

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
JUNE 28, 2017, 7:45 PM
LIBRARY MEETING ROOM**

MINUTES

1. **Call to Order.** President Greene called the meeting to order at 7:49 p.m.
2. **Roll Call.** Members Present: Trustee Ed Earl, Trustee Susan Eblen, Trustee Jonathan Graber, Trustee Art Jaros, President Wendee Greene. Trustee David Humphreys arrived at 7:55 p.m.

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 Fischer, Library Foundation President Genevieve Murphy, Library Foundation Vice President Ed Pawlak, Residents Sue Farley, Emily Teising, Tom Sleeter.

3. **Welcome to Visitors.** President Greene welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. May 24, 2017 Regular Monthly Meeting. It was moved by Eblen and seconded by Jaros THAT the Minutes of the May 24, 2017 Regular Monthly Meeting be approved as circulated. Motion passed by voice vote. Abstentions: Greene.
5. **Financial Matters.**
 - a. May 2017 Financial Report. Milavec presented the report. She noted that the first half of the library's property tax revenue will be posted in July.
 - b. June 2017 Invoices. It was moved by Jaros and seconded by Eblen THAT the payment of June 2017 invoices totaling \$104,657.90 and the ratification of May 2017 payrolls totaling \$216,468.08 be approved. Roll call: Ayes: Earl, Eblen, Graber, 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. Ed Pawlak asked if there was extra cost associated with making the library an emergency shelter during Rotary GroveFest. Milavec responded that there was no extra cost.

Tom Sleeter commended Julie Milavec on the great presentation she made to the Lion's Club.

8. Unfinished Business.

- a. Telephone System Replacement Proposal. Sue O'Brien presented the proposal from Medlin. The management team compared the two systems and visited the Medlin offices to try out both phones. Staff all agreed on the Mitel system.

It was moved by Jaros and seconded by Graber THAT the Board approve the purchase of the Mitel phone system through Medlin at a cost of \$37,969.21, provided that training, installation, and delivery are included. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

- b. Strategic Plan – First Draft. Milavec presented the first draft of the Strategic Plan. It was noted that the library budget information on pages 12-16 was drawn from the Village's budget as well as the library's budget on the website. The projections are based on the Village's numbers. Jaros asked if the "2016 Estimate" figures could be replaced by "2016 Actual" figures. Greene noted that date of Rick Ashton's retirement announcement on page 1 should be changed.

9. New Business.

- a. Illinois Non-Resident Library Card Program. It was moved by Jaros and seconded by Eblen THAT the Downers Grove Public Library renew participation in the Illinois Non-Resident Library Card Program using the General Mathematical Formula to determine the cost of \$258 per household per year, effective August 1, 2017. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

- b. Authorization to Transfer Monies from Library (General Fund) to Library Building & Equipment Replacement (Special Reserve) Fund. Milavec noted that the Village is referring to the new fund as the "ERF" (Equipment Replacement Fund). She is recommending that the Board transfer \$2,000,000 to the ERF. Jaros pointed out that the Intergovernmental Agreement states \$1,400,000 will be transferred and asked if a different amount could be chosen, which Milavec confirmed. Board members discussed their preferred amount.

It was moved by Jaros and seconded by Graber THAT funds in the amount of \$1,400,000 be transferred from the Library (General Fund) to the Library Building & Equipment Replacement (Special Reserve) Fund. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

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

The Kid's Room mural was dedicated on June 11. There was a great turnout and Staff Artist Melody Danley gave an art tour around the building. The new dress sculpture is on display in its permanent case.

She is starting to evaluate staffing of public services desks in accordance with the Strategic Plan.

Milavec, along with Sue O'Brien and Bonnie Reid, met with the architects and engineers today to discuss the Facilities Assessment. It will cover 20 years and include a spreadsheet for furniture and interiors with an inventory and approximate cost.

We had a great Grove Fest weekend and the library was happy to not be needed as emergency shelter.

There is a big agenda coming in July and drafts will be sent out as available.

11. Board Member comments and requests for information.

Humphreys will not be at the July meeting.

Eblen will not be at the July meeting.

Greene mentioned the insurance money received for the stolen artwork was never turned back around into another piece of art. She wonders if this is something the Board can do. Earl said we do not have to spend the money and that this might be an action for the Foundation. Humphreys would like to continue to grow the library's art collection. Milavec brought up the possibility of using the insurance money to purchase better lighting for the art collection.

Jaros confirmed that the Open Meeting Act has been eliminated for the Foundation, as there are only two Library Trustees on the Foundation Board.

Eblen clarified the upcoming Board meeting schedule as one meeting in August and two meetings in September.

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

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AGENDA ITEM 10

Library Director's Report

a. Dress Sculpture

The sculptural dress, entitled Won't You Say You Love Me, is now on display in the audiovisual materials area on the upper level. Local artist and former DGPL employee Carrie Schumacher donated the piece in memory of longtime Circulation Manager Nadine Walsh. The Downers Grove Public Library Foundation donated the archival quality display case to preserve and protect the piece.

b. Mural Dedication

The dedication was a rousing success with about 100 people in attendance. Artist John McDavitt drew a large contingent from the Plainfield church where he is pastor as well as residents and local dignitaries, including Rep. David Olsen, Councilwoman Marge Earl, and Councilwoman Nicole Walus.

c. Staffing Evaluation for Public Service Desks

I am working on evaluating the staffing levels at public service desks, with the help of the management team. The report should be ready to go before the Board in July.

d. Facilities Assessment

Assistant Directors Sue O'Brien and Bonnie Reid and I will be meeting with Dan Pohre and Tiffanie Nash from Product Architecture + Design on the day of the Board meeting to discuss progress to date.