

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
MARCH 22, 2017, 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 Ed Earl, Trustee Susan Eblen, Trustee Jonathan Graber, Trustee Art Jaros, President Wendee Greene.

Also present: Director Julie Milavec, Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, Public Relations Manager Melissa Fischer, Friends of the Library President Joann Hansen, Downers Grove Library Foundation Board President Genene Murphy, Emily Teising, Tom Sleeter, and Mary Blanchard. Trustee Humphreys arrived at 7:32.

3. **Welcome to visitors.** President Greene welcomed the visitors and thanked them for their interest in the work of the Library.
4. **Approval of Minutes.**
  - a. February 22, 2017 Regular Monthly Meeting. It was moved by Jaros and seconded by Eblen THAT the Minutes of the February 22, 2017 monthly meeting be approved as corrected. Motion passed by voice vote.
  - b. February 22, 2017 Committee of the Whole Meeting. It was moved by Jaros and seconded by Eblen THAT the Minutes of the February 22, 2017 Committee of the Whole Meeting be approved with the addition. Motion passed by voice vote.

**5. Financial Matters**

- a. February 2017 Financial Report. Milavec presented the financial report.
  - b. March 2017 Invoices. It was moved by Humphreys and seconded by Graber THAT the payment of March 2017 invoices totaling \$89,885.93, and the acceptance of the March 2017 credit memos totaling \$33.57 be approved, and the ratification of the February 2017 payrolls totaling \$214,718.32 be approved. Roll call: Ayes: Earl, 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. Unfinished Business

There was none.

## 9. New Business

- a. Resolution 2017-1 Establishing a Special Reserve Fund  
The trustees asked for changes to be made before they voted on the resolution.
- b. Revision of Financial Policy, Section 1.7.5 Financial Reserves.  
Changes to the draft were discussed, and the board decided that additional discussion will take place at a future board meeting.
- c. Revision of Circulation Policy, Section 6.1, Registration. It was moved by Eblen and seconded by Graber THAT Circulation Policy, Section 6.1, Registration be amended by striking the second sentence. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
- d. Mural Project Proposal from Downers Grove Library Foundation. It was moved by Humphreys and seconded by Earl THAT the Downers Grove Library Board of Trustees accept the mural from the Downers Grove Library Foundation and authorize the board president to sign a three-way agreement. Motion passed by voice vote.
- e. Bibliotheca Annual Support and Maintenance Invoice. It was moved by Jaros and seconded by Eblen THAT the Bibliotheca Annual Support and Maintenance renewal as presented in the amount of \$32,825.93 be approved. Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

## 10. Report of the Director (attached). Milavec presented the report.

After discussion, it was decided that the Library Board of Trustees would be willing to meet at 7:45 p.m., so the Library Foundation Board may meet the same evening.

The library is going to experiment with unlocking the security cases. We will check the loss rate in a couple of months.

In 2019, our SWAN fees will go back up. We have been receiving a three-year 13% reduction in fees.

There are potential state/federal budget impacts. There is a possible property tax freeze, and the elimination of the Institute of Museums and Libraries will affect the per capita grant.

The staff is exploring the option of offering shelter residents a temporary, one-year card modeled after a pilot program at the Aurora Public Library. Cardholders would have access to electronic collections and the computers, and they would be able to check out two items, excluding equipment. First Congregational Church would serve as the local address.

**11. Trustee comments and requests for information.**

Humphreys: The potential elimination of the Institute of Museum and Libraries will impact libraries in a more precarious situation than Downers Grove.

He is thrilled with the idea of issuing a limited library card to shelter residents.

On Sunday, he attended the Downers Grove Music Club piano festival and competition, and the club emphasized the partnership with the library.

**12. Adjournment.** President Greene adjourned the meeting at 8:47 p.m.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MARCH 22, 2017**

**AGENDA ITEM 10**

**LIBRARY DIRECTOR'S REPORT**

a. SWAN Update

The SWAN Fees Committee continues to work on the new fee structure for FY2019 and beyond. In 2015, the organization approved a 13% fee reduction and fees held flat for 3 years (FY2016-FY2018). This plan deliberately spent down the excess operating reserves accumulated for the integrated library system software migration completed in FY2016. Over the 3 years of the reduced, flat fee, Downers Grove Public Library will save a total of \$20,003.00. Components of the former fee structure do not apply under the new software vendor and contract. For example, number of "ports" or connections to the staff side of the system were formerly a billable contract amount. With the new vendor and contract, staff side connections are unlimited. With a membership of 97 libraries by FY2019, finding a fee structure that works for every library is challenging. However, an increase of 13%, the amount by which the current fees were reduced, is likely. Because FY2019 begins July 1, 2018, this will affect Downers Grove's FY2018 budget.

b. Security Cases for DVDs and CDs

In response to the frequent and numerous patron complaints about forgetting to unlock DVD and CD cases when checking them out at the self-check units, we are experimenting with unlocked cases. Locked cases and a security system were used to deter theft of DVDs and CDs. However, cost of the cases and maintenance of the system continues to rise. The approximately \$5,000 in annual cost savings could be used to replace stolen items while eliminating the #1 patron complaint received by Circulation staff. Cases are now unlocked. After 6-8 weeks, staff will inventory to determine the loss rate. The management team will determine at that time to cease use of the security cases or return to locking them.

c. Intergovernmental Agreement with the Village of Downers Grove

The Intergovernmental Agreement with the Village of Downers Grove was approved and signed hard copy received by the Library.

d. Potential State and Federal Budget Impacts

The proposal to eliminate the Institute for Museum and Library Services (IMLS) at the federal level would impact the Downers Grove Public Library's budget. All federal grants for libraries are through IMLS, funneled through each state library. The Library Services and Technology Act (LSTA) grants are the primary program for these grants. LSTA funds are currently used by the Illinois State Library to offset the deficit state funding of the Illinois Public Library Per Capita Grant program. In 2016, the statutory amount of \$1.25 per capita was reduced to \$0.75 with the LSTA funding, just under 1% of total

Library revenue in 2016. The State of Illinois proposal to freeze property taxes potentially affects the Library more than any other unit of local government. Illinois public libraries are primarily property tax funded. Property taxes comprised 93% of the Library's total revenue in 2016.

