

DOWNERS GROVE
ENVIRONMENTAL CONCERNS COMMISSION

Minutes

August 11, 2016

I. Roll Call

Present: Chairman Pelloso, Commissioner Getz, Commissioner Marron, Commissioner Salman

Absent: Commissioner McCann, Commissioner Riley

II. Visitor Welcome

There are no visitors.

III. View and Approval of March 10, 2016 Meeting Minutes

Chairman Pelloso asked for a motion to approve the minutes, Commissioner Salman made a motion, it was seconded by Commissioner Marron. The motion passed with a voice vote.

The minutes from March 10, 2016 were approved.

IV. Staff update on ongoing projects

Chairman Pelloso asked for any staff updates. Ms. Miles noted the recommendation made by the Commission for the Village's prescription drug program was noted in the approved minutes that council received.

Ms. Miles noted Walgreens was instituting a new nation-wide program for prescription drug disposal in their stores, one of them in Downers Grove at 1000 Ogden Avenue. Bins would be placed inside the stores for patrons to dispose of their prescription drugs.

Ms. Miles also noted the contract for electronics recycling was approved at the last Village Council meeting. The contract went to Council for approval because of the high cost this year for the event. Ms. Miles said the event would be held at the Belmont Metra Station, Lot H from 8:00am to 1:00pm. The location was moved from Public Works due to construction at the Public Works facility. Additionally, Ms. Miles said DuPage County was looking into long term electronics recycling options. Commissioner Marron asked if the Village recycling event was open to all and Ms. Miles said yes. The group then discussed how applying a resident's only restriction may be beneficial to reducing costs in the future.

Ms. Miles then noted one commissioner did not elect to be reappointed for a new term – Commissioner Riley. The Mayor would be reviewing applicants to fill that vacancy and other vacancies on the Village’s various boards and commissions.

V. New Business

Chairman Pelloso mentioned in February the commission discussed two green business applications: Laura’s hair and nails and PediaProgress and that decisions were tabled on each of these because of various absences at meetings.

Chairman Pelloso asked if everyone had a chance to look at the applications and mentioned how PediaProgress discussed several things they were working on for the future.

Chairman Pelloso said she would want to circle back to PediaProgress to see if progress had been made on any of those outstanding or future planned items. Commissioner Marron agreed with Chairman Pelloso’s recommendation. Chairman Pelloso would also like to ask PediaProgress about recycling.

Commissioner Marron said she would be in favor of making a decision on PediaProgress’s application within one meeting of their response to the questions. Commissioner Salman said she still wanted to make this part of the overall Green Business program process, to add this piece as an additional step, and also have the commissioners make recommendations to the applicant.

Commissioner Marron said he was happy with the presentation from Laura’s Hair and Nails and would like to vote on that application.

Commissioner Marron made a motion to approve Laura’s Hair and Nails Green Business application, Chairman Pelloso seconded the motion. The motion passed by a voice vote.

Ms. Miles said she notified the Park District when they were approved and that she also dropped off the Green Business decals for the Park District to display and she would do the same for Laura’s Hair and Nails. Ms. Miles said she would also invite the business to the meeting if they would like to attend when the proclamation was made for the green business recognition.

Ms. Miles said she would notify PediaProgress of the questions discussed tonight.

The group then discussed when new commissioners were appointed to the commission how reviewing the Green Business Application would be beneficial. Chairman Pelloso then asked Ms. Miles about commissioners who have multiple vacancies at meetings and Ms. Miles said she has mentioned the frequent vacancy to other staff. Chairman Pelloso then reiterated her concerns with commission members missing multiple

meetings.

Chairman Pelloso asked if Ms. Miles could find out any information on the recycling containers that were put in the downtown in the spring. Ms. Miles said she would see what information she could find.

Commissioner Getz discussed how she and Commissioner Salman attended the DCECC Coalition meeting. Commissioner Getz found it to be very informative and noted the successful organizations at the meeting said they generally had members of their Village Council attend their commission meetings and generally had more involvement from someone on their Village Council or board.

Commissioner Getz then asked how commissioners can contact the council. Ms. Miles said commissioners can contact the mayor and council at any point through their individual emails or the joint mayor and council email.

The group then discussed how they can provide more value as a commission to the community. Suggestions were to have better two-way communication with the residents, possibly through the website, or some kind of social media presence. Chairman Pelloso said when residents came to them with a concern, they need a specific ask. Ms. Miles said a motion can be made in the meeting from the group for a recommendation to council. Chairman Pelloso would like more clarification on how recommendations go to council. Ms. Miles said she would look for information on the motion process to send to the commission. Ms. Miles said the recommendation the commission made regarding the prescription drug program was noted in the minutes of the meeting and those minutes would go to council where they are placed on an agenda. Ms. Miles said she would confirm that in fact that set of minutes went to council.

