

Approved 11/14/16

VILLAGE OF DOWNERS GROVE
COMPREHENSIVE PLANNING AD HOC COMMITTEE MEETING

VILLAGE HALL COMMITTEE ROOM
801 BURLINGTON AVENUE
OCTOBER 5, 2016 - 7:00 P.M.

Chairman Gorman called the October 5, 2016 meeting of the Downers Grove Comprehensive Plan Ad Hoc Committee meeting to order at 7:00 p.m. and led the meeting with the recital of the Pledge of Allegiance.

ROLL CALL:

PRESENT: Chairman Dave Gorman, Carine Acks, Irene Hogstrom, Ed Kalina, John Luka, Mark Thoman, Jim Wilkinson

ABSENT: Member Daiva Majauskas

STAFF: Community Development Director Stan Popovich

VISITORS: Devin Lavigne and Ian Tobin with Houseal Lavigne Associates

APPROVAL OF MINUTES – AUGUST 3, 2016

MINUTES OF AUGUST 3, 2016 WERE APPROVED ON MOTION BY MR. LUKA, SECONDED BY MR. THOMAN. MOTION CARRIED BY VOICE VOTE OF 7-0.

REVIEW UPDATED COMPREHENSIVE PLAN– (Introduction; Sections, 1-3)

Director Popovich prefaced the discussion by explaining that Sections 1 through 3 will be reviewed as word changes and following next month with text and illustrations in the final format. He asked members to provide input. The chairman announced that the public would have an opportunity to speak numerous times throughout the meeting.

SECTION 1

Demographic Profile – Someone asked where the increase in income figure (\$75,000 per year) came from and whether it was due to having an older population. Mr. Lavigne offered to follow-up with the background data.

A question followed regarding the bike and pedestrian plan and whether the comprehensive plan allowed bikes on sidewalks but yielding to pedestrians. Mr. Popovich explained the bike and pedestrian plan was removed because staff was concerned about safety on shared sidewalks and preferred that it not be included

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Mr. Devin Lavigne, with Houseal Lavigne Associates, explained some of the challenges with shared sidewalks while others voiced that a balance was needed.

SECTION 2

Mr. Lavigne indicated the section “Vision for the Future” was discussed more in depth in the plan and invoked a bit more excitement to the “story.” Comments included that verbiage be added about the village’s strong sense of community and pride and having enhanced entryways identifying Downers Grove and its major developments.

SECTION 3

Mr. Popovich pointed out some of the changes under Section 3. No other input followed.

PUBLIC COMMENT – None.

REVIEW OF UPDATED COMPREHENSIVE PLAN REVIEW (Sects. 4-8)

SECTION 4

Mr. Popovich mentioned the largest changes in Section 4 fell under Neighborhood Character and being sensitive and respectful to architectural diversity and historic preservation. The topics of CLG and tax freeze programs also fell under the section. A change was recommended to add the word “voluntary” to preservation, i.e., “facilitate the voluntary preservation...” Someone recalled that this committee did not discuss the preservation workbook/manual, wherein Mr. Lavigne explained that at the back of the plan there was mention that a guide or tool should be created or developed.... which could be used for residents (and developers) to make smarter decisions regarding tear downs and in-fills and how their homes could best fit into the neighborhood -- more of an education tool. Examples followed, with Mr. Lavigne explaining it was a guide book and not a regulatory book.

Comments followed that the village did not want stock housing lining up the street and that a home should fit in with the character of the neighborhood. Recommendation No. 5 of the Residential Policy Guide was then referenced.

Dir. Popovich recalled that initially this topic may have come about with the tear-downs in older historic areas. He suggested adding to the last sentence something about being in the “historic core of downtown” versus “all throughout town”. Mr. Lavigne reminded the members the intent was to educate and not regulate; he would rework the verbiage into the sentence and soften Recommendation No. 5 to match what was talked about in the text. This paragraph would also encompass a person doing extensive remodeling.

Regarding the paragraph discussing cut-through traffic (pg. 34 digital version), the sentence that discusses “automobile dealerships along Ogden Avenue” -- someone suggested adding the word “local” and deleting the word “along.” And to add the words, “and conducting.”

