

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
NOVEMBER 16, 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, Friends of the Library President Joann Hansen, Resident Genevieve Murphy, Resident Ed Pawlak.

3. **Welcome to Visitors.** President Greene welcomed the visitors and thanked them for their interest in the library. Milavec announced that residents Genevieve Murphy and Ed Pawlak have both agreed to join the Downers Grove Public Library Foundation Board.
4. **Approval of Minutes.**
  - a. October 26, 2016 Regular Monthly Meeting. Humphreys noted a spelling correction in Section 4b, where "montly" should be changed to "monthly" in the heading. It was moved by Jaros and seconded by Eblen THAT the Minutes of the October 26, 2016 Regular Monthly Meeting, including the correction, be approved as circulated. Roll call: Ayes: Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
5. **Financial Matters.**
  - a. October 2016 Financial Report. Milavec presented the report and responded to questions regarding collection of property tax money and the definitions of specific revenue lines.
  - b. Approval of November 2016 Invoices. It was moved by Jaros and seconded by Eblen THAT the payment of November 2016 invoices totaling \$67,613.35 and the ratification of October payrolls totaling \$216,987.66 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. Officer Elections. Greene opened up the floor for President nominations. Eblen nominated Wendee Greene for President and Humphreys seconded the nomination. It was moved by Humphreys and seconded by Eblen THAT the nominations for President be closed. By voice vote, with Greene abstaining, the Board elected Greene as President for a two-year term.

Greene opened up the floor for Secretary nominations.

Graber nominated David Humphreys for Secretary and Jaros seconded the nomination. It was moved by Eblen and seconded by Greene THAT the nominations for Secretary be closed. By voice vote, with Humphreys abstaining, the Board elected Humphreys as Secretary for a two-year term.

- b. Cleaning Services Contract. O'Brien presented the library staff recommendation. It was moved by Humphreys and seconded by Eblen THAT library staff be authorized to sign a 3-year contract with ServiceMaster Clean at a cost of \$5,545.00 per month. Roll call: Ayes: Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
- c. 2017 Illinois Public Library Per Capita Grant Application Requirements. Milavec led the Board in a discussion regarding the impact of the EDGE Assessment on the library. There was also discussion on the library's ability to meet the needs of the community, integrate new technologies, and ways to increase resource sharing. Milavec will move forward with the completion of the 2017 Illinois Per Capita Grant application.
- d. General Leave of Absence Policy. Milavec talked through the proposed changes to the policy (attached). Staff are suggesting three paragraphs be added to the end of Section 3.3.5.2 as clarification on paid versus unpaid leave. The following changes were requested by the Board:
- Paragraph 1, line 4 – fix spacing typo
  - Paragraph 1, line 5 – fix spacing typo
  - Paragraph 3 – information is redundant, remove paragraph
  - Paragraph 4, line 1 – Revise the first sentence to the following, "Failure to return from a leave of absence at the time agreed upon will be regarded as a voluntary resignation, unless otherwise agreed to in writing by the Director."

It was moved by Jaros and seconded by Eblen THAT the proposed additions to library policy 3.3.5.2, including Board changes, be approved. Roll call: Ayes: Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

- e. Intergovernmental Agreement Draft. Milavec presented the second draft of the Intergovernmental Agreement between the library and Village (attached). The following changes were requested by the Board:

- Page 2, first WHEREAS, sentence 1 – remove “s” from “recognizes” and add “s” to “interest”
- Page 2, fifth WHEREAS – change “Park District” to “Library”
- Section 2, sentence 1 – begin sentence with “In 2017,”
- Section 4 – add a period after “ad valorem tax revenues” and remove “but” to end sentence. Begin next sentence with new phrase, “The Library Board, for years beginning in 2017,”
- Section 6, last sentence – rearrange sentence structure to read, “The Library shall reimburse from the collections for the next installment of real estate taxes the amounts disbursed for the Library Fund.”
- Section 9, sentence 2 – After “Unless otherwise terminated,” add in the phrase “by mutual agreement,”

The Board decided that these changes should be submitted to the library’s lawyer and a third draft be submitted for Board review before any vote should occur. Milavec will send all changes to the lawyer tomorrow.

9. **Report of the Library Director.** Milavec presented her written report (attached). Milavec announced that as of yesterday, staff completed the final round of interviews for the Circulation Manager position. The two final candidates each met with the management team, a group of circulation department staff, and ended with the administrative team. All three interview groups agreed on the best candidate for the job. Administration is now in the negotiation phase and is hoping for an early January 2017 start date.