Commissioner Getz mentioned the next upcoming Sustain DuPage meeting and Commissioner Salman said she would plan to attend. Ms. Miles said she would forward the meeting information to the group. Chairman Pelloso asked for agenda items for next month, and Commissioner Getz mentioned brainstorming for recycling at community events.

VI. Adjournment

Chairman Pelloso asked for a motion to adjourn. Commissioner Getz made a motion and Commissioner Salman seconded. The motion was passed by a voice vote.

Meeting adjourned.

DOWNERS GROVE
ENVIRONMENTAL CONCERNS COMMISSION

Minutes

February 9, 2017

I. Roll Call

Present: Chairman Pelloso, Commissioner Ellis, Commissioner Getz, Commissioner Marron

Absent: Commissioner Duda, Commissioner McCann, Commissioner Salman

II. Visitor Welcome

There are no visitors.

III. View and Approval of August 11, 2016 Meeting Minutes

Commissioner Getz asked to table the approval of the August minutes to the next meeting. Meeting Minutes tabled for the next ECC meeting/

IV. Staff update on ongoing projects

Ms. Miles provided an update on the recycling bins downtown. Data was provided from the Village's waste hauler, Republic Services. The most heavily used bins are located in the following places: near the library, outside of the post office and near the restaurant Caribbean Corner. The most heavily recycled items are: Newspapers and plastic bottles. The most heavily non-recycled items find in the bins are: pet waste and coffee cups. Additionally, Republic stated that a business near Caribbean Corner appeared to be using that bin.

Chairman Pelloso asked if there was a remedy to dissuade residents from misusing the bins and asked if different signage could be placed on the bins to be more visible to residents. The commissioners discussed utilizing the top of the bin for additional signage and Ms. Miles stated she would get information on that item.

Ms. Miles stated she sent out previous minutes to Commissioner Ellis for review. Ms. Miles also sent to all commissioners the section of the Village Code related to the ECC. This part of the code discusses how the commission operates.

After reading the code, Chairman Pelloso discussed how the commission could work with the Stormwater commission and having better engagement with Village Council.

There was a discussion on the rain barrel sales and usage. Ms. Miles said yearly sales are through the Conservation Foundation but but can be picked up at the Public Works open house held each year in the late spring/early summer. Commissioner Getz asked if there was a way to do an upcharge thru the Conservation Foundation for an additional setup fee to show residents how to use the rain barrels. Ms. Miles said she would contact the Conservation Foundation on this topic. There was a discussion on making information more readily available on the usage/setup of rain barrels. Ms. Miles mentioned the recent video made by the Village on rain barrels.

V. New Business

Chairman Pelloso welcomed Commissioner Ellis to the commission and asked for her background. Commissioner Ellis stated she is an attorney for the Joint Commission, and previously worked for the ELPC as an intern. She stated she has always had an interest in environmental issues.

The rest of the commissioners gave brief introductions on their backgrounds as well. Ms. Miles stated the other new commissioner, Commissioner Duda was not available to make the meeting this month.

Planning and goals for 2017

Ms. Miles said this section was not structured but more of an informal discussion. Chairman Pelloso stated she would like to have a better relationship with council in 2017.

Commissioner Getz mentioned she has invited Village Council Commissioner Hose to attend a meeting. Commissioner Hose and commissioner Getz had coffee as well where they discussed what the ECC could do. Commissioner Hose suggested the commission to make a motion to get the council's attention and/or contact council directly stating a motion has been made on a topic.

Commissioner Getz has also been attending Sustain DuPage meetings and suggested staying in contact with the group. Commissioner Marron discussed engaging the community more. Commissioner Ellis stated she has had discussions with residents on environmental issues already. Chairman Pelloso asked about a group email for the residents to use; an email suggestion box. Ms. Miles said she would inquire about this topic.

Ms. Miles did note the weekly e-newsletter that has various issues related to the ECC and other environmental issues but a resident needs to sign up for that newsletter. The group discussed some kind of newsletter to residents as well.

Chairman Pelloso asked which member had not asked for reappointment and Ms. Miles stated that was Commissioner Riley who did not request reappointment.

Commissioner Ellis asked if Downers Grove was a "Green Town". The commissioners

said they weren't aware of what that was and Commissioner Ellis said she would find more information. Ms. Miles said we have been recognized for a green fleet for several years.