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Turning to Policy Recommendations addressing stormwater mitigation, Ms. Hogstrom asked if there could be verbiage to encourage more tree preservation and tree planting. Mr. Popovich would add “preservation” to the second sentence.

SECTION 5

Under Stormwater Management, it was suggested to add “lot coverage requirement” in this section.

Someone asked whether the preference for first floor retail/dining was addressed in the downtown area, wherein Mr. Popovich explained there was no focus area plan for downtown for review tonight because it was just discussed last night at the village council level; however, he would provide an update on the Council discussion later in the meeting.

SECTION 6

Regarding the earlier topic of bikes and pedestrians sharing sidewalks in the downtown area, Chairman Gorman proceeded to discuss Lombard’s code where he works, as it relates to bikes and pedestrians. He recommended not striking out the entire bike/pedestrian section, noting that the village’s code can state that cyclists have to yield to pedestrians outside the Central Business District. Discussion then followed on the various types of cyclists that would probably use the sidewalks – children and those who ride leisurely. Hard-core cyclists would prefer to ride faster and would probably use the main arterial roads. Dir. Popovich relayed that he would speak with staff and the bike plan group and review the text again to see if there was a compromise for the comprehensive plan.

SECTION 7 – None.

SECTION 8

Under School District 58, someone asked what the word “adequate” really meant to which both Dir. Popovich and Mr. Lavigne said it was the district’s term. A couple of members recommended using a different word; staff would review.

Focus Area Plan

Belmont/Ellsworth – Messrs. Lavigne and Popovich walked through the changes made in this focus area (mainly the graphics). Mr. Wilkinson recommended that staff add in this focus area the village’s traffic study which included the golf course up to Ogden Avenue in the residential area.

Butterfield – Catalyst Site C4 will include the Red Roof Inn property. Regarding the elimination of Downers Drive on-ramp if westbound access is provided at Highland Avenue, one member saw the on-ramp as an amenity and said it would be a benefit to the businesses versus removing it. Staff believed the intent was to consider a full access at Highland Avenue.

Mr. Lavigne also mentioned that he added the exploration of connections to Hidden Lake Forest Preserve in this focus area. Dialog followed regarding the Arboretum’s restoration project that was occurring in that area as well.

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Catalyst site (pg. 130) – Staff to re-arrange the paragraphs.

Ogden Avenue – Mr. Lavigne shared how the entire corridor was reviewed and the “notes” that were added.

Catalyst Sites – D7 was currently under development and members agreed to remove it from the plan. It was noted that D3 was added.

A review of the east side of the Ogden Avenue corridor followed, noting the CarX should be removed from Catalyst Site D11.

Mr. Lavigne mentioned that he added introduction paragraphs to the entire section as well as added a land use map. He was thinking of expanding on the key concepts. Examples followed. Dir. Popovich voiced support for expanding the key concepts.

Fairview – Mr. Lavigne recalled there was mention of the Maple Avenue realignment so the text was kept in the plan. Dir. Popovich believed it could remain. Businesses that were relocating to or from the area were discussed.

63rd Street – This focus area was newly added. Mr. Lavigne explained there was discussion about the overall commercial viability at the west end of this area. It included Catalyst Site F1 being split with frontage on 63rd remaining retail while the south half could be converted to multi-family residential. Mr. Lavigne said if the committee supported it, he would bring back the plan with a potential development concept that would show townhomes, keeping outlots along 63rd Street and adding a frontage road to connect the two and then include a site for a use like a pharmacy. Mr. Lavigne further discussed a segment between Woodward and Springside where residential uses were backing up to 63rd Street and that is the preferred development pattern.

Key concepts remained the same with only the suggestion of adding a TIF district to the Meadowbrook Center. Adding a gateway sign to the community, connecting residential areas to the shopping area, and adding sidewalks were also added to the paragraph. Consideration for multi-family uses behind Meadowbrook was another recommendation in the plan. Mr. Lavigne stated the plan now encouraged more horseshoe driveways on residential properties to improve safety and access. For the east end, he stated that a number of areas could be beautified. Dir. Popovich believed the Chase Bank location was a good site to use as a beautification example because of its landscaping and shared driveways with Jewel.