- e. Recent media coverage  
See attached.



The Downers Grove Public Library's AV and computer help desk, located on the second floor of the library, is one of the recent updates the library has undergone to stay in touch with the needs of area residents.

Shaw Media file photo

## Library's needs assessment wraps up

By **DIANE MOCA**

editorial@mysuburbanlife.com

**DOWNERS GROVE** – After concluding six public meetings designed to assess the most pressing needs in the village, the Downers Grove Public Library is collecting resident feedback online for one final weekend before analyzing the comments to create a strategic plan for the library's next three years.

"We're not talking about revamping core services; we're looking at how to focus those," Library Director Julie Milavec said. "We're looking to react to what's going on in the community and world. It's hard to look beyond three years because things are changing so fast."

For the past month, library staff have met with residents, nonprofit groups, village departments and the library board, as well as collected responses from the ongoing online survey at [www.dglibrary.org/plan](http://www.dglibrary.org/plan), which asks people to share their "vision for Downers Grove" and their ideas "that might make a difference."

"If the needs of our community are evolving and we ignore it or are unaware of it, we cease to be valuable

to them," board President Wendee Greene said. "It's about maintaining relevance. Since we are accountable to members of the community, and they pay, it's important for them to have a voice."

The sessions were designed to focus on the village as a whole, rather than the library itself, because Milavec said that will elicit a wider array of responses.

"We can identify where are the needs, where are the gaps. It's up to library staff to figure out how the library can fit in," Milavec said. "We look for overarching themes, not just direct services, things we can do like partnership or referral. Those are roles the library can take on to get into our community."

She said common issues discussed at the focus groups included downtown residential development, downtown parking, opportunities for civic engagements, community dialogue and arts and culture.

"The needs of our patrons are constantly changing," Greene said. "Ten to 15 years ago we wouldn't have had a need for digital content. Now it's such a part of our lives. We would have done a disservice if we had not looked for

ways to serve those needs."

Milavec said the library's renovation in 2014 resulted from community feedback and included study rooms, a teen area and a media lab with photography, filmmaking and audio recording programs.

"We don't have a resistance to change, which is present in so many institutions that serve the public good," Greene said.

She said the board's initial brainstorming workshop focused on values and identified literacy and learning, accessibility, and fiscal responsibility and accountability as priorities.

Milavec said library staff will spend another month identifying the needs of organizations and businesses before summarizing and categorizing all the information collected. She expects to put together a draft plan in the spring and work with the board on approval of a final plan this summer.

"This library has a long history of being a loved community resource," Milavec said. "In 2016, our 125th anniversary year, we had a record number of checkouts – over 1 million. This strategic planning process will ensure we remain focused on that excellence and providing the services patrons love."

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE  
MARCH 22, 2017, 8:52 P.M.  
LIBRARY MEETING ROOM**

1. **Call to order.** President Greene called the meeting to order at 8:52 p.m.
2. **Roll call. Members present:** Trustee Ed Earl, Trustee Susan Eblen, Trustee Jonathan Graber, Trustee David Humphreys, Trustee Art Jaros, President Wendee Greene.

Also present: Director Julie Milavec, Assistant Director for Support Services Sue O'Brien, and Assistant Director for Public Services Bonnie Reid.

3. **Public Comment.** President Greene invited public comment. There was none.
4. **Workshop.**  
Milavec led the Board through a discussion of strategy statements. The board decided they would vote, via email, on their top three choices for style preferences from the statements provided.
5. **Adjournment.** President Greene adjourned the meeting at 9:12 p.m.



VILLAGE OF DOWNERS GROVE  
 Stormwater and Flood Plain Oversight Committee Meeting  
 December 8, 2016, 7:00 p.m.

Downers Grove Public Works Facility  
 5101 Walnut Avenue, Downers Grove, Illinois

**I. CALL to ORDER**

Chair Gorman called the meeting to order at 7:02 p.m. A roll call followed, and a quorum was established.

**II. ROLL CALL**

Members Present: Chair Gorman, Mr. Crilly, Mr. Ruyle, Mr. Wicklander

Members Absent: Mr. Scacco, Mr. Civito, Mr. Schoenberg

Staff Present: Julie Lomax, Stormwater Administrator  
 Kerry Behr, Stormwater Administrator

Public Present: none

**III. APPROVAL of July 20, 2016 Minutes**

Mr. Ruyle made a motion, seconded by Mr. Crilly, to approve the August 11, 2016, minutes.  
**Motion carried by a voice vote 4-0.**

**IV. PUBLIC COMMENTS**

None

**V. NEW BUSINESS**

None

**VI. STAFF REPORT**

- Stormwater Utility Referendum – Staff gave an overview of the recent Stormwater Utility (SWU) Referendum. Leading up to the referendum Village staff prepared short video clips and used various social media outlets to educate the residents on the SWU fee and the difference between charging residents with the SWU versus the tax bill. Chair Gorman commented that most people who voted in the election voted on the referendum (instead of leaving it blank), which would indicate most people understood the issue. Mr. Ruyle complemented the Village on the education and outreach. The videos and other information were very well done and he heard many conversations, especially about the posts on nextdoor.com.