Commissioner Getz asked about negotiating for recycling with events put on in the Village and reaching out to council on this idea. The commission discussed various events in the Village and asked who the point person was on negotiating the downtown recycling. Ms. Miles stated Deputy Village Manager Michael Baker negotiates the solid waste contracts.

Commissioner Marron asked about electric vehicle charging stations in the Village in downtown. Commissioner Marron said he would look into his contacts in Frankfort on how they acquired their charging station. Ms. Miles said she would inquire about this as well.

VI. Adjournment

Chairman Pelloso asked for motion to adjourn.

Commissioner Ellis made motion, seconded by Commissioner Marron. The motion was passed by a voice vote.

Meeting adjourned.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
MAY 24, 2017, 7:45 PM
LIBRARY MEETING ROOM**

MINUTES

1. **Call to Order.** Secretary Humphreys called the meeting to order at 7:50 p.m.
2. **Roll Call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee Dave Humphreys, Trustee Jonathan Graber, Trustee Art Jaros. Absent: President Wendee Greene.

Also present: Director Julie Milavec, Assistant Director for Support Services Sue O'Brien, Executive Assistant Katelyn Vabalaitis, Public Relations Manager Melissa Fischer, Children's Services Manager Allyson Renell, Teen Services Coordinator Lynette Pitrak, Friends of the Library President Joni Hansen, Library Foundation President Genevieve Murphy, Library Foundation Vice President Ed Pawlak, Residents Sue Farley, Lisa Rasin.

3. **Welcome to Visitors.** Secretary Humphreys welcomed the visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. April 26, 2017 Regular Monthly Meeting. It was moved by Jaros and seconded by Eblen THAT the Minutes of the April 26, 2017 Regular Monthly Meeting be approved as circulated. Motion passed by voice vote.
5. **Financial Matters.**
 - a. April 2017 Financial Report. Milavec presented the report. Jaros requested that the invoice edit list and credit memo edit list be formatted to reflect the date each month.
 - b. May 2017 Invoices. It was moved by Jaros and seconded by Graber THAT the payment of May 2017 invoices totaling \$104,247.75, the acceptance of May 2017 credit memos totaling \$553.76, and the ratification of April 2017 payrolls totaling \$211,721.32 be approved. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros. Nays: None. Abstentions: None.
6. **Public Comment on Agenda Items.** Secretary Humphreys invited comment. There was none.
7. **Public Comment on Other Library Business.** Secretary Humphreys invited comment. Ed Pawlak commented on the library's budget. He stated last fall, the Board voted on a flat budget for 2017. When he received his tax bill, it showed the rate and dollar amount allocated to the library had gone down. He asked if the library has a flat budget or a

decreasing budget. Milavec explained that the library had an increase in the budget but paid off the building bond, which caused the tax rate to decrease.

8. Staff Report.

- a. Summer Reading Club Presentation. Children's Services Manager Allyson Renell presented the Summer Reading Club program for kids, complete with costume. Teen Services Coordinator Lynette Pitrak outlined the Summer Reading Club programs for teens and adults.

9. Unfinished Business.

- a. Rotary GroveFest – Library as Safe Location. Milavec reiterated that the library would only be used in a "take cover" situation and Dave Humphreys would be present the entire time. The Forest Avenue doors would be unlocked with a key and the lobby doors would remain locked, so the public would only be able to access the Meeting Room and restrooms. Ed Earl would also be present if needed.

It was moved by Jaros and seconded by Eblen THAT the proposal for the library to act as a safe location during Rotary GroveFest be approved as published. Motion passed by voice vote.

- b. Strategic Plan – One Page Strategic Plan. (attached) Milavec presented the one page plan and explained that it covers the four broader topics of the strategic plan. The management team is in the process of developing the goals, objectives, and action plans. The goal is to bring a draft to the June Board meeting and a final plan to the July meeting. Board discussion centered on specific wording, including "play" and "fun" and their implications towards patron expectations and behavior in the library.

It was moved by Graber and seconded by Earl THAT the One Page Strategic Plan be approved as circulated. Roll call: Ayes: Earl, Eblen, Graber, Humphreys. Nays: Jaros. Abstentions: None.

- c. Finance Policy – Revision. Milavec presented the proposed policy revisions. Jaros asked that the policy specify that the Special Reserve Fund is the same thing as the Library Building and Equipment Replacement Fund to avoid confusion. It was moved by Jaros and seconded by Eblen THAT the proposed changes to the Finance Policy be approved with the stated revision. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros. Nays: None. Abstentions: None.