Mr. Thoman asked if stronger language about parkway trees could be added for the 63rd Street segment, starting at Brookbank and heading west, with staff possibly working with the county on an intergovernmental agreement regarding same.

Members spoke about the Meadowbrook Shopping Center and how it was a development of the past. The empty lot made it feel like the businesses located there were not very good. Dir. Popovich proceeded to draw a concept plan for the site that was discussed previously. Mr. Lavigne added that a couple of recommendations were included in the section just to show what could be included on the site and how to connect the nearby residential with commercial uses.

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75th Street – Mr. Lavigne identified the one catalyst site for 75th as being the Grove Shopping Center, which was challenged by ownership. However, there were ideas that included a TIF district, parcel assembly, gateway signs at both ends of the corridor, and making improvements to pedestrian crossings and connections to county trails. Details followed. He recommended using the Kimco Mall, located on the east side of Lemont Road, as an example for good landscaping. Dialog then followed regarding the 3-D rendering that was to be depicted – it would be a multi-family development with retail, similar to the Bolingbrook Promenade, with height being considered due to the nearby residential uses.

Lastly, Mr. Lavigne mentioned the need to work with the Village of Darien to explore the implications of fully annexing the Knottingham subdivision into either community for efficiency purposes.

Dir. Popovich distributed copies of the Council discussed Downtown Focus Area Plan, recalling that during the past summer the Comprehensive Plan Ad Hoc Committee developed some sub-areas for the village's downtown. It was reviewed by the Plan Commission which had recommended creating four sub areas. Village Council reviewed this topic in July and had more areas of discussion. Per Dir. Popovich, staff eventually met with individual council members from July through September to discuss their ideas. All comments were consolidated and staff came up with three main areas – the Downtown Corridor, the Downtown Edge, and the Neighborhood Transition Area. Details of each area were explained by Director Popovich.

From that meeting, two areas that council members recommended to be removed from the Downtown Focus Area Plan included four single-family properties on the north side of Gilbert Avenue just immediately west of Forest Avenue (to go back to Residential Focus Plan) and an older apartment building on the far east side, just south of this site (to go back to Residential Focus Plan). The building fronted Maple Avenue but was more oriented north and south.

Dir. Popovich said he would review this matter with Mr. Lavigne, whose team would put the above in a similar format in the comprehensive plan and present it at the next meeting.

Drawing to a close, Dir. Popovich stated that in November he hoped to present to the committee a complete plan and receive a recommendation to the Plan Commission, followed by Council in January. Staff would also be presenting and discussing the Downtown Development Regulation at the next three meetings with a recommendation from this committee in January to the Plan Commission and then to Council in March.

A comment was made by Ms. Acks that a six-story building could potentially be built at Washington and Rogers to which staff confirmed a tall building could be based on the Downtown Focus Area Plan. Staff has spoken in the past with interested parties who had looked at three-story apartment buildings at the location. Ms. Acks questioned staff why the site could not be identified as Downtown Edge. Dir. Popovich indicated this matter was discussed last night at the Council meeting.

Ms. Acks and other members shared their concerns about the potential for a six-story building being constructed at the corner of Washington and Rogers – whether residential or commercial. Mr. Popovich discussed some of the challenges of the site, including the parking and the grade change. Ms. Acks stated that development should slope down as one gets closer to

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residential areas; others felt the same way. Someone voiced that six stories was too tall yet three stories was not enough. Staff would relay the committee's concerns on this matter.

The schedule of meetings was briefly discussed. Dir. Popovich said he would send out an email regarding alternate meeting dates for November and January.

SECTION 9 – None.

SECTION 10

Staff stated the zoning ordinance reference was updated in this section.

PUBLIC COMMENT- None

ADJOURNMENT

**THE MEETING WAS ADJOURNED AT 9:10 P.M. ON MOTION BY MR. LUKA,
SECONDED BY MR. KALINA. MOTION CARRIED BY VOICE VOTE OF 7-0.**

Respectfully submitted,

/s/ Celeste K. Weilandt

(As transcribed by MP-3 audio)

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
OCTOBER 26, 2016, 7:30 P.M.
LIBRARY MEETING ROOM**

MINUTES

1. **Call to order.** President Wendee Greene called the meeting to order at 7:30 p.m.
2. **Roll call.** Members present: Trustee Susan Eblen, Trustee Jonathan Graber, Trustee David Humphreys, Trustee Art Jaros, President Wendee Greene. Absent: Trustee Ed Earl.