- East Branch DuPage River / St. Joseph Creek Watershed Study – Staff gave a brief overview of the watershed study completed by the County for the East Branch of the DuPage River, and its tributaries, which includes St. Joseph Creek. The watershed study identifies causes of impairment and sources of pollution, as well as identifying projects to improve the river and its tributaries. In the study, St. Joseph Creek is listed as impaired. This reinforces the Village’s need to improve St. Joseph Creek and also provides grant funding opportunities.
- Review of 2016 Stormwater Projects – Staff reviewed the stormwater-related projects from 2016. Attached is a copy of the presentation. Mr. Ruyle suggested the Village obtain statements from some of the homeowners along the Lacey Creek Stabilization project. Mr. Ruyle suggested we provide a cost comparison of the permeable sidewalk squares and typical sidewalk construction. Staff would like to see how the permeable sidewalks perform, then look into the cost comparison. Mr. Ruyle suggested the Village “advertise” the Stormwater Projects similar to the SWU information.
- Proposed Stormwater Projects for 2017 – Staff also reviewed some stormwater-related projects proposed for 2017. Attached is a copy of the presentation.
- At the Municipal Engineer’s Group (MEG) meeting at the County earlier that day, the County presented “Upcoming Updates in Precipitation.” The Illinois State Water Survey (ISWS) plans to update Bulletin 70 – the information used for precipitation data when performing stormwater calculations. The revision is anticipated to be complete in early 2018. Based on preliminary models (and information from a study done in Cook County), while all storms have higher rainfall amounts, the more frequent storms have the most increase. The Cook County report (“Communicating the Impacts of Potential Future Climate Change on the Expected Frequency of Extreme Rainfall Events in Cook County, Illinois”) is available in the ISWS website ([www.isws.illinois.edu](http://www.isws.illinois.edu)). Chair Gorman suggested staff considering incorporating some of the precipitation changes into the LPDA studies currently in progress.

## VII. OLD BUSINESS

- Updated on Proposed Stormwater Code Changes – Staff provided answers to questions raised in the August 11, 2016 meeting.
- Mr. Ruyle requested an update on the Hearing in July regarding 5117 Brookbank. Staff update: The Village and Mr. Shaw have not been able to reach an agreement, as recommended by the Committee. The Village gave Mr. Shaw time to comply with the Notice of Violation. Mr. Shaw did not provide the required information, so the Code Compliance Officer began issuing tickets (issued daily, written weekly). Mr. Shaw met with an engineer who contacted Staff to verify requirements. To date, nothing has been submitted.

The meeting dates were set for 2017: 1/12, 2/9, 3/9, 4/13, 5/11, 6/8, 7/13, 8/10, 9/14, 10/12, 11/9, and 12/14.

Mr. Wicklander made a motion, seconded by Mr. Crilly to adjourn the meeting at 8:26 p.m.  
**Motion carried by voice vote of 4-0.**

**SWFPOC:  
2016 Stormwater Projects  
2017 Proposed Stormwater Project**

**December 8, 2016**



# Overview of 2016 Stormwater Projects



# St. Joseph Creek South



# St. Joseph Creek South – DuPage County

## 6.2.3.2 *St. Joseph Creek in Downers Grove and Westmont*

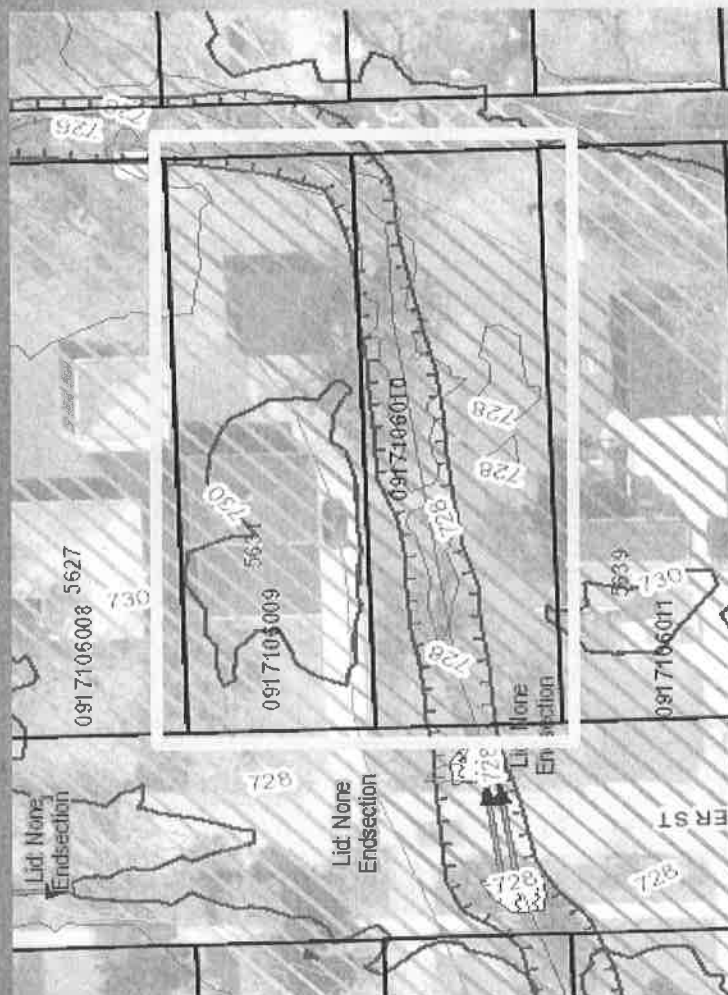
St. Joseph Creek has been a source of flooding including overbank flooding, restrictive bridges/culverts, storage facility overtopping, high groundwater, road closures, depressional areas, inadequate stormwater infrastructure and other nuisance flooding. The Villages of Downers Grove and Westmont have been proactive in studying existing flood issues and documenting them through a variety of reports, watershed plans, flood control plans, and project prioritization plans. Damages from flooding in these areas include home, business and property damage as well as road closures. In addition, many areas are in need of significant stormwater infrastructure improvements and retrofits to improve inadequate stormwater conveyance and provide safe passage of overland flood waters during large storm events. The various reports and plans documenting the existing stormwater issues and in some cases, potential improvement opportunities, are provided in the references section and are available on the Village's website or in their offices.



