaros, Read, Greene. Nays: none. Abstentions: none.
6. **Public Comment on Agenda items.** President Greene invited comment. There was none.
7. **Public comment on other Library business.** President Greene invited comment.

FOL President Joanne Hansen noted that she loves the Plainfield Library, where Julie Milavec is currently the Director.

**8. New Business.**

- a. Plans for the Summer Reading Clubs. Reid outlined the clubs and Children's Services staff members Allyson Renell and Sharon Hrycewicz performed the children's summer reading club skit performed in every classroom in every school in District 58 as well as DG Christian School, and St. Mary's and St. Joe's. schools. The Trustees enjoyed the fun skit. Trustees asked several questions, including how many books were read last year in the children's summer reading clubs and how many classrooms were visited this year; answers will be provided to the Board at the next meeting. A question was also asked about visiting Avery Coonley school; library staff did contact them, but the school's schedule did not allow for visits.
- b. Appointment of the new Library Director. It was moved by Eblen and seconded by Jaros THAT Julie Milavec be appointed Library Director. Roll call: Ayes: Eblen, Jaros, Read, Greene. Nays: none. Abstentions: none.
- c. Approval of Bibliotheca + 3M Service and Maintenance/Extended Warranty proposal. O'Brien asked for Board approval for a maintenance/extended warranty contract with Bibliotheca + 3M, totaling \$27,492.00. It was moved by Jaros and seconded by Read THAT the Bibliotheca + 3M contract totaling \$27,492.00 be approved. Roll call: Ayes: Eblen, Jaros, Read, Greene. Nays: none. Abstentions: none.
- d. Family Restroom Plan. Reid outlined the plan to convert the boys room and the girls room in the Children's Department into family restrooms. It was moved by Jaros and seconded by Eblen THAT the family restrooms conversion be made. Roll call: Ayes: Eblen, Jaros, Read, Greene. Nays: none. Abstentions: none.

**9. Report of the Interim Co-Directors.** O'Brien and Reid presented their written report (attached).**10. Board Member Comments and Requests for Information.**

- a. Response to Board member requests for information. Jaros thanked the staff for answering the toy cleaning question and will pass along the answer to the concerned citizen.

Read asked if the Foundation should be discussing any potential fundraisers, even as they wait for the new Director to start and when the Foundation Board should re-write the by-laws. Greene suggested the Foundation meet at 6:30 p.m. Wednesday June 22 to brainstorm fundraising ideas.

**11. Adjournment.** President Greene adjourned the meeting at 8:00 p.m.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MAY 25, 2016**

**AGENDA ITEM 9  
REPORT OF THE INTERIM CO-DIRECTORS**

- a. Children's lighting project. The Children's Lighting Project was completed May 17. The area is much brighter and more inviting with the new light fixtures.
- b. Acoustic panel and Conference Room A lighting projects. The acoustic panel project start date is being postponed until early July. The chosen fabric had a manufacturing defect, and rather than choosing a different fabric, we opted to wait for the fabric we had originally chosen to be manufactured again.
- c. Food for Fines. The Downers Grove Area FISH Pantry estimated that Downers Grove Library patrons donated 1,000 pounds of food in the Food for Fines program this year. We received a nice letter from FISH thanking the Library for holding the program.
- d. 125<sup>th</sup> Day Party. On May 4, the Library had a 125<sup>th</sup> day of the 125<sup>th</sup> year party. We had party hats, balloons, a Star Wars photo booth, and a pencil giveaway. Adult & Teen Services Librarian Fred LeBaron made an announcement commemorating the day on the 125<sup>th</sup> minute, of the 125<sup>th</sup> day, of the 125<sup>th</sup> year.
- e. Summer Reading Clubs Kick-off Party. On Sunday, May 22, the Library hosted a kick-off party for all of the summer reading clubs. There were balloons, temporary tattoos, snacks, giveaways, a music concert, and the opportunity to sign up for the clubs.
- f. Recent Media Coverage. Attached.

