

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
AUGUST 23, 2017, 7:30 PM
LIBRARY MEETING ROOM**

MINUTES

1. **Call to Order.** President 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 David Humphreys, Trustee Art Jaros, President Wendee Greene. Absent: None.

Also present: Director Julie Milavec, Assistant Director for Support Services Sue O'Brien, Executive Assistant Katelyn Vabalaitis, Public Relations Manager Melissa Fischer, Library Foundation President Genene Murphy, Library Foundation Vice President Ed Pawlak, League of Woman Voters Observer Sue Farley, Resident Christine Martin, Dan Pohrte of Product Architecture + Design.

3. **Welcome to Visitors.** President Greene welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. July 26, 2017 Regular Monthly Meeting. It was moved by Jaros and seconded by Humphreys THAT the Minutes of the July 26, 2017 Regular Monthly Meeting be approved as published. Motion passed by voice vote.
5. **Financial Matters.**
 - a. July 2017 Financial Report. Milavec presented the report and distributed an updated invoice list.
 - b. August 2017 Invoices. It was moved by Jaros and seconded by Graber THAT the payment of August 2017 invoices totaling \$112,716.12, the acceptance of August 2017 credit memos totaling \$1,828.98, and the ratification of July 2017 payrolls totaling \$214,427.03 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. **New Business.**
 - a. Circulation Policy – Restricted Use Library Cards. Milavec presented the proposed policy, which is modeled after a successful program currently in place at the Aurora

Public Library. Graber asked if any other libraries have done this and if this policy would be doing enough to serve these patrons. He said it was a good first step. The Board discussed clarifications of wording in the policy.

It was moved by Humphreys and seconded by Eblen THAT the Restricted Use Library Card policy be approved.

Jaros moved to amend the previous motion by adding, “at any time” to the second sentence of the proposed policy, which would read, “The cardholder is entitled to use of the public computers and a maximum checkout of two items at any time.”

Humphreys and Eblen agreed to absorb this motion into their original motion. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

9. Unfinished Business.

- a. Liability Insurance Package Proposals. The Board compared the two proposed packages, agreeing that LIRA’s benefits outweighed Kamm Insurance. The Board particularly liked that LIRA was designed specifically for libraries and that similar programs have been successful in schools.

It was moved by Graber and seconded by Eblen THAT the Board approve joining Libraries of Illinois Risk Agency (LIRA) beginning October 1, 2017. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

- b. Facilities Assessment Presentation – Product Architecture + Design. Dan Pohrte presented Board members with bound copies of the Facilities Assessment. It was noted that due to a printing issue, these bound copies are missing page numbers. New copies will be delivered to Julie Milavec on Monday for distribution to Board members. Dan noted changes in the assessment from last month’s presentation, specifically the increase in the lighting estimate. He also noted that library staff will have a copy of the expenditure spreadsheet that can be manipulated to assist in planning and budgeting.

It was moved by Jaros and seconded by Eblen THAT the Board accept the Facilities Assessment, dated August 23, 2017, as presented. Motion passed by voice vote.

- c. Strategic Plan 2017-2020. Milavec presented the revised final draft of the Strategic Plan. Graber asked that the word “verbiage” be replaced by “terminology” in the footnotes on pages 13-17. The Board went through the plan page by page and identified a few more formatting issues to be fixed. Discussion moved on to the content of the action items; only the final goal and objective of the plan elicited extensive commentary.

The section from the Strategic Plan draft was:

“Goal: We reflect the diversity of our community.

Objective: To be inclusive in providing service to the community

Actions:

1. Provide regular training for all staff in equity, diversity, and inclusion
2. Incorporate inclusive practices into library services
3. Create a diversity strategy for hiring that reflects the community”

Jaros expressed his objection to Action Item 3, stating that hiring should be based only on merit. The Board discussed other ways to word that action item, according to Milavec’s clarification on staff intent. This action was intended to more widely spread the word of job openings, encouraging all interested applicants to apply.