Also present: Director Julie Milavec, Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, Executive Assistant Katelyn Vabalaitis, Public Relations Manager Melissa Doornbos, Resident Ed Pawlak.

3. **Welcome to visitors.** President Greene welcomed the visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. September 14, 2016 Super Retreat Meeting. Greene requested a change to the Minutes under the Officials Present section that the spelling of her name be changed from "Grene" to "Greene". It was moved by Humphreys and seconded by Eblen THAT the Minutes of the September 14, 2016 Super Retreat Meeting, including the requested change, be approved. Roll call: Ayes: Eblen, Humphreys, Greene. Nays: None. Abstentions: Graber, Jaros.
 - b. September 28, 2016 Regular Monthly Meeting. Jaros requested a change to the Minutes under Section 6B: update verbiage to reflect approval of "payment" of invoices, "acceptance" of credit memos, and "ratification" of payroll. It was moved by Jaros and seconded by Eblen THAT the Minutes of the September 28, 2016 Regular Monthly Meeting, including the requested changes, be approved. Roll call: Ayes: Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. September 2016 Financial Report. Milavec presented the report and distributed an annual invoice list. Katelyn Vabalaitis passed out an updated September 2016 payroll report. Milavec answered Board questions regarding vendors and revenue line specifics.

- b. Approval of October 2016 Invoices. It was moved by Jaros and seconded by Graber THAT the payment of October 2016 invoices totaling \$125,312.15, the acceptance of October 2016 credit memos totaling \$171.68, and the ratification of September payrolls totaling \$320,641.99 be approved. Roll call: Ayes: Eblen, Graber, Humphreys, Jaros, 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. There was none.
8. **New Business**.
 - a. 2017 Budget Revision. Milavec presented the revised 2017 Operating Budget. It was moved by Humphreys and seconded by Eblen THAT the 2017 modified budget be approved as presented. Roll call: Ayes: Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
 - b. 2017 Wage and Salary Schedule. Milavec presented the proposed 2017 schedule (attached), noting that it's the same as last year with the addition of two new position titles. It was moved by Jaros and seconded by Humphreys THAT the 2017 Wage and Salary Schedule be approved as published. Roll call: Ayes: Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
 - c. 2017 Employee Benefit Premium Plan. Milavec presented the premium plan (attached), noting that there will be no increase in benefits costs for 2017. It was moved by Jaros and seconded by Eblen THAT the 2017 Employee Benefit Premium Plan be approved as published. Roll call: Ayes: Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
 - d. 2017 Board Meeting Schedule. (Attached) Jaros requested the December 20, 2017 meeting date be moved to December 13, 2017 to accommodate Board member holiday schedules. It was moved by Jaros and seconded by Graber THAT the 2017 Board Meeting Schedule be approved as published, including the requested change. Roll call: Ayes: Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
 - e. 2017 Holiday Closings Schedule. (Attached) Greene corrected the Sunday, September 3, 2017 holiday as being the day before Labor Day, rather than the printed day before Memorial Day. It was moved by Jaros and seconded by Graber THAT the 2017 Holiday Closings Schedule be approved with the stated correction. Roll call: Ayes: Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

- f. Intergovernmental Agreement Draft. Milavec presented the first draft of the IGA that was created by the library's attorney. Board member discussion centered around payment logistics and conceptual problems including missing termination provisions. The following changes were requested by the Board to be sent back to the library's attorney:
 - i. In Section 4, change working to say that the Library will levy, beginning in 2017, to meet its operating expenses.
 - ii. In Section 6, strike "necessary" and after "expenses and liabilities", insert "approved by the Downers Grove Public Library Board of Trustees and payroll as approved by Library administration."
 - iii. Add Term and Termination provisions.
9. **Report of the Library Director**. Milavec presented her written report (attached). Milavec called on Melissa Doornbos to recap the library's 125th Birthday Celebration. She spoke about the impressive gate count of 1,628 for the day as well as the numerous positive comments received. Patrons enjoyed having events around every corner and the library had many past staff members and trustees in attendance. Graber commented that his kids had a great time and also left with books to read.