Downers Grove Area FISH Pantry  
4340 Prince Street  
Downers Grove, IL 60515  
630-964-7776

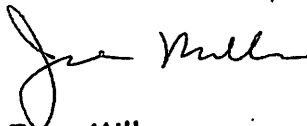
May 10, 2016

Dear Cheryl,

On behalf of all the volunteers within the FISH organization, I want to thank you and all connected with the Downers Grove Library for the enormous donation of food you gave to us. The Food for Fine program was a perfect win-win! We are currently assisting more than 260 families a month. Even though the names and faces may change throughout the year, the need for food does not. The approximate 1,000 pounds of food you gave us is huge; many of our neediest neighbors will definitely benefit. We very much appreciate your having thought of us.

Thank you again.

Sincerely,



June Miller  
Corresponding Secretary

FISH is a nonprofit 501 (c) (3) organization. Neither goods nor services were provided in exchange for these donations.



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(<http://patch.com/illinois/downersgrove/s/fq3ym/bluetooth-speaker-kitchen-set-kindles-mondays-best-deals>)

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# Downers Grove Public Library Selects Finalists for Director

The Board of Trustees will conduct interviews with three finalists May 5.

Downers Grove, IL

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By MORGAN SEARLES (Patch Staff) - (<http://patch.com/users/morgan-searles044f517cd38a6a1f24d3b0f7b3945ace85c81692fa18b9330e94570c77131e38>) ☺ April 29, 2016 1:46 pm ET

*Submitted by the [Downers Grove Public Library \(http://www.dglibrary.org\)](http://www.dglibrary.org).*

Downers Grove, IL - The Board of Trustees of the Downers Grove Public Library are entering the final stage in their search for the next library director.

With the help of Bradbury Associates, an executive search firm headquartered in Kansas City, MO, more than 30 qualified applicants were identified.

"We were excited about the quality of the candidates who applied," Board President Wendee Greene said. "We attribute the degree of their interest to the wonderful staff, the positive reputation of the library, and the overall appeal of the



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### More from Across Patch

- Bluetooth Speaker, Kitchen Set, Kindles: Monday's Best Deals (<http://patch.com/illinois/downers-grove/bluetooth-speaker-kitchen-set-kindles-mondays-best-deals>)
- When Should You Make Your Spouse Get Life Insurance? Patch Advisor (<http://patch.com/illinois/downers-grove/when-should-you-make-your-spouse-get-life-insurance-patch-advisor>)

Downers Grove community and its residents."

The Board of Trustees will conduct interviews with three finalists on Thursday, May 5 at 5:30 p.m. in Room 503 of the First Congregational Church (1047 Curtiss St., Downers Grove).

The meeting will include an opportunity for public comment, immediately followed by a closed executive session during which the three candidates will be interviewed.

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# Downers Grove Public Library board entering final stage in director search

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Published: Tuesday, May 3, 2016 10:00 a.m. CDT

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[DOWNERS GROVE](#) – The Board of Trustees of the Downers Grove Public Library will conduct interviews with three finalists for its director position at 5:30 p.m. May 5 at the First Congregational Church of Downers Grove, 1047 Curtiss St.

While the interviews will be in closed sessions, the meeting will start with a chance for public comment.

The board has not announced when it will make its choice, but the search firm Bradbury Associates said [at a previous meeting](#) that May 10 is a target hiring date.

The library's previous director, Rick Ashton, retired at the end of March.

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# Plainfield Library director to resign, join library staff at Downers Grove

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Published: Thursday, May 12, 2016 6:27 p.m. CDT

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PLAINFIELD — The Plainfield Public Library's longtime director, Julie Milavec, is leaving her role later this summer to join the staff at the Downers Grove Public Library.

In an emailed statement to library staff Thursday that was forwarded to The Herald-News, Milavec said her last day of work will be July 14. She will start Aug. 1 in Downers Grove.