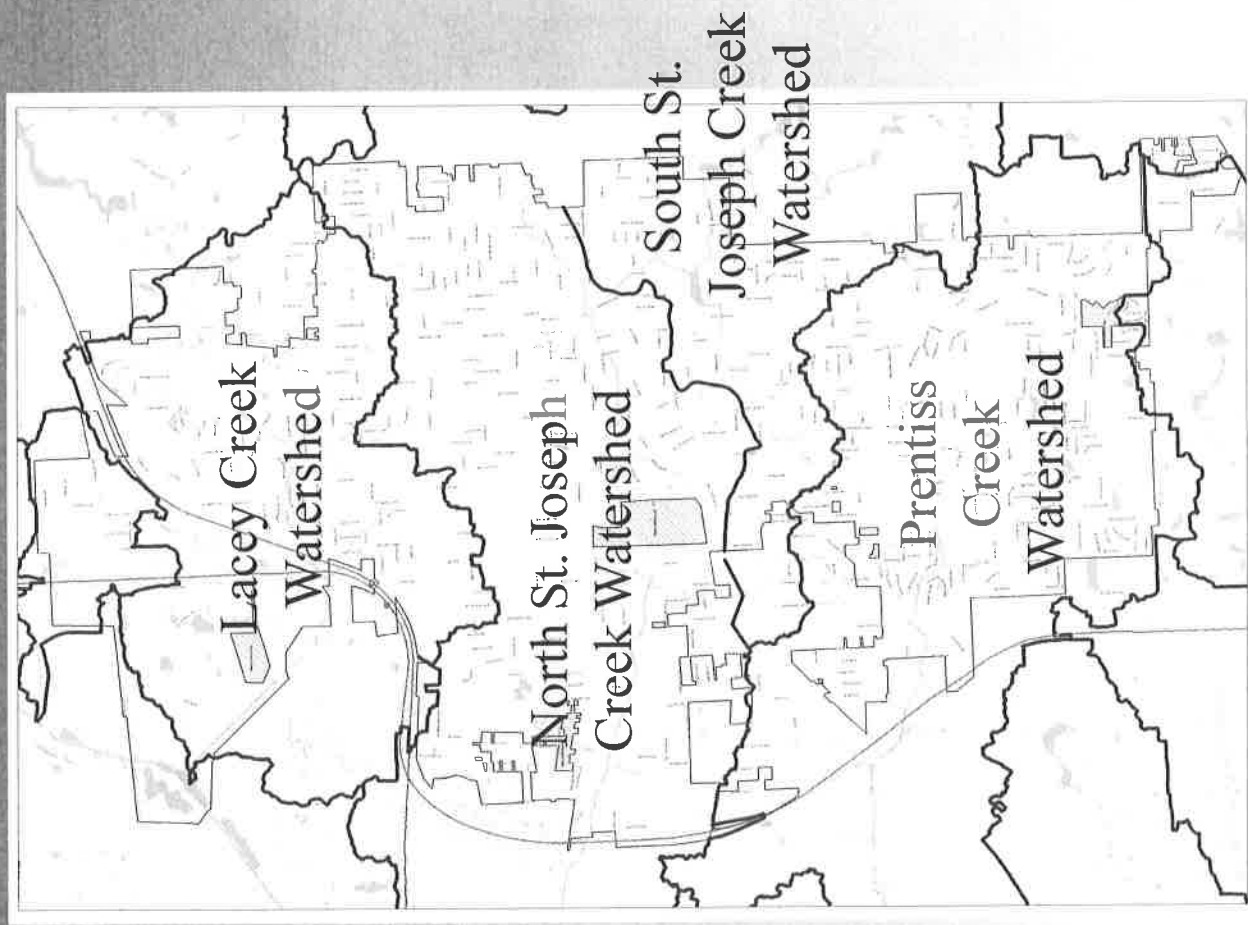
# Restoration after demolition: 5634 Webster, 5638 Webster, 5317 Grand