Milavec has begun one-on-one meetings with each staff member and is happy to report that they are going very well. She thanked the Board for moving back the strategic plan timeline, which has been very helpful in allowing her time to complete these staff meetings. The February and March Board meetings will focus on trustee input for the strategic plan. Community focus groups will be held in February, and the specific dates are outlined in the attached written report.

It was noted that library statistics are well on track for the year and are producing amazing results.

10. **Board Member comments and requests for information.**

Humphreys noted that he will not be in attendance at the December meeting.

11. **Adjournment.** President Greene adjourned the meeting at 8:35 p.m.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
NOVEMBER 16, 2016**

**AGENDA ITEM 8D**

**GENERAL LEAVE OF ABSENCE POLICY**

The General Leave of Absence is most commonly used by part time staff who do not qualify for Family Medical Leave Act leave of absence for illness or medical needs. The proposed language clarifies use of paid time off during this type of leave.

Proposed addition to existing policy is **bold**:

3.3.5.2 Leaves of Absence

3) General Leave of Absence

Occasionally, for personal or other reasons, an employee may need to apply for an unpaid general leave of absence when he or she does not qualify for a leave under another of the Library's policies. To qualify for this leave, the employee must have been employed by the Library for one year prior to the request for the leave and have worked at least 600 hours the previous 12 months. Under these circumstances, an employee may qualify for a leave of absence. This leave of absence is typically granted for a maximum of up to 30 calendar days.

The employee must apply in writing for this leave of absence and submit his or her request to the Director. The employee's request should include the reason for the leave, the date on which he or she wishes the leave to begin, the date on which the employee will return to active employment with the Library, and any documentation supporting his or her need for leave. The granting of a leave of absence, and the terms and conditions surrounding the leave of absence, are at the sole discretion of the Library. While the Library will make every effort to reinstate the employee to his or her previous position, there are no guarantees.

The employee must use any accrued paid vacation hours as part of the leave. The balance of the leave time will be unpaid.

Failure to return from a leave of absence at the time agreed upon is normally regarded as a voluntary resignation. Requests for an extension of a general leave of absence should be submitted in writing to the Director prior to the agreed upon return date.

**If the general leave of absence is due to the illness of an employee or an employee's family member, earned sick leave must be used, followed by earned vacation time. The balance of the leave will be unpaid. If the general leave of absence request is not due to illness, all earned vacation time must be used and the balance of the leave will be unpaid.**

**An employee may choose to use advanced sick and vacation time during the general leave of absence. If the employee leaves the library before earning the sick and vacation time advanced, the employee must repay the library for the unearned sick and vacation time.**

**The employee does not earn sick and vacation time during the unpaid part of a general leave of absence.**

**AN INTERGOVERNMENTAL AGREEMENT  
BETWEEN THE VILLAGE OF DOWNERS GROVE AND THE  
BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF DOWNERS GROVE  
IN REGARD TO THE CREATION OF A SPECIAL RESERVE FUND**

This Intergovernmental Agreement (“Agreement”), is entered into this \_\_\_\_ day of \_\_\_\_\_, 2016, by and between the VILLAGE OF DOWNERS GROVE, Illinois, an Illinois Municipal Corporation (hereinafter referred to as the "Village"), and the BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF DOWNERS GROVE, an Illinois Public Library (hereinafter referred to as the "Library Board"). The Village and the Library Board are hereinafter sometimes individually referred to as “Party” and collectively referred to as the “Parties.”

**WITNESSETH**

WHEREAS, the Village is an Illinois municipal corporation operating pursuant to the Illinois Municipal Code; and

WHEREAS, the Downers Grove Public Library (“Library”) is an Illinois public library operating pursuant to the Illinois Local Library Act (75 ILCS 5/1-0.1, *et seq.*); and

WHEREAS, pursuant to 75 ILCS 5/4-10 of the Illinois Local Library Act, the Library Board provides an annual statement of financial requirements of the Downers Grove Public Library for each fiscal year for inclusion in the budget of the Village, and a statement of the amount of money which, in the judgment of the Library Board, will be necessary for the Village to levy in its annual Tax Levy Ordinance, said Levy to be made pursuant to 75 ILCS 5/3-5 and pursuant to the provisions of the Illinois Municipal Code; and

WHEREAS, the Library Board currently has a sufficient Operating Fund balance on deposit for cash flow purposes to meet all of its necessary expenses and liabilities, which cash flow need was created by the prior change of the fiscal year of the Village from May 1 to January 1; and

WHEREAS, the Library Board and the Village Board of Trustees recognizes that it is in the best interest of both Parties and the benefit of the taxpayers residing within the boundaries of the Village of Downers Grove for the Library Board to reduce its Operating Fund balance by transferring a portion of the Operating Fund balance to a Special Reserve Fund to address the Library's capital needs and certain emergency expenditures; and