Milavec discussed the strategic planning timeline that was distributed and mentioned that it was an ambitious schedule that needs to be pushed back a bit to account for upcoming holidays and Board member schedules. Board members will receive a revised version of the timeline. Milavec reported that the Strategic Planning Committee was set today and includes 12 staff members. There will be an all-staff flip chart activity during Staff In Service Day on January 20, 2017 followed by public focus groups held beginning in January. The focus group questions will also be available on paper and online for all to participate.

Milavec also touched on the Special Reserve Fund Resolution, stating that passage of the resolution will not occur until the Intergovernmental Agreement has been passed. The goal is to have both documents passed by the end of fiscal year 2017.

It was noted that library statistics continue to rise.

10. **Board Member Comments and Requests for Information**. There were none.
11. **Adjournment**. President Greene adjourned the meeting at 8:19 p.m.

**Downers Grove Public Library
2017 Wage and Salary Schedule**

		Hourly Minimum	Hourly Maximum	Annual Minimum	Annual Maximum
1	Shelver Tech Services Clerk	10.20	15.30	19,890	29,835
2	Library Clerk Custodian Library Monitor	12.00	18.00	23,400	35,100
3	Computer Help Desk Associate	13.50	20.25	26,325	39,487
4	Library Assistant Technology Assistant 1 Administrative Assistant Circulation Supervisor ILL Coordinator Lead Custodian	16.00	24.00	31,200	46,800
5	Executive Assistant Staff Artist Assistant Manager Technology Assistant 2	20.00	30.00	39,000	58,500
6	Librarian Trainer	23.59	35.38	46,000	69,000
7	Manager	31.79	47.69	62,000	93,000
8	Assistant Director	35.90	53.85	70,000	105,000
9	Director	Set by Board of Library Trustees			

DOWNERS GROVE PUBLIC LIBRARY MONTHLY HEALTH, DENTAL & VISION PREMIUMS 2017			
PPO HIGH DEDUCTIBLE \$1,500	EMPLOYEE	DGPL	TOTAL
Employee Only w/Screening	\$16.89	\$550.00	\$566.89
Employee Only w/o Screening	\$66.89	\$550.00	\$616.89
Employee & Spouse w/2 Screenings	\$158.83	\$1,145.00	\$1,303.83
Employee & Spouse w/1 Screening	\$208.83	\$1,145.00	\$1,353.83
Employee & Spouse w/0 Screening	\$258.83	\$1,145.00	\$1,403.83
Employee & Children w/Screening	\$45.46	\$1,145.00	\$1,190.46
Employee & Children w/o Screening	\$95.46	\$1,145.00	\$1,240.46
Family w/2 Screenings	\$254.03	\$1,560.00	\$1,814.03
Family w/1 Screening	\$304.03	\$1,560.00	\$1,864.03
Family w/0 Screening	\$354.03	\$1,560.00	\$1,914.03
VEBA PLAN \$2,500	EMPLOYEE	DGPL	TOTAL
Employee Only w/Screening	\$60.39	\$550.00	\$610.39
Employee Only w/o Screening	\$110.39	\$550.00	\$660.39
Employee & Spouse w/2 Screenings	\$260.35	\$1,145.00	\$1,405.35
Employee & Spouse w/1 Screening	\$310.35	\$1,145.00	\$1,455.35
Employee & Spouse w/0 Screening	\$360.35	\$1,145.00	\$1,505.35
Employee & Children w/Screening	\$137.28	\$1,145.00	\$1,282.28
Employee & Children w/o Screening	\$187.28	\$1,145.00	\$1,332.28
Family w/2 Screenings	\$399.12	\$1,560.00	\$1,959.12
Family w/1 Screening	\$449.12	\$1,560.00	\$2,009.12
Family w/0 Screening	\$499.12	\$1,560.00	\$2,059.12
DELTA DENTAL	EMPLOYEE	DGPL	TOTAL
Employee Only	\$0.00	\$44.95	\$44.95
Family	\$13.21	\$130.00	\$143.21
VISION	EMPLOYEE	DGPL	TOTAL
Employee Only	\$0.00	\$3.47	\$3.47
Family	\$0.00	\$8.86	\$8.86

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 26, 2016**

AGENDA ITEM 8D

2017 BOARD MEETING SCHEDULE

Fourth Wednesday of each month, except third Wednesday in November and December.
Additional meeting in September for work session on 2017 Budget.