# Purchase of 5631 Webster



# Awarded contracts to review/update LPDAs



# Awarded Stormwater Study Burlington West



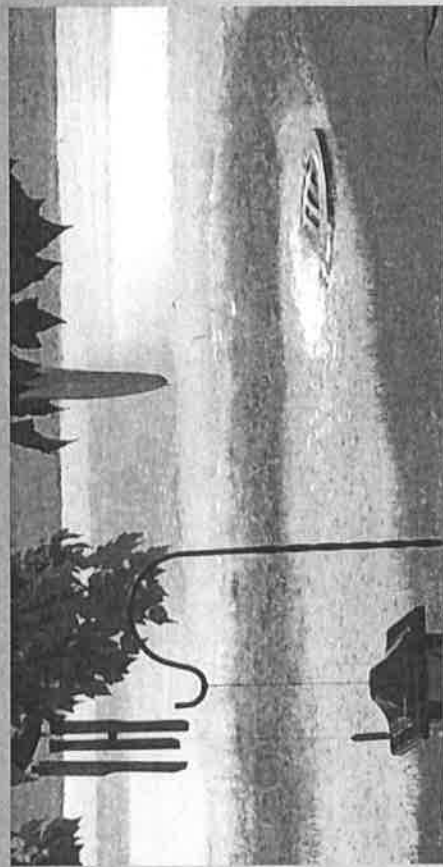
# Awarded Engineering Design



Francisco at Burlington



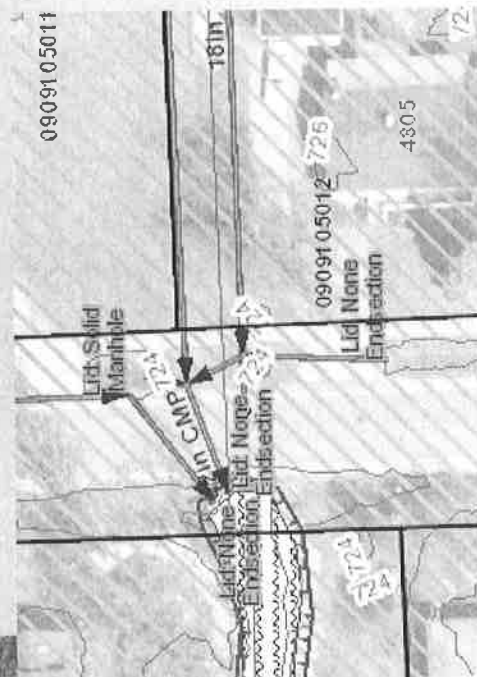
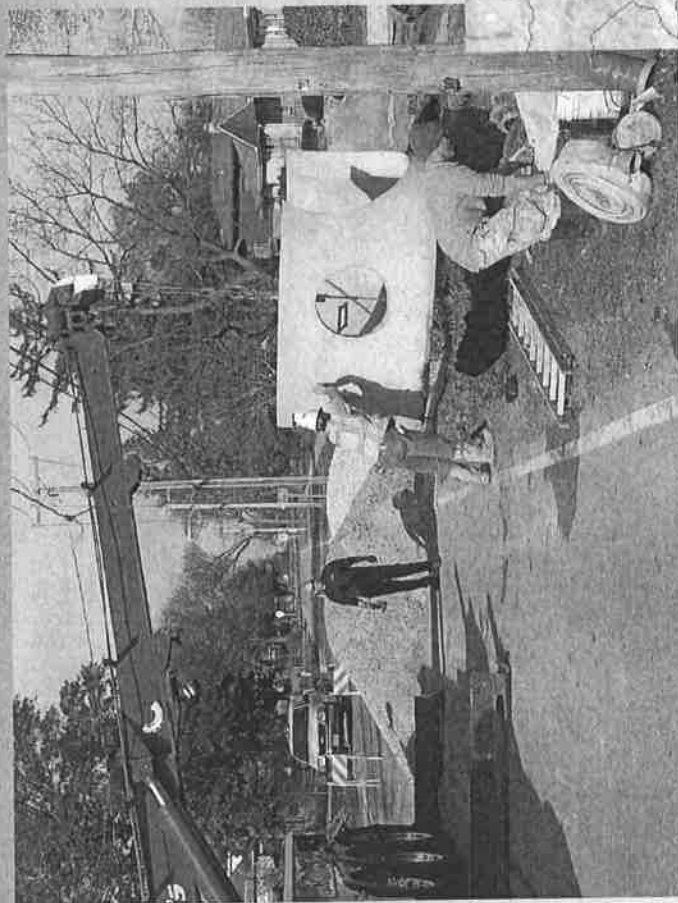
# Awarded Engineering Design



Chase at Burlington



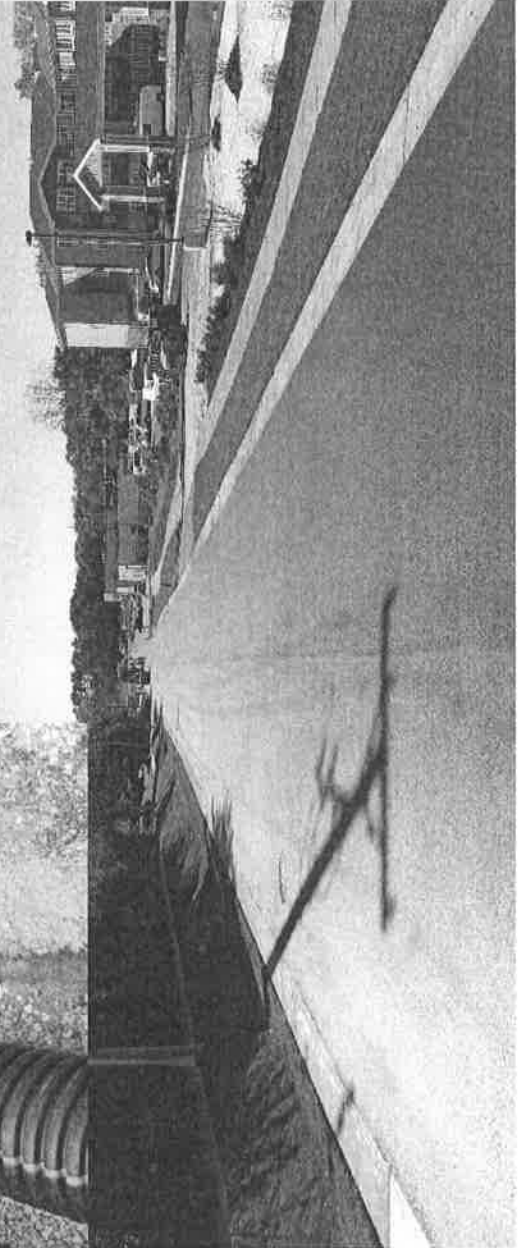
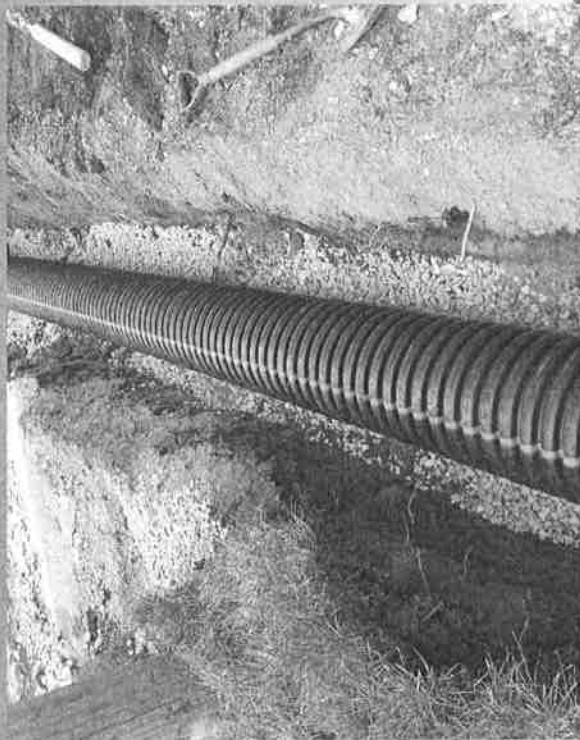
# Cumnor north of Maple