WHEREAS, the Village Board of Trustees agrees that it will use its General Fund balance to cover any Library temporary cash flow deficit and to eliminate any negative balances or shortages in the Library's Operating Fund; and

WHEREAS, the Village and the Library Board have determined and find that it is in the overall best interests of the Village, the Library Board, their residents, taxpayers and the public, to facilitate this Agreement regarding the Library Board's annual tax levy needs and its Operating Fund; and

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, authorize units of local government to contract or otherwise associate among themselves to obtain or share services, and to exercise, combine or transfer any power or function, in any manner not prohibited by law; and

WHEREAS, the Village and the Park District are public agencies as that term is defined in the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and

WHEREAS, the Library Board and the Village are authorized to enter into this Agreement pursuant to the intergovernmental cooperation powers provided by Section 10(a) of Article VII of the Constitution of the State of Illinois of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and

NOW, THEREFORE, in consideration of the foregoing, and the mutual covenants and agreements contained herein, the Village and the Library Board agree as follows:

SECTION 1: The Library Board agrees to establish a Special Reserve Fund for use for any or all of the purposes authorized by 75 ILCS 5/5-8 or for emergency expenditures for the repair of the Library District's existing buildings or equipment.

SECTION 2: The Library Board agrees to direct that One Million Four Hundred Thousand Dollars (\$1,400,000.00) of the unexpended balances of the Library's Operating Fund be transferred to the Special Reserve Fund thereby lowering its Operating Fund balance by that amount.

SECTION 3: The Library Board shall, within two (2) years from the effective date of the Ordinance and/or Resolution establishing the Special Reserve Fund, develop a plan as described in 75 ILCS 5/5-8 to guide the expenditure of monies held in the Special Reserve Fund.

SECTION 4: The Library Board shall levy in 2017, in a manner that eliminates the need to adopt a levy that contributes to the Special Reserve Fund from the proceeds annually received from 2017 ad valorem tax revenues but will continue to levy to meet its other operating expenses.

SECTION 5: The Library Board may keep in the Library's Operating Fund operating cash balance year to year for emergency purposes, as provided in the Library's Finance Policy.

SECTION 6: Upon any shortage or cash flow deficits in the Library's Operating Fund, the Village shall disburse the amount from its General Fund balance to meet all of the Library's expenses and liabilities approved by the Downers Grove Public Library Board of Trustees and the payroll as approved by Library administration. The disbursement shall be made to the Library Board's Treasurer in a timely manner and without interest. The Library shall reimburse the amounts disbursed from the collections for the next installment of real estate taxes for the Library Fund.

SECTION 7: This Agreement shall be executed simultaneously in two (2) counterparts, each of which shall be deemed an original, but both of which shall constitute one and the same Agreement.

SECTION 8: This Agreement contains the entire understanding between the Parties and supersedes any prior understanding or written or oral agreements between them respecting the subject matter herein. There are no representations, agreements, arrangements or understandings, oral or written, between and among the Parties hereto relating to the subject matter of this Agreement which are not fully expressed herein.

SECTION 9: This Agreement shall be effective as of the date it is executed by authorized officials of Village and the Library Board, as approved by the corporate authorities of the Parties. Unless otherwise terminated, this Agreement shall remain in effect perpetually until either Party notifies the other Party in writing that this Agreement shall be terminated on a date not less than two full tax years after the effective date of the service of the notice to terminate this Agreement.

IN WITNESS WHEREOF, each Party, pursuant to authority granted by the adoption of a Resolution by its governing Board, has caused this Agreement to be executed by its President and attested by its Clerk or Secretary.

VILLAGE OF DOWNERS GROVE

BOARD OF LIBRARY TRUSTEES OF THE  
VILLAGE OF DOWNERS GROVE

By: \_\_\_\_\_  
Village President

By: \_\_\_\_\_  
President

ATTEST:

ATTEST:

BY: \_\_\_\_\_  
Village Clerk

BY: \_\_\_\_\_  
Secretary

DATED: \_\_\_\_\_

DATED: \_\_\_\_\_

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
NOVEMBER 16, 2016**

**AGENDA ITEM 9**

**REPORT OF THE DIRECTOR**

a. Strategic Planning timeline

The updated Strategic Planning timeline provides for Trustee input in February and March of 2017, with final plan approval in June or July, depending on the number of drafts needed prior to Board approval. The Strategic Plan Outreach Committee of staff will begin key stakeholder interviews in January. Staff input will be the focus of In-Service Day on January 20. Community focus groups are scheduled for:

- Thursday, February 9, 7:00 p.m.
- Saturday, February 11, 10:00 a.m.
- Tuesday, February 21, 7:00 p.m.
- Thursday, February 23, 10:00 a.m.
- Friday, February 24, 2:00 p.m.
- Sunday, February 26, 2:00 p.m.