January 25

February 22

March 22

April 26

May 24

June 28

July 26

August 23

September 13

September 27

October 25

November 15

December 13

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 26, 2016**

AGENDA ITEM 8E

2017 SCHEDULE OF HOLIDAYS AND CLOSINGS

PAID HOLIDAYS

*Sunday, January 1, New Year's Day
Monday, May 29, Memorial Day
Tuesday, July 4, Independence Day
Monday, September 4, Labor Day
Thursday, November 23, Thanksgiving
*Sunday, December 24, Christmas Eve
*Monday, December 25, Christmas

*Full-time staff receive an alternate paid day off. Part-time staff may be rescheduled to make up time lost because of closings.

OTHER CLOSINGS

Friday, January 20, Staff In-Service Day (paid work day)
Sunday, April 16, Easter (not paid)
Sunday, May 28, Sunday before Memorial Day (not paid)
Friday, June 23, 7:00 p.m. Rotary Grove Fest (not paid)
Saturday, June 24, 1:00 p.m. Rotary Grove Fest (not paid)
Sunday, June 25, Rotary Grove Fest (not paid)
Sunday, September 3, Sunday before Labor Day (not paid)

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 26, 2016**

AGENDA ITEM 9

REPORT OF THE DIRECTOR

a. 125th Birthday Celebration

The 125th birthday celebration was a huge success. Gate count for the day was 1,628, well over double the average Sunday attendance in October. Kudos to the staff for their hard work in making the day a fun, family-friendly event for all of our Downers Grove residents!

b. Special Reserve Fund Resolution

A draft of the Resolution Establishing a Special Reserve Fund is included in your packet. This Resolution will be an action item on a future agenda, following approval of the Intergovernmental Agreement.

c. Strategic Planning Timeline

See attached.

d. Trustee Orientation Summary

See attached.

e. Recent media coverage

See attached.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 26, 2016**

AGENDA ITEM 8D

<u>Activity</u>	<u>Deliverable</u>	<u>Responsibility</u>	<u>Start Date</u>	<u>Completion</u>
Gather documentation (2012-2014 and January-February 2015 work) and disseminate to Department Managers	Packet for Managers	Administration	10/1/2016	10/15/2016
Management team evaluates 2012-2014 and January-February 2015 work, discuss process and deliverables, review key stakeholders list and Strategic Planning Committee appointments	Report to Board & Staff	Managers	10/26/2016	11/2/2016
Gather documentation (Strategic Plan samples, purpose/values/mission, local issues) and disseminate to Department Managers	Packet for Board & Staff	Administration	10/1/2016	10/15/2016
Appoint staff Strategic Planning Committee (SPC)		Administration	10/26/2016	10/26/2016
Discuss and reach consensus on key stakeholders interview process and deliverables, review key stakeholders list	Preliminary List of Key Stakeholders for Interview	Director & SPC	10/15/2016	11/1/2016
Review/train SPC members on interview techniques, review and assign key stakeholders list	Final List of Key Stakeholders for Interview & Interviewers	Director & SPC	11/1/2016	11/15/2016
Conduct interview-based inquiry process - each SPC member conducts interviews and reports back	Compiled Notes document	Director & SPC	11/15/2016	12/31/2016
Set and advertising group-based inquiry events	PR pieces	PR Dept	12/1/2016	2/7/2017
Conduct group-based inquiry process - facilitator conducts and reports back	Flip charts/stars	Director	1/15/2017	2/7/2017
SPC reviews interview and group-based results for trends and themes	Summary Results document	Director & SPC	2/8/2017	2/28/2017
Board participates in Values and Purpose statement exercises	Flip charts/stars for each	Director & Board	12/21/2016	12/21/2016
Staff participates in Values, Purpose, Core Services and Strategic Focus statement exercises	Flip charts/stars for each	All Staff	1/16/2017	1/16/2017
Management team reviews results of Values, Purpose Core Services and Strategic Focus statement exercises for trends and themes to create draft statements	Draft Values, Purpose Core Services and Strategic Focus statements for Board approval	Managers	1/17/2017	2/15/2017