10. New Business.

- a. Revised 2017 Meeting Schedule. (attached) A revised 2017 meeting schedule was presented that includes changing the start time of Board meetings to 7:45 p.m. to allow the Library Foundation to meet at 7:00 p.m. prior to each Board meeting. The revised schedule was accepted by consensus.

11. **Library Director's Report** (attached). Milavec presented the report.

The development of the Strategic Plan is well underway and staff are having fun watching it take shape.

The Kid's Room mural dedication will be on June 11 at 1:30 p.m. Staff Artist Melody Danley will be giving an art tour at 2:30 p.m.

Milavec warned the Board about a phishing scam impacting libraries across the country. Emails are being sent to library directors and library boards from a Corey Peters Gmail account, with subjects referencing tax issues, the desire to be a donor to the library, and complaints about the library. Board members should not open or respond to any correspondence from these fake accounts.

Administration is still working through the library's safe deposit box issue with U.S. Bank. There is hope for a resolution in the near future.

There will be a transfer of funds into the Library Building and Equipment Replacement Fund in June.

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

Earl asked for an update on the facilities assessment. Sue O'Brien commented that it is still being completed and should be back to staff in mid-July.

Earl attended a wonderful Trustee training that had great presenters focusing on how to work with library staff and Roberts Rules of Order.

There was Board discussion about how well the meetings follow Roberts Rules and if the rules should be reviewed.

13. **Adjournment.** Secretary Humphreys adjourned the meeting at 8:42 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
MAY 24, 2017, 7:45 PM
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AGENDA ITEM 9B

ONE PAGE STRATEGIC PLAN DRAFT

VALUES (what we believe in)

We believe in:

- Lifelong learning
- Equal access for all
- Fostering relationships
- Responsibility
- Freedom to seek, receive and share information

PURPOSE (why we are here)

The Downers Grove Public Library is a place for everyone to discover, grow, play and learn.

CORE SERVICES (what we do)

In keeping with our Values and Purpose, we will:

- Develop and maintain up to date collections
- Present a variety of programs for all ages
- Deliver stellar customer service
- Provide instruction, guidance, and access to digital and physical resources
- Offer spaces for meeting, studying, creativity and fun

STRATEGIC FOCUS (how we focus our values and purpose to deliver core services)

We will:

- Excel in delivering service and managing community resources
- Engage with our community and the world
- Empower individuals at all ages and stages of life
- Evolve with our changing community

**DOWNERS GROVE PUBLIC LIBRARY
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AGENDA ITEM 10A

REVISED 2017 MEETING SCHEDULE

The Library Board's current Bylaws, Article IV. Meetings, Section 2. Regular Meetings states:

“Regular meetings of the Board of Trustees are generally held on the second and fourth Wednesdays of each month at 7:30 PM at the Library. Regular meetings may be canceled if there is no business that requires the attention of the Board or be rescheduled to accommodate holidays or other events.”

As previously discussed by the Board, the Downers Grove Public Library Foundation will be meeting just prior to the regular Library Board meetings, requesting a change to the regular meeting start time.

To accommodate the meetings of the Library Foundation, the following meetings will begin at 7:45 PM:

June 28

July 26

August 23

September 27

October 25

November 15

December 13

If the Foundation requests to continue their 7:00PM monthly meetings in 2018, the Library Board of Trustees will consider a Bylaws update at that time.

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AGENDA ITEM 11

LIBRARY DIRECTOR'S REPORT

a. Telephone System

Medlin Communications has met with the management team to discuss needs and wants for the new telephone system. The proposals and recommendations are anticipated for the June Board meeting.

b. Mural Dedication Reminder

The Mural Dedication will be held Sunday, June 11, 1:30-2:30pm, with refreshments and a meet-and-greet with the artist.

c. Liability Insurance

We are working with the Libraries of Illinois Risk Agency (LIRA), an insurance pool for libraries, to receive quotes for coverage. To accommodate the membership approval process to join LIRA, additional time is needed prior to the October 1 renewal date for the policies. Current broker Kamm Insurance Group will also provide renewal quotes. We anticipate these to come before the Board in July.

d. Automatic Renewal of Materials

Implementation of automatic renewals was delayed, pending an upgrade to the SirsiDynix software. It is scheduled to begin June 15.

e. Recent media coverage

See attached.

SOUND OFF**No more handouts
to Downers Grove library**

Why do they never stop spending tax money? Several years ago, under the previous Downers Grove Library Director, millions of dollars were spent to remodel and upgrade the building's fixtures, furniture, furnishings and equipment. Now the new director is working on the capital needs of the building, equipment, fixtures and furnishings. Millions more every few years. Is each library director trying to leave a legacy or are they on an ego trip?