This will allow the management team to draft the final plan, including actions and metrics, in March, April and May, prior to Summer Reading. Overall, the shift is a positive one for the process timing.  
See attached.

b. One-on-one meetings with staff

I met with all management team and Administration staff individually and attended departmental staff meetings of each department. I have begun my final push to meet individually with each Library staff member with whom I have not yet met. In each meeting, I'd like to learn a little bit about each staff member and their background, what they do at the Library, what they like about their job and if there anything they would change if they could.

c. My first 90 days

It's hard to believe it's just over 90 days since I started at Downers Grove Library! Every day, I am discovering more about our community, our fabulous staff and the good work that they do. Since I arrived, I have completed the budget process with the Board, oriented a new Trustee, hired an IT Manager, presented at the Super Retreat, created and started a process for Strategic Planning and will likely have a job offer pending for Circulation Manager by Board meeting day. I am getting to know my fellow administrators in the other government entities, which will foster stronger partnerships in the future. I'm getting involved with Chamber630 and the Downtown Business Association. I'll be attending my first Rotary meeting just before the Board meeting. It's been a whirlwind start, but a good one. Trustee feedback is appreciated any time!

d. Recent media coverage

See attached.

# Library celebrates 125 years



Families in the community visit the Downers Grove Public Library on Oct. 16 for its 125th birthday party. Cake, games and more helped celebrate the century and a quarter of service and books. For more on the celebrations, read previous coverage at [mysuburbanlife.com/downersgrove](http://mysuburbanlife.com/downersgrove).

Photo provided

**DOWNERS GROVE LIQUOR COMMISSION  
VILLAGE HALL COUNCIL CHAMBERS  
801 BURLINGTON AVENUE**

Thursday, December 1, 2016

**I. CALL TO ORDER**

Chairman Strelau called the December 1, 2016 Liquor Commission meeting to order at 6:30 p.m.

**II. ROLL CALL**

**PRESENT:** Mr. Clary, Mr. Jacobson, Ms. King, Ms. Pietrucha, Chairman Strelau

**ABSENT:** Mr. Austin, Mr. Krusenoski

**STAFF:** Liaison to the Liquor Commission Carol Kuchynka, Assistant Village Attorney Dawn Didier

**OTHERS:** Robert Anderson, Theodora Maldonado, Kirk Mauriello, Susanne Nagel, Lisa Sahagun, Gerardo Sahagun, Alfredo Sahagun, Court Reporter

**III. APPROVAL OF MINUTES**

Chairman Strelau asked for approval of the minutes for the September 1, 2016 Liquor Commission meeting and asked members if there were any corrections, changes or additions.

Hearing no changes, corrections or additions, the September 1, 2016 minutes of the Liquor Commission meeting were approved as written.

Chairman Strelau reminded those present that this evening's meeting was being recorded on Village-owned equipment. Staff was present to keep minutes for the record and a court reporter was present taking the minutes verbatim.

**IV. APPLICATION FOR LIQUOR LICENSE**

Chairman Strelau made the following statements:

"The first order of business is to conduct a public hearing for liquor license applications. For the benefit of all present, I would like to state that this Commission does not determine the granting or denial of the issuance of any license. We may at the end of each hearing, make a finding or recommendation with respect to the application. If necessary, the Commission may adjourn a hearing to a later date in order to have benefit of further information."

"At the conclusion of the hearing, the Commission will summarize its findings and determine any recommendations it wishes to make to the Liquor Commissioner."

"The Liquor Commissioner, who is the Mayor of Downers Grove, will, pursuant to Section 3-12 of the Ordinance, render decisions regarding issuance of available liquor licenses within 60 days."

"Hearings by this Commission are held according to the following format: 1) reading of information pertinent to the application, 2) comments from the applicant, 3) comments from the public, 4) discussion by the Commission, and 5) motion and finding by the Commission."

*Chipotle Mexican Grill - 1203 Ogden*

Chairman Strelau stated that the next order of business was an application hearing for Chipotle Mexican Grill, Inc. d/b/a Chipotle Mexican Grill located at 1203 Ogden Avenue. She stated that the applicant was seeking a Class "R-1", full alcohol, on-premise consumption liquor license.

Chairman Strelau asked that any individual(s) representing the applicant step forward and be seated. She asked that any individual(s) giving testimony, state and spell their name for the record, indicate their affiliation with the establishment and be sworn in by the court reporter.