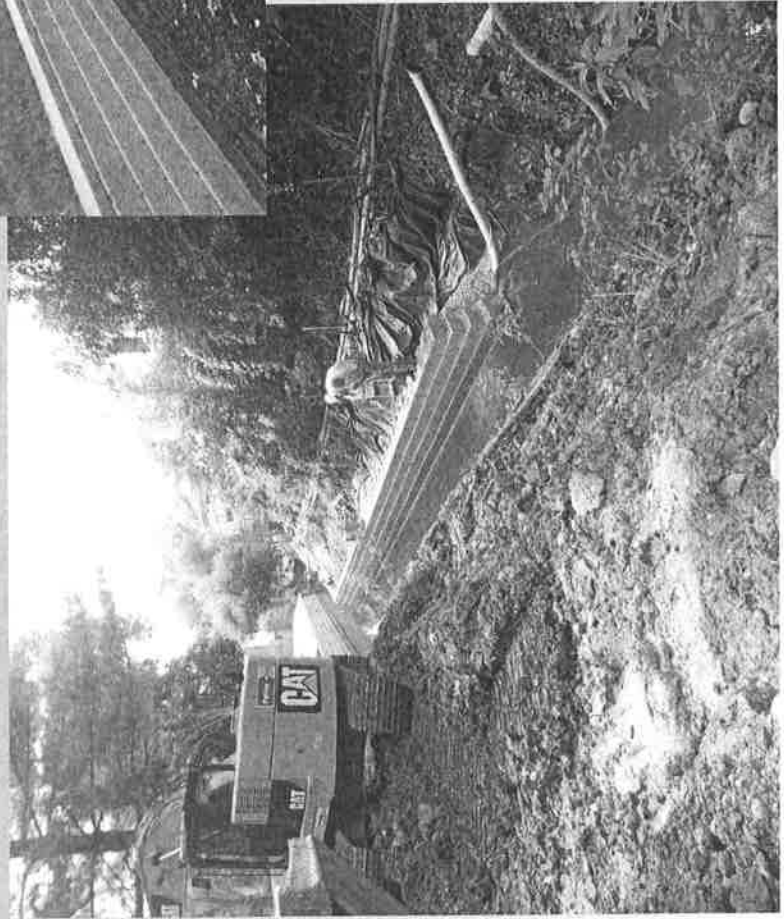
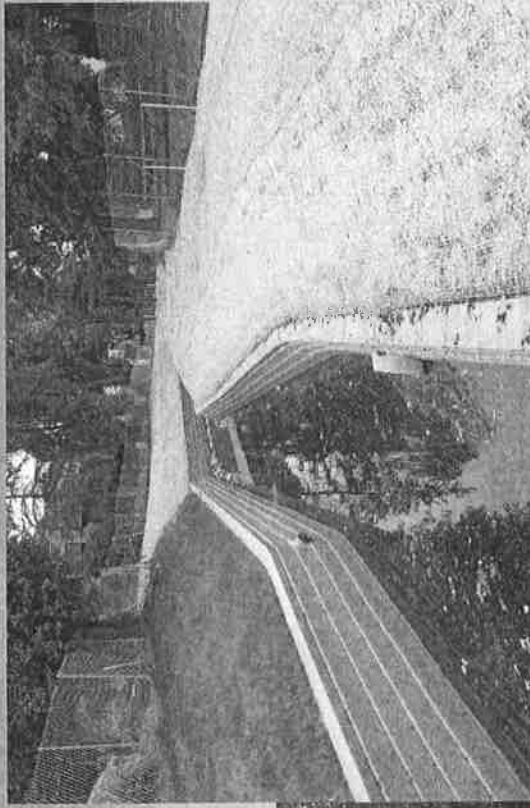
Replace manhole and storm sewer