"I served the Plainfield community, alongside many of you, for more than 15 years," she stated in the email. "It's been both challenging and rewarding, but the time has come for a change. I look forward to beginning a new chapter in my career."

Milavec announced her resignation to the Plainfield Library District Board earlier in the week, but had withheld her new employer's name pending the Downers Grove Library's own announcement to staff.

"Since I am not relocating, I will still see most of you, just in different roles and venues," Milavec said in the email. "Thank you all for your support of me and the Plainfield Library."

The Downers Grove Library Board of Trustees "identified more than 30 qualified applicants for the position, with the help of Bradbury Associates, an executive search firm headquartered in Kansas City," according to a Downers Grove Library news release.

"We are confident that her experience, energy, and passion for community engagement will usher in yet another era of excellence and excitement for the library patrons and staff, and for all the residents of Downers Grove," Downers Grove Library Board President Wendee Greene said in the news release.

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# New Director Named at Downers Grove Public Library

Julie Milavec will begin her new position Aug. 1.

Downers Grove, IL

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By MORGAN SEARLES (Patch Staff) - (<http://patch.com/users/morgan-searles044f517cd38a6a1f24d3b0f7b3945ace85c81692fa18b9330e94570c77131e38>) □ May 12, 2016 3:23 pm ET

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Downers Grove, IL - The Downers Grove Public Library Board of Trustees has announced Julie Milavec will be the next director of the Downers Grove Public Library, beginning Aug. 1.



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*(Image of a sandwich)*



"We are confident that her experience, energy, and passion for community engagement will usher in yet another era of excellence and excitement for the library patrons and staff, and for all the residents of Downers Grove," said Board President Wendee Greene.

Julie Milavec has been the library director of the Plainfield Public Library since 2000.

When the DGPL job opening was posted, Milavec thought "the opportunity to lead the Downers Grove Public Library was too good to pass up - a dedicated Board, innovative staff, recent renovation, and strong history of 125 years of service."

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### More from Across Patch

- **FitBits, Hiking Boots, WiFi Extender: Monday's Best Deals**  
(<http://patch.com/illinois/downers-grove/hiking-boots-wifi-extender-mondays-best-deals>)
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- **Balloon Warning Issued: Seriously, This is a Real Thing**  
(<http://patch.com/illinois/downers-grove/balloon-warning-issued-seriously-this-is-a-real-thing>)

Milavec is looking forward to a new career challenge and can't wait to get started in Downers Grove, which she describes as a "fantastic community that values quality of life, including its library."

Sue O'Brien and Bonnie Reid will continue to serve as interim co-directors until July 31.

*Submitted by the Downers Grove Public Library (<http://www.dglibrary.org>).*



## More from Downers Grove Patch (/illinois/downersgrove)



**Glamorous Suburban Homes For Sale**  
(<http://patch.com/illinois/downersgrove/glamorous-suburban-homes-sale-36>)



**DuPage County Memorial Day Ceremony Set For May 29**  
(<http://patch.com/illinois/downersgrove/dupage-county-memorial-day-ceremony-set-may-29>)

APPROVED 06/22/16

**VILLAGE OF DOWNERS GROVE  
ZONING BOARD OF APPEALS  
MARCH 23, 2016 MINUTES**

**Call to Order**

Chairperson Earl called the meeting to order at 7:00 PM.