Ms. Theodora Maldonado was sworn in by the court reporter. Ms. Maldonado introduced herself as the general manager and liquor manager for Chipotle. Mr. Robert Anderson stated he was the attorney representing the applicant.

Chairman Strelau asked the applicant to present its case.

Attorney Anderson stated that all Chipotle restaurants are corporate owned and publically traded on the New York Stock Exchange. He stated that they began operating in 1998 with their first restaurant in Illinois beginning in 2000. He stated that they operate 1,900 locations throughout the United States and noted that there are 119 in Illinois currently operating with liquor licenses.

Attorney Anderson stated that there is both a corporate liquor handling manual and a Dowers Grove supplemental manual for this location. He stated that all employees who ring up and handle liquor will be 21 years of age or older and will be BASSET certified. He noted that a contingency for the license was to provide the employee certifications. He stated that employees were trained on November 29<sup>th</sup> and that he would forward those certifications to staff.

Attorney Anderson stated that it is Chipotle policy to card everyone. He added that they will not accept the vertical license.

Ms. Maldonado stated that customers will order drinks at the cashier. She stated that the cashier will prompt the date of birth/year in which a customer has to be to purchase liquor and the cashier will check the patron's identification. She stated that they will only be serving beer and margaritas which are made to order. Attorney Anderson stated that margaritas are single serve only and not available in pitchers.

Ms. King stated that their disciplinary history was included in the packet and noted that 50% of the violations listed were for signage violations. She asked them to elaborate on their corporate training.

Attorney Anderson stated that all employees are trained with the corporate and local manuals upon hire and required to take the BASSET training course. He noted that although only employees who are 21 and over will be allowed to serve, they will require BASSET training for all employees so that underage staff will know how to recognize signs of intoxication and report any problems with customers to the management.

Attorney Anderson elaborated on the sale to minor violations. He stated that when a violation occurs, the entire store is retrained and must go through the BASSET certification again. He stated that disciplinary action for the employee will range from written warnings to termination, depending on the nature of the event.

Attorney Anderson advised the two violations at the Champaign location were issues with the employees and they were immediately terminated.

Ms. Maldonado stated that they will hold internal refresher meetings. She stated they have daily "chip talks" and will be sure to stress the importance of proper liquor service.

Ms. Maldonado stated that all retail liquor storage is behind the counter where they will regularly monitor stock. She noted the area has a camera directed at the area for observation. She stated that this location is small and they do not have space for a liquor cage.

Ms. King noted that the location was close to the high school and a middle school. She encouraged them to pay attention when dealing with underage patrons who may frequent the location.

Mr. Clary mentioned the number of violations at multiple locations. He asked at what point are customers carded. Ms. Maldonado replied they will be carded when they order. She noted that it is their policy to card everyone.

Mr. Clary asked Ms. Maldonado about her liquor handling experience. Ms. Maldonado replied that she had liquor handling experience at the DeKalb location where she also served as manager. Mr. Clary asked if there were any violations there. Ms. Maldonado replied not at her location.

Mr. Clary asked what type of margaritas will be served. Ms. Maldonado replied Patron. She noted some stores also serve Sausa tequila.

Ms. Pietrucha had no questions.

Mr. Jacobson referred to the nineteen page list of disciplinary violations. Attorney Anderson replied there was a three page list of violations. Ms. Kuchynka clarified that the nineteen page document was a list of all of the liquor licenses issued by the IL Liquor Control Commission in the State of Illinois. Mr. Jacobson apologized for the confusion.

Mr. Jacobson noted that there was no point of entry for the date of birth in the register and just a yes/no prompt for the cashier which they could override. Attorney Anderson stated that patrons will be refused liquor service if they cannot provide identification. He stated that employees are trained to ask for identification at the point of sale.

Mr. Jacobson asked if the margaritas are pre-made. Ms. Maldonado replied that they are made to order. Mr. Jacobson asked how the liquor is regulated. Ms. Maldonado replied that there is a shaker which has the measures printed on it. Mr. Jacobson asked if they audit the number of drinks they sell. Ms. Maldonado replied she was unsure.

Chairman Strelau asked how many employees were under 21. Ms. Maldonado replied 3-4.

Chairman Strelau asked how many employees are on shift at any given time. Ms. Maldonado replied that they have 8-9 on shift in the morning and 5-6 during the evenings. Chairman Strelau asked if there will always be someone over 21 in the restaurant to ring up sales. Ms. Maldonado replied yes. She stated that all managers are over 21.