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 26, 2016**

AGENDA ITEM 8D

<u>Activity</u>	<u>Deliverable</u>	<u>Responsibility</u>	<u>Start Date</u>	<u>Completion</u>
Board participates in Strategic Focus statement exercises	Flip charts/stars for each	Director & Board	1/25/2017	1/25/2017
Board approves, or provides direction for changes to, Values, Purpose Core Services and Strategic Focus Statements	Values, Purpose Core Services and Strategic Focus statements	Board	2/22/2017	3/22/2017
Management team reviews directions for changes to Values, Purpose Core Services and Strategic Focus statements	Draft Values, Purpose Core Services and Strategic Focus statements for Board approval	Managers	2/23/2017	3/15/2017
Determine criteria and metrics for program/service evaluation	Guidelines for Evaluation	Managers	3/15/2017	3/31/2017
Evaluate existing programs/services according to Strategic Focus and Core Services statements, identifying hard costs and estimating soft costs for each program/service.	Priority List	Department Staff	3/22/2017	4/15/2017
Brainstorm prioritize and recommend programs/services to address Strategic Focus areas, including outcome measures	Priority List	Department Staff	3/22/2017	4/15/2017
Use Priority Lists to create Action Items and Timeline, including outcome measures for each Action Item	Action Items and Timeline	Managers	4/16/2017	5/15/2017
Strategic Plan is compiled and disseminated to Board - Values, Purpose, Core Services and Strategic Focus statements, Action Items and Timeline, with background documentation	Strategic Plan	Managers	5/16/2017	5/18/2017
Board approves, or provides direction for changes to, Strategic Plan	Strategic Plan	Board	5/24/2017	6/28/2017
Management team reviews directions for changes to Action Items and Timeline	Strategic Plan	Managers	5/25/2017	6/21/2017
Strategic Plan is compiled and disseminated - Values, Purpose, Core Services and Strategic Focus statements, Action Items and Timeline, with background documentation	Strategic Plan	Staff	5/25/2017	6/29/2017

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 26, 2016**

AGENDA ITEM 8E

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
ORIENTATION SUMMARY**

With more than 125 years of library service to the community of Downers Grove, the Downers Grove Public Library is well-established. The purpose and role of the Board of Library Trustees is supporting and maintaining facility and services of this public library. The Board, as whole, bases its work in community needs and demand for library service, using community feedback and use statistics to drive decision-making. It adopts policies and plans for library operations that are responsive to community needs and service demand. It sets goals for library service based on needs and use, seeking funding to achieve those goals. It authorizes budgets and payment of bills to provide for those services. Trustees make an effort to maintain awareness of library issues and legislation. They act as library advocates. The Board as a whole hires the library administrator and empowers that administrator as chief executive officer for the library to ensure that its policies and plans are enacted and goals achieved.

Materials provided:

- *Serving Our Public 3.0: Standards for Illinois Public Libraries*
- *Trustee Facts File* (also available for check out at the library)
- *Financial Manual for Illinois Public Libraries*
- *Illinois Library Laws and Rules*
- Bylaws, Policies and Guidelines Manual
- Strategic, Facilities Sustainability and Long Range Financial Plans¹

Serving Our Public 3.0: Standards for Illinois Public Libraries includes Core and Supplemental standards for all aspects of public library service. Guiding principles of libraries can be found in its appendices, such as the Library Bill of Rights and Freedom to Read Statement. Some of these documents are included in the Bylaws and policies of the Downers Grove Public Library.

REQUIRED Open Meetings Act (OMA) Public Body Member Training²

1. Go to <http://foia.ilattorneygeneral.net/>
2. Register as an Open Meetings Act (OMA) Public Body Member.
3. Complete required OMA training.
4. Download or print Certificate of Completion.
5. Provide Library Director with copy of Certificate of Completion.

¹ Currently under development.

² This is required within 90 days of joining a public body subject to the Open Meetings Act.

For general Trustee training:

1. Go to <http://librarylearning.info>
2. Create an account.
3. Use that account to sign into <https://www.railslibraries.info/>
4. Navigate to Services >> Continuing Education >> Trustee Training to view in-person training opportunities. Scroll down to “Always Available” section and click on Trustee Academy for links and login information for online training, consisting of a series of 8 short videos.