**Roll Call**

**Present:** Mr. Domijan, Ms. Eberhardt, Mr. Kulovany, Ms. Majauskas, Mr. McCann,  
Mr. Werner, Ch. Earl

**Absent:** None

**A quorum was established.**

**Staff:** Rebecca Leitschuh, AICP, Senior Planner  
Swati Pandey, Village Planner

**Also Present:** Shannon Clayton, Petitioner and Owner

**Minutes of November 18, 2015 meeting**

**Mr. Kulovany moved, seconded by Mr. Werner, to approve the minutes of the November 18, 2015 meeting as presented.**

**All in favor. The Motion passed unanimously.**

**Meeting Procedures**

Chairperson Earl asked those in attendance to silence their phones. She 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 the case on the Agenda. She noted that members of the Zoning Board of Appeals have had an opportunity to review the materials provided by Staff and in some cases have visited the site in question. In order for a requested petition to be approved there must be a majority of four votes in favor of approval. Chairperson Earl added that the Zoning Board of Appeals has authority to grant petitions without further recommendations being made to the Village Council. She called upon anyone intending to speak before the Board on the Agenda item to rise and be sworn in, as the public information portion of the meeting is an evidentiary hearing and comments made during this portion of the meeting are considered testimony. She said that Staff would make its presentation first, followed by comments by the Petitioner. She added that if anyone in the audience wishes to speak either in favor of or in opposition to the petition, they would be able to do so following the Petitioner's presentation. When the public participation portion of the meeting is closed, the Board will deliberate on the information provided and vote to either approve or deny the petition.

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**16-ZBA-0003:** A petition seeking a zoning exception to vertically extend a non-conforming wall. The property is currently zoned R-4, Residential Detached House 4. The property is located on Parkway Drive, approximately 100 feet east of Linscott Avenue and is commonly known as 1217 Parkway Drive, Downers Grove, IL (PIN 09-07-217-013). Shannon Clayton, Petitioner and Owner.

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**Staff's Presentation:**

Ms. Swati Pandey, Planner for the Village of Downers Grove, stated that the Petitioner is seeking a zoning exception to allow the construction of a roof dormer 2.10 feet from the east property line, where five feet is required per Section 2.030 of the Zoning Ordinance. There has been substantial interior renovation to the house. The proposed roof dormer will accommodate the third story master bedroom. The property is zoned R-4 and located north of Warren Avenue at the intersection of Linscott Avenue and Parkway Drive. The property to the east of the subject property is currently vacant. Ms. Pandey displayed the site plan for the property showing the existing setback of 2.10 feet, while a 5' setback is required. There are no changes proposed to the exterior walls of the first and second floor. The exception does not extend any further beyond the existing structure, as shown in the elevation drawings as well.

Ms. Pandey then referenced Section 11.040.C.2 of the Zoning Ordinance relating to the standards and review criteria for the exception. She said there are no windows proposed on the non-conforming wall. The addition does not obstruct any further into the required setback, and all other requirements of the Zoning Ordinance will be met. She then reviewed Items (1)-(5) of the Findings of Fact as shown on pages 2-3 of Staff's report dated March 23, 2016, which items state that all standards have been met. Ms. Pandey stated that Staff finds the standards and criteria for granting an exception have been met, and recommends approval of the requested exception subject to the following condition shown on page 4 of Staff's afore-mentioned report:

1. The vertical wall exception shall substantially conform to the staff report and architectural drawings prepared by Fiorino Architects dated December 14, 2015, except as such plans may be modified to conform to the Village codes and ordinances.

A question was raised by a Board member as to the ownership of the vacant parcel immediately to the east of the subject property. It was stated that one person owns that property which is a small parcel and may be undevelopable. It is zoned R-4.

Ms. Majauskas asked if the dormer would protrude any farther than the existing regular roofline. Ms. Leitschuh responded that it does not extend farther. Ms. Pandey said that the vertical extension of the eaves match.

Ms. Pandey further responded that the proposed siding materials would match the existing materials. She also noted that if the adjacent property were eventually sold to another party, the Village would require that the adjacent lots be subdivided into one legal lot.

Questions were raised as to the shuttered area in the proposed dormer, and Ms. Leitschuh said that the applicant has proposed the shutter to simply be a superficial treatment that would not be an operable window.

One concern expressed by a Board member was whether the Village would prevent a window from being opened on that third floor dormer should the owner decide to do that, and Ms. Leitschuh replied that code enforcement program would prevent that dormer area from being opened. If the owner were to choose to put any type of window in that dormer area, they would have to come back to the Village with a formal request.