Chairman Strelau asked Ms. Maldonado about the cash register system. Ms. Maldonado replied that when a liquor item is ordered, the register screen prompts a message with the date of birth a patron needs to be to be served liquor, staff is required to ask for identification, then proceed to hit the yes/no button to

finalize the sale. She stated that if they are not 21 or cannot provide identification, the item is voided. Chairman Strelau asked if staff is required to key the date of birth into the register. Ms. Maldonado replied no. Chairman Strelau noted that the point of sale system is a little loose and leaves them susceptible to potential violations.

Chairman Strelau asked how many of the 119 stores in IL were involved in violations on their history sheet. Attorney Anderson replied 24. Chairman Strelau noted that 25% of their stores had violations. She stated that most of them were violations for not having signage posted. Attorney Anderson noted that these were oversights in that the renewed licenses were not posted in a timely manner.

Chairman Strelau noted that the Commission has never seen such a comprehensive list of violations and she was astounded at the number of them, especially for signage. She stated that posting the license in essence is an easy task and it seemed that the value of having a liquor license was lacking. She stated that corporate sets the tone and tenor for the establishment and their record reflects a lack of concern for the most basic license requirements. She stated that the location was close to two schools and was concerned and noted that their record reflects very poorly on the corporation. She advised them they will be regularly tested. She noted that Downers Grove is not forgiving when there are violations. She questioned if any \$250 fine that they received could be taken seriously. She encouraged them to follow the rules and stress the importance of all aspects of liquor service.

Chairman Strelau asked staff for recommendations or comments pertinent to this application. Ms. Kuchynka replied that issuance of the license is contingent upon receipt of satisfactory background checks, Certificate of Occupancy and employee certifications.

Chairman Strelau asked for comments from the public. There were none.

Hearing the testimony given in this case, Chairman Strelau asked for a recommendation from the Commission concerning its finding of "qualified" or "not qualified" with respect to the applicant with regard to their Class "R-1" liquor license application.

**MS. KING MOVED TO FIND CHIPOTLE MEXICAN GRILL, INC. D/B/A CHIPOTLE MEXICAN GRILL LOCATED AT 1203 OGDEN AVENUE QUALIFIED FOR A CLASS "R-1", FULL ALCOHOL, ON-PREMISE CONSUMPTION LIQUOR LICENSE. MR. CLARY SECONDED.**

**VOTE:**           **Aye:**           Ms. King, Mr. Clary, Ms. Pietrucha

**Nay:**           Mr. Jacobson, Chairman Strelau

**Abstain:**       None

**MOTION CARRIED: 3:2:0**

Motion carried.

*Honey Jam Café - 1300 Oak Grove Road*

Chairman Strelau stated that the next order of business was an application hearing for Honey Jam Café, LLC d/b/a Honey Jam Café located at 1300 Oak Grove Road. She stated that the applicant was seeking a Class "R-2", beer and wine only, on-premise consumption liquor license.

Chairman Strelau asked that any individual(s) representing the applicant step forward and be seated. She asked that any individual(s) giving testimony, state and spell their name for the record, indicate their affiliation with the establishment and be sworn in by the court reporter.

Mr. Kirk Mauriello and Ms. Susanne Nagel were sworn in by the court reporter. Mr. Mauriello introduced himself as the Chief Operating Officer for Honey Jam. Ms. Nagel introduced herself as the general manager and liquor manager for Honey Jam.

Chairman Strelau asked the applicant to present its case.

Mr. Mauriello stated that Honey Jam opened in 2010 by the Portillo Restaurant Group. He stated that Portillo's sold to the investment group HJC of Downers Grove in 2014 and most recently acquired in September of 2016 by Honey Jam Café, LLC. He stated that they operate Honey Jam Cafés in Bolingbrook and Downers Grove. He added that the Batavia location has since closed.

Mr. Mauriello stated that they are open only for breakfast and lunch from 6:30 AM to 2:30 PM daily. He stated that they are seeking a beer and wine license based upon many customer requests.

Mr. Jacobson noted that he liked the restaurant and noted that it was regularly busy. He stated that the application materials were in order. He noted that they are not open late and that it was not likely to be a drinking establishment.

Ms. Pietrucha noted that they open and close early. She asked what the benefit would be to serve beer and wine during these short hours. Mr. Mauriello replied that they get many requests on the weekend if they serve mimosas with breakfast. He noted that they were not out to make money serving liquor, but to enhance the dining experience and offer it to satisfy consumers.

Ms. Pietrucha asked what their hours of operation were on the weekends. Mr. Mauriello replied between 7 AM to 2:30 PM, Saturday and Sunday.

Mr. Clary asked staff what the earliest establishments may serve. Ms. Kuchynka replied 8 AM Monday through Saturday and 9 AM on Sundays.