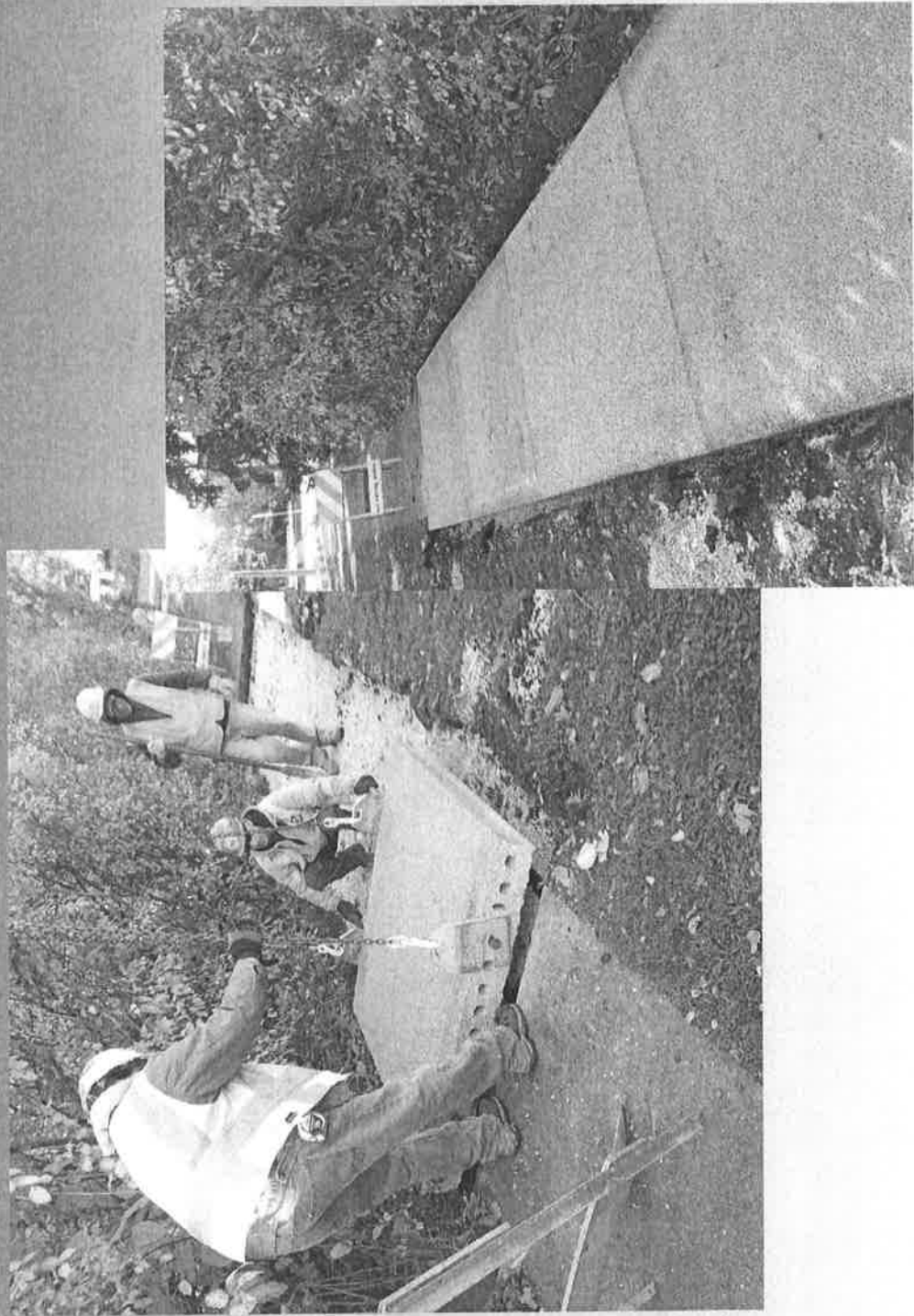
# Lacey Road Widening and Storm Sewer



# Lacey Creek Streambank Stabilization



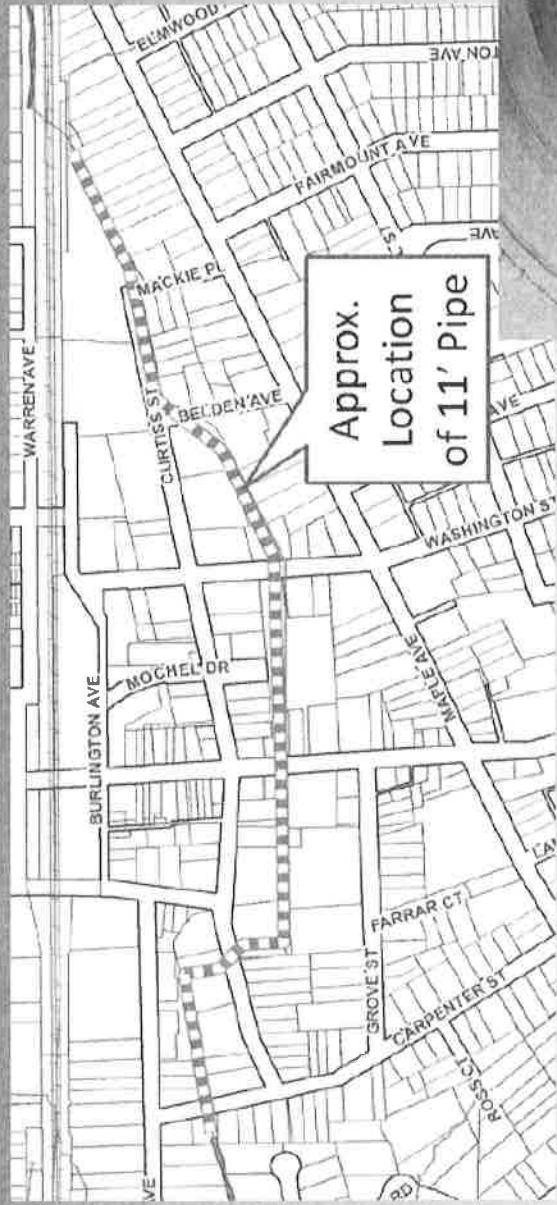
# Permeable Sidewalk Panels



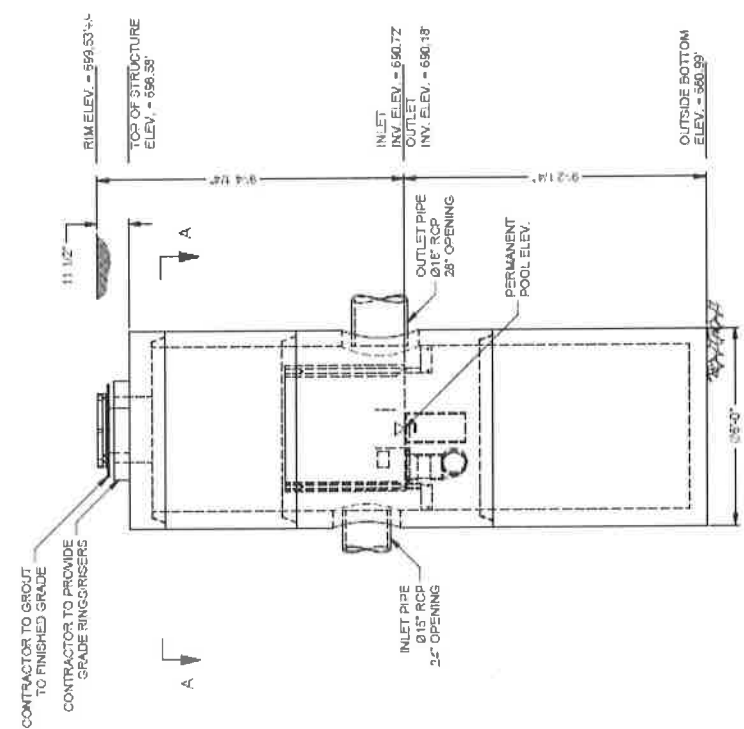
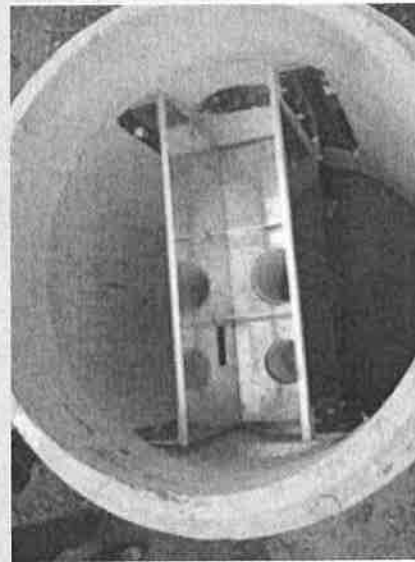
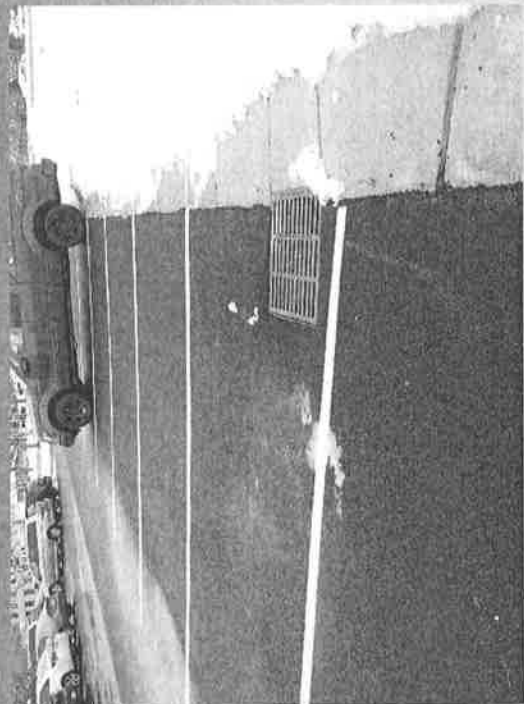
# Clyde Estates Bio-swales



# Assessment of 11' pipe (St. Joseph Creek)



# Contech VortSentry in PW Parking Lot



**ELEVATION VIEW**



# Maintenance – Ditching and Storm Sewers

- Approximately 7,500-feet of re-ditching
- Approximately 18,700 feet of storm sewers cleaned
- Street Sweeping

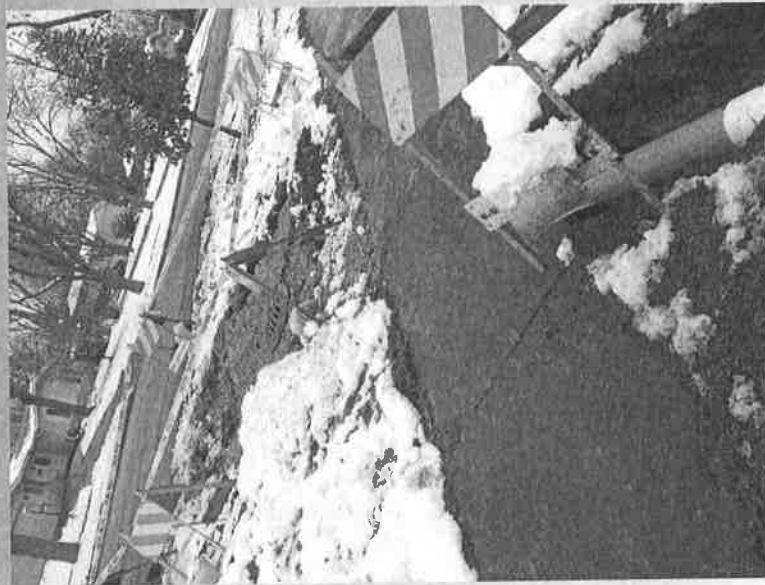


## Cost Share Projects

- 13 cost shares
- Typically vary between \$1,500 and \$6,000 for Village reimbursement
- Involve from 2 to 4 houses.



# Cost Share, Continued



# Overview of 2017 Proposed Stormwater Projects



## Proposed Stormwater Projects for 2017

- Francisco Construction
- Chase Construction
- Design St. Joseph Creek South
- Replace the Headwall (St. Joseph Creek at Gilbert east of Brookbank)
- Replace outlet pipe for Valley View Pond



# Proposed Stormwater Projects for 2017

- Replace Culvert at Meadow Lane (near Brookbank)
- St. Joseph Creek stabilization design/engineering



## Proposed Stormwater Projects for 2017

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- 2014 Stormwater Report Projects
  - Black Oak and Candlewood
  - Downers Drive/Virginia/40<sup>th</sup>/Bellaire
  - Elm and Earlston
  - Highland Court
  - South of Prairie between Forest and Prince
  - Linden
  - Hitchcock
  - Middaugh and Jefferson
  - West side of Lyman (Kenyon to Blanchard)



# Proposed Stormwater Projects for 2017

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- 2014 Stormwater Report Projects (cont.)
  - Hobson Triangle
  - St Joseph – Hummer Park to railroad
  - Deer Creek