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Ms. Eberhardt asked if the dormer complied with Table 2.2, note 4 and Ms. Leitschuh said that the Village Code standard practice looks at dormer width restrictions only on the front façade.

### **Petitioner's Presentation:**

Ms. Shannon Clayton, Petitioner and homeowner of the subject property said she and her husband moved into Downers Grove in 2008. They loved the brick streets, historic homes and proximity to the Village downtown area, and moved into the Prince Pond area. Over the eight years they have resided in their home, they have outgrown the space and need an additional bedroom and bathroom, as they now have two children. They prefer to stay in their home, and invest in it by adding the dormer and staircase. Their intent is not to have a window in that room, but for aesthetic purposes they chose to have the shutters installed, which basically cover up the wall and siding, because that is what people expect to see in a dormer.

In response to a question from the Board, Ms. Clayton said that the home was built in 1898. She said she would like to obtain more information about landmarking their home.

Mr. Domijan asked whether they've contacted the homeowners to the east to acquire any additional setback. Ms. Clayton said they have informed the homeowner of their plans and the neighbor is not ready to sell the property at this time.

Ms. Clayton said that she believes that the subject property was originally a barn, based on what they have learned from neighbors and the former owner.

Mr. Domijan asked if they have considered any kind of natural light, such as a skylight, in the dormer. Ms. Clayton said that they have thought about it, but the Ordinance does not allow for a window in the area. They might consider a skylight in the future.

There being no further questions from the Board, Ch. Earl asked for comments from the public.

1. The owner of 1225 Parkway Drive said she was the prior owner of the Clayton home. They live in Prince Pond two doors away from the subject site. She said that they support the Clayton's petition, and noted that many other neighbors from Prince Pond were present in support of the petitioner. They believe this is a good idea for the property, and will keep this beautiful home salable well into the future.

2. Scott Furlane said they have lived in the area for 30 years and the Clayton's have kept the property up very well. He stated that they have no problem with the Clayton's petition.

There being no further comments, Chairman Earl closed the opportunity for further public comment.

### **Board's Deliberation:**

Mr. Werner said that the petition falls within the requirements of the Code and he thinks it makes sense. Prince Pond is a beautiful area, and the home was built in 1898. This is a good way to expand the home.

Ms. Eberhardt said she appreciates the effort that was made to make this dormer look nice, even going so far as to add the shutter.

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Mr. Domijan said he agrees with the comments already made. He thinks this is a good concept and he is in favor of the exception.

Mr. McCann said this does make this a more salable house, and given the age of the house he would not like to see this become a teardown at some future time.

Mr. Kulovany added his support of this proposal, saying it is good to see the home being expanded. He noted that there was another house that had shutters instead of windows, and that was the Brady Bunch House.

Ms. Majauskas called for a Point of order saying that everyone seems to be in agreement that they like the aesthetics involved; however, that is not part of the deliberation. A lot of time has been spent on how beautiful the house is, but that is not relevant to the request before the Board.

Chairman Earl said she was pleased to see this new tool of an exception being used by the Board. She then called for a Motion.

**Mr. Domijan moved that in case 16-ZBA-0003 the Board approves the petition for a zoning exception as presented. Mr. McCann seconded the Motion.**

**All in favor, the Motion passed unanimously.**

Chairman Earl thanked the neighbors who took the time to come out and support the petition.

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Ms. Leitschuh said that, as of this date, there are no cases for next month's meeting. She noted to the Board that she has printed copies of the updated Zoning Map available for them.

**ADJOURNMENT:**

**Mr. Domijan moved to adjourn the meeting. Ms. Eberhardt seconded the motion.**

**All in favor. The Motion carried unanimously.**

Chairperson Earl adjourned the meeting at 7:44 PM.

Respectfully submitted,

Tonie Harrington  
Recording Secretary