Ms. Kuchynka stated that she discussed this matter with the applicant and asked Mr. Mauriello to elaborate on the point of sale system (POS). Mr. Mauriello stated that they will be putting in new POS systems by the end of the month. He stated that they can attach a code to liquor items which can be "locked" and will prohibit staff from ringing up alcoholic items during those hours that liquor sales are not allowed and will be on a timer. He stated that they will also set up a system to lock down the liquor storage area. He stated that they are looking into a timing system or where only the manager may unlock the storage area with a key.

Ms. King liked their liquor handling manual and was pleased that they provided a list of employees who could and could not serve liquor. She liked that they included information on the Village's DUI Notification Program and that they make their employees aware of the Village's Compliance Testing and included the fines and fees if there is a violation. Mr. Mauriello replied that they have a zero tolerance

policy concerning violations and noted that employees involved in any liquor violation will be immediately terminated. He stated that they put a lot of time and effort into the manual. Ms. King replied that was indicative of the materials.

Chairman Strelau agreed that their manual was excellent. She was pleased with the list of employees as it helps the Commission understand how many are able to serve in their establishment and the likelihood that the establishment is properly staffed to handle the liquor license.

Mr. Mauriello stated that they pay to have their employees obtain the BASSET training. He stated that they use Our Serving which is a company they use and have control over the training and are able to easily retain and/or retrieve electronic copies of their certificates at all times.

Chairman Strelau asked Ms. Nagel about her liquor handling experience. Ms. Nagel replied that she had worked for Portillo's for 20 years. She stated that most of her experience came from the Key Wester which was a 600 seat restaurant with full liquor service in Naperville. She stated that she is BASSET certified. She stated that she has worked for Honey Jam for the past seven years. She stated that she was a server, server/trainer and an assistant manager.

Chairman Strelau stated that they will need to be mindful of the starting times for serving liquor, especially Sunday. She stated that years ago serving time on Sunday started at noon. Mr. Mauriello noted that was one of their concerns before they applied to Downers Grove, as some other municipalities are still noon. He stated that they were pleased that the hours start at 9 AM.

Chairman Strelau asked staff for recommendations or comments pertinent to this application. Ms. Kuchynka replied that issuance of the license is contingent upon receipt of satisfactory background checks and employee certifications.

Chairman Strelau asked for comments from the public. There were none.

Hearing the testimony given in this case, Chairman Strelau asked for a recommendation from the Commission concerning its finding of "qualified" or "not qualified" with respect to the applicant with regard to their Class "R-2" liquor license application.

**MR. JACOBSON MOVED TO FIND HONEY JAM CAFÉ, LLC D/B/A HONEY JAM CAFÉ LOCATED AT 3000 OAK GROVE ROAD QUALIFIED FOR A CLASS "R-2", BEER AND WINE ONLY, ON-PREMISE CONSUMPTION LIQUOR LICENSE. MS. KING SECONDED.**

<b>VOTE:</b>	<b>Aye:</b>	Mr. Jacobson, Ms. King, Mr. Clary, Ms. Pietrucha, Chairman Strelau
	<b>Nay:</b>	None
	<b>Abstain:</b>	None

**MOTION CARRIED: 5:0:0**

Motion carried.

**Trio Restaurant & Banquets - 980 W. 75th Street**

Chairman Strelau stated that the next order of business was an application hearing for Jamay, Inc. d/b/a Trio Restaurant and Banquets located at 980 W. 75th Street. She stated that the applicant was seeking a Class "R-1", full alcohol, on-premise consumption liquor license.

Chairman Strelau asked that any individual(s) representing the applicant step forward and be seated. She asked that any individual(s) giving testimony, state and spell their name for the record, indicate their affiliation with the establishment and be sworn in by the court reporter.

Ms. Lisa Sahagun was sworn in by the court reporter. Ms. Sahagun introduced herself as the liquor manager for Trio Restaurant and Banquets.

Chairman Strelau asked the applicant to present its case.

Ms. Sahagun stated that Trio Restaurant will be taking over the former Bohemian Garden Restaurant location. She stated that they will be open from 7 AM to 9 PM Sunday through Thursday and until 10 PM on Friday and Saturday. She stated that the restaurant seats 135 and that they have separate and large banquet rooms that seat 35 and 100, respectively. She stated that they were seeking a full liquor license.

Mr. Jacobson stated that the application packet looked good and he liked the fact that they will not accept the vertical id's. He stated that he was pleased that they notified employees that they would be terminated if they were to violate their policy.

Mr. Jacobson noted that they mentioned Happy Hour provisions. He asked staff to confirm that the Downers Grove law concerning Happy Hours has changed. Ms. Kuchynka replied yes. She stated that licensees will need to follow State regulations and guidelines.

