

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
JULY 26, 2017, 7:45 PM  
LIBRARY MEETING ROOM**

**MINUTES**

1. **Call to Order.** President Greene called the meeting to order at 7:45 p.m.
2. **Roll Call.** Members present: Trustee Ed Earl, Trustee Jonathan Graber, Trustee David Humphreys, Trustee Art Jaros, President Wendee Greene. Absent: Trustee Susan Eblen. Trustee Eblen participated in the discussions by telephone but did not vote on any matters.

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 Gene Murphy, Library Foundation Vice President Ed Pawlak, Resident Sue Farley, Resident Krista Varsbergs, Dan Pohrte of Product Architecture + Design, Estelle Markham of Kamm Insurance Group, Marcus Henthorn and Tia Incapreo of Libraries of Illinois Risk Agency (LIRA).

3. **Welcome to Visitors.** President Greene welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
  - a. June 28, 2017 Regular Monthly Meeting. Trustee Jaros requested a wording change of "provided that" in place of "providing" in section 8a. President Greene requested a change in section 8b, stating she was the one who noted Rick Ashton's retirement date, not Trustee Jaros as printed. It was moved by Humphreys and seconded by Jaros THAT the Minutes of the June 28, 2017 Regular Monthly Meeting be approved with requested changes. Motion passed by voice vote. Abstentions: None.
5. **Financial Matters.**
  - a. June 2017 Financial Report. Milavec presented the report. She noted that the library's expenditures are currently coming in under the anticipated amount but reminded the Board that many annual payments come up in the second half of the year.
  - b. July 2017 Invoices. It was moved by Jaros and seconded by Graber THAT the payment of July 2017 invoices totaling \$130,383.71 and the ratification of June 2017 payrolls totaling \$212,018.07 be approved. Roll call: Ayes: Earl, 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. Resident Krista Varsbergs thanked the Board for nurturing the library and wanted to comment on last meeting's discussion regarding the insurance payout for the stolen artwork. Varsbergs appreciates the library's art collection and finds it an inspiring addition to the building. She hopes the funds received from insurance will go towards new artwork.
8. **New Business.**
  - a. Liability Insurance Package Proposals.  
Estelle Markham of Kamm Insurance Group and Tia Incapreo and Marcus Henthorn of LIRA each presented their insurance package proposals to the Board. Both groups fielded Board questions after their presentations. It was decided that the Board would discuss the two proposals at the August 23 meeting, and they made a list of questions for Milavec to send back to the two groups for further clarification.
  - b. Meeting Time Change. It was moved by Graber and seconded by Jaros THAT the Board return the start time of their 2017 Regular Meetings to 7:30 p.m., beginning with the August meeting. Motion passed by voice vote. Abstentions: None.
9. **Unfinished Business.**
  - a. Facilities Assessment Presentation – Product Architecture + Design. Dan Pohrte of Product Architecture + Design presented the draft of the Facilities Assessment. He also distributed a furniture inventory, which was designed to assist staff in planning individual furniture replacements. The Board inquired about what building needs are most urgent, and Dan responded with the roof and tuckpointing. Using Board feedback, Dan will present a bound and completed version of the assessment to the Board at the August meeting. Earl suggested taking a walk-through of the building to have items from the assessment pointed out to the Board. A Committee of the Whole will meet at 7:00 p.m. on August 23, 2017 in the Meeting Room to complete the walk-through.
  - b. Strategic Plan – Final Draft. Milavec presented the proposed final draft of the Strategic Plan to the Board. Discussion centered around potential budgetary impacts of the proposed plan. The Board went through the draft page by page and created a list of edits. Milavec will present a revised version of the Strategic Plan at the August meeting. The Board agreed on the content of the plan and are allowing staff to move forward with budget planning based on the presented content.
10. **Library Director's Report** (attached). Milavec presented the report. Work continues on trying to access the library's safe deposit box at US Bank. Milavec sent paperwork back to the third manager she has worked with on this issue and is hoping to make progress soon.

The library is moving forward with an appraisal of the building's contents. Staff also performed an inventory of a portion of the CD and DVD collections to find no missing items. Keeping CD and DVD cases unlocked has been successful.

Rotary member Lisa Rasin apologized to the library for the state of the parking lot on the morning after Rotary GroveFest. She assures the Board this will not be an issue next year.

Milavec thanked the Board for their support while she handles family issues. She will be taking time off in August for vacation.

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

Earl commented on the tree removal mentioned in the department reports. He asked if it was the Village's tree or if it belonged to the library. Sue O'Brien had the tree looked at and determined it belonged to the library. It has been removed.

Earl enjoyed reading about positive comments from patrons regarding the Kid's Room mural.

**12. Adjournment.** President Greene adjourned the meeting at 10:31 p.m.

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**AGENDA ITEM 10**

**Library Director's Report**

a. Unlocked CD and DVD Cases

To determine if unlocking the CD and DVD cases resulted in an unsatisfactory loss rate, staff performed an inventory of CDs and DVDs. After checking the first 25% of the total collections, a loss rate of zero was found. This included Adult Blu-Rays, Children's DVDs, Children's Music CDs. Due to the time and labor-intensive nature of the inventory and these results, we are no longer pursuing the inventory for loss rate.

b. Staffing Evaluation for Public Service Desks

This report is included in your packet for informational purposes as we start examining the implications of the new Strategic Plan and projects included in the Facilities Assessment.

c. Appraisal of Building and Contents

We have engaged Gallagher Bassett Appraisal Services to perform an appraisal of the building and contents to ensure accurate valuation for insurance coverage.

d. Safe Deposit Box

We are now on the third manager of the bank branch holding the safe deposit box since my first attempt to access the safe deposit box. To recap: no current Trustee of staff member is an authorized signatory to access the box; the bank's system shows the box was surrendered by Rick Ashton; the library retains both keys to the box; the library has paid for the box through October 2017; and this bank branch is scheduled to close in December 2017. The newest manager is responsive and former manager is helping him locate the necessary paperwork.

e. Rotary GroveFest Clean Up

Rotary GroveFest's Lisa Rasin reached out me to thank the Library Board of Trustees for being a Safe Location for the Fest's emergency plan and to apologize for any lingering mess the Monday following the event. The vendor in charge of the clean-up efforts did not fulfill their contract and was penalized according to the contract provisions. She assures us that next year's event clean-up will happen on schedule.

f. Recent Media Coverage

See attached.



## Library unveils new mural

Artist John McDavitt's new mural is dedicated June 11 at the Downers Grove Public Library. The mural, which is in the kids room, depicts an aerial view of the library with books flying from its doors, their stories emerging from the pages midflight. The mural was funded by the Library Foundation.

Photo provided

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