Useful web sites for Illinois Library Trustees:

- American Library Association (ALA) <http://www.ala.org/>
- United for Libraries (Association of Trustees, Friends, Advocates and Foundations, a division of ALA) <http://www.ala.org/united/>
- Illinois Library Association (ILA) <https://www.ila.org/>
- Reaching Across Illinois Library System (RAILS) <https://www.railslibraries.info/>
- Open Meetings Act/Freedom of Information Act <http://foia.ilattorneygeneral.net/>

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NEWS

Suburban Life • mysuburbanlife.com • Edition of October 12-18, 2016 • SD

Downers Grove library celebrates 125th birthday with party Oct. 16

By NATHAN LURZ

nlurz@shawmedia.com

DOWNERS GROVE – The Downers Grove Public Library is eager to celebrate its 125-year history with the community with a birthday party Oct. 16.

The library was originally founded in 1891 by the Ladies Library Association as a small reading room on the corner of Main and Curtiss streets.

While the library isn't exactly sure when it was formally founded as a brick-and-mortar location – the fact may have been lost, despite library researchers – Downers Grove Library public relations manager Melissa Doornbos said the date was selected to commemorate the 2014 renovation party.

"It's going to be a very typical birthday party, minus a pinata," she said. "Everybody's welcome. Sunday is actually our busiest day of the week ... so it's a good way to reach a larger amount of people, with normal library services going on for those people who want to grab an item or work on something."

If you go

- **WHAT:** Downers Grove Public Library's 125th birthday party
- **WHEN:** 1 to 4:30 p.m. Oct. 16
- **WHERE:** Downers Grove Public Library, 1050 Curtiss St.
- **COST:** Free
- **INFO:** dglibrary.org/125th

The free, all-ages party is filled with games, crafts, music and food from 1 to 4:30 p.m., including Mario Kart, scavenger hunts, a birthday card signing and more. Most activities run through the entire party, although several have limited availability, including balloon animals from 1:30 to 3:30 p.m., face painting from 2:30 to 4:30 p.m., speeches at 1:15 p.m. and music by the Legacy Girls 2 to 3 p.m.

"It's a party – it should be a very informal, fun afternoon," Doornbos said. "People should feel free to bring friends, family, neighbors – though it definitely may not be the best day to get a ton of work done at the library."

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NEWS

Suburban Life • mysuburbanlife.com • Edition of October 19-25, 2016 • SD

Downers Grove Friends of the Library annual book sale returns Oct. 21 to 23

By NATHAN LURZ
nlurz@shawmedia.com

DOWNERS GROVE – Book lovers of books of all kinds will be able to find something to enjoy at the annual Downers Grove Friends of the Library book sale fundraiser.

The event, titled “Cooks, Crooks and Other Books Sale,” is running from Oct. 21 through 23 at the Downers Grove Public Library, 1050 Curtiss St. The sale is the nonprofit group’s lone annual fundraiser in an ongoing effort to provide auxiliary resources to the local library.

“All the money we raise is used for the library,” Downers Grove Friends of the Library President Joni Hansen said. “We try to provide the library with the things they don’t have in their budget.”

For years, Hansen said, the sale featured only travel books and cookbooks to align with the Friends’ monthly travel education programs and to leverage the popularity of cookbooks, but in recent years it has grown to encompass books of all genres, from biographies to science fiction to gardening.

Last year, funds raised at the sale

went toward new televisions in the library’s study rooms, furniture and toys for the children’s department and prizes for the library’s annual summer reading program. The 2015 sale raised about \$7,000.

This year’s sale will be at the library’s meeting room, and it will include a variety of hard and soft-back books as well as DVDs and Blu-Ray movies. All available items were donated by the community through mid-October.

To learn more about the annual event and other information about the Downers Grove Friends of the Library, visit dglibrary.org/event-types/friends-library.

If you go

- **WHAT:** Downers Grove Friends of the Library book sale
- **WHEN:** Oct. 21 to 23
- **WHERE:** Downers Grove Public Library meeting room, 1050 Curtiss St.
- **INFO:** dglibrary.org/event-types/friends-library