Ms. Pietrucha had no questions.

Mr. Clary asked if Trio was a franchised operation. Ms. Sahagun replied no and stated it was privately owned and that there were no other locations.

Mr. Clary stated that the manual looked great. He advised that violations are a serious issue and asked that they be mindful of serving properly. Ms. Sahagun stated that she included an acknowledgment that employees are required to sign and notify them that they will be terminated if they violate their liquor policies.

Ms. King noted that the establishment will cater to banquets and asked how they plan to monitor those events and deal with those in attendance who may not be of age. Ms. Sahagun stated that all employees will be BASSET trained upon hire. She stated that there will be a manager on duty during all hours that alcohol is served. She stated that employees will be instructed to monitor patrons and be mindful of underage drinking. She stated she did not anticipate problems with proper training and management on staff during the banquets.

Chairman Strelau asked Ms. Sahagun about her liquor handling experience. Ms. Sahagun replied she did not have liquor handling experience. Ms. Sahagun stated that Ms. Kuchynka offered to conduct an on-site training seminar once employees are hired. Ms. Kuchynka confirmed. Ms. Sahagun stated that she has taken Ms. Kuchynka's advice and guidance and noted she was extremely helpful.

Ms. Kuchynka asked Ms. Sahagun to confirm that they will be hiring a professional bartender. Ms. Sahagun replied yes.

Chairman Strelau asked how many servers would be serving alcohol. Ms. Sahagun replied that she would like all of her servers to be of age, but expected about two-thirds of them will be over 21. She planned to have 6 servers on the floor during the week and 7-8 servers on the floor over the weekend.

Ms. Kuchynka noted that the applicant has operated a restaurant in the past and while they do not have liquor handling experience, they have a number of years of experience in the restaurant field. Ms. Sahagun noted that she and her husband operated a similar restaurant without a liquor license in DesPlaines for the past 9 years. She stated that they have relocated in order to be closer to home.

Chairman Strelau noted that the manual is only as good as how much emphasis the management places on it and noted that those who treat liquor service in a casual manner tend to have problems. She stated that management needs to impress upon its employees to card and be cautious when serving and always be vigilant as they will be tested.

Chairman Strelau asked staff for recommendations or comments pertinent to this application. Ms. Kuchynka replied that issuance of the license is contingent upon receipt of satisfactory background checks, the annual fee, Certificate of Occupancy and employee certifications.

Chairman Strelau asked for comments from the public. There were none.

Hearing the testimony given in this case, Chairman Strelau asked for a recommendation from the Commission concerning its finding of "qualified" or "not qualified" with respect to the applicant with regard to their Class "R-1" liquor license application.

**MR. JACOBSON MOVED TO FIND JAMAY, INC. D/B/A TRIO RESTAURANT AND BANQUETS LOCATED AT 980 W. 75<sup>TH</sup> STREET QUALIFIED FOR A CLASS "R-1", FULL ALCOHOL, ON-PREMISE CONSUMPTION LIQUOR LICENSE. MR. CLARY SECONDED.**

**VOTE:**       **Aye:**           Mr. Jacobson, Mr. Clary, Ms. King, Ms. Pietrucha, Chairman Strelau

**Nay:**           None

**Abstain:**       None

**MOTION CARRIED: 5:0:0**

Motion carried.

## **VI. OLD BUSINESS**

Chairman Strelau asked if there was any discussion, update from staff or comments from the Commission regarding any old business.

Ms. Kuchynka welcomed Ms. Pietrucha to the Liquor Commission.

Ms. Kuchynka noted that month end reports were sent via email, as the Commission had not met in a number of months.

Ms. Kuchynka advised the licensees were advised of the adoption of the Happy Hour regulations in the August, 2016 Liquor Newsletter and noted that document was in the Commission's month end report for September.

#### **VII. NEW BUSINESS**

Chairman Strelau asked if there was any discussion, update from staff or comments from the Commission regarding any new business.

Ms. Kuchynka stated that she anticipated meeting for January 5, 2017. Mr. Clary asked if it was just to hear and application. Ms. Kuchynka stated yes. She noted that the control buys will not begin until after the 1<sup>st</sup> of the year, as there has been a staff change at the Police Department level and that the agents will be on break for the holidays.

#### **VIII. COMMENTS FROM THE PUBLIC**

There were none.

#### **IX. ADJOURNMENT**

Concluding business for the evening, Chairman Strelau called for a motion to adjourn.

Mr. Clary moved to adjourn the December 1, 2016 meeting. The meeting was adjourned by acclamation at 7:15 p.m.