Regarding Action Item 1 and 2, Jaros brought up the Illinois School Code and the requirements for schools in what can be included in sex education classes. He stated that equity, diversity, and inclusion are part of a left wing political agenda and these action items espouse a progressive agenda and viewpoint. Jaros stated children’s librarians should not provide booklists or services that support same sex marriage and that same sex marriage is lesser than heterosexual marriage. He stated that support of inclusive practices would mean supporting all kinds, including “terrorists” and “cannibalism.” He believes the library should be inclusive, but only the good kind. Greene questioned how that would be defined. Milavec stated that libraries by definition serve all people and that means a wide spectrum of beliefs and cultures, but does not condone illegal activity. She also defined the difference between equity and equality.

Graber did not interpret the plan the way Jaros described, but instead stressed common sense in execution of the plan by staff. He also commented that equity, diversity, and inclusion training is held regularly by his employer, which he finds beneficial. Eblen commented that staff will decide what is appropriate when providing service to patrons. Humphreys stated that, while not agreeing with Jaros’ point of view, he was willing to make wording changes. President Greene tried to focus the discussion on getting unanimous approval for the Strategic Plan. The Board discussed wording changes that would be amenable to both points of view and decided to temporarily remove Action Item 2, which will be revisited at a future meeting. Humphreys requested that the details of this discussion be reflected in the minutes for future reference.

It was moved by Jaros and seconded by Graber THAT the Board approve the Strategic Plan with the addition of “patron service” to action item 1, temporary deletion of action item 2, and the replacement of the word “hiring” with “recruiting” in action item 3. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

The approved Strategic Plan section reads:

“Goal: We reflect the diversity of our community.

Objective: To be inclusive in providing service to the community

Actions:

1. Provide regular patron service training for all staff in equity, diversity, and inclusion
 2. Create a diversity strategy for recruiting that reflects the community”
- d. Transfer Debt Service Fund Balance and Close Debt Service Fund. *This item was moved up in the agenda by President Greene.*
 It was moved by Graber and seconded by Humphreys THAT the Debt Service Fund balance of \$1,755 be transferred to the Library Fund and the Debt Service Fund closed. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
- e. 2018 Budget Preliminary Draft (discussion). Milavec presented a preliminary draft of the operating budget. She noted placeholders for insurance renewal premiums and furniture replacement and hopes to have those figures as well as the Equalized Assessed Valuation (EAV) by the September 13, 2017 budget workshop. The Board discussed moving funds each year into the Library Building & Equipment Replacement Fund to assist in funding building projects.
10. **Library Director’s Report** (attached). *This item was moved up in the agenda by President Greene.* Milavec presented the report. She reported that the safe deposit box issue has finally been resolved. Milavec and Greene visited US Bank to empty the contents of the box. Milavec thanked Wendee Greene for her years of service as a trustee and as President this past year.
11. **Board Member comments and requests for information.** *This item was moved up in the agenda by President Greene.*
 Greene advised the Board to look at the possibility of more meeting rooms when discussing future building plans. She also reminded the Board that the 1999 intent of the alley to the east of the library building was to travel north, which would allow patrons to easily use the materials drop box from their cars as well as seek out other parking when the spaces on the south side of the building became full. Greene reiterated that the library’s current parking setup does not service handicapped patrons well.
12. **Executive Session.**
 a. It was moved by Jaros and seconded by Graber THAT the Board move into Executive Session, 5 ILCS 120/2(c) (1), for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None. The Board met in Executive Session beginning at 9:23 p.m.
- President Greene reconvened the Public Session at 10:03 p.m.
13. **Action for items discussed in Executive Session.** There was none.
14. **Adjournment.** President Greene adjourned the meeting at 10:03 p.m.

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AGENDA ITEM 12

Library Director's Report

a. Safe Deposit Box

The saga of the Safe Deposit Box is at an end. On August 9, Board President Wendee Greene and I were able to open, clean out and surrender the box at US Bank. The contents were entirely historic and administrative documents, from deeds to construction bonds from contractors. Some date back as far as 1909! We are investigating options for alternate storage and preservation for these items.

b. Computer Area Furniture

IT Manager Paul Regis, Assistant Director for Support Services Sue O'Brien and I are working with Tiffany Nash of Product Architecture + Design on selecting new furnishings for Computer Area.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE
AUGUST 23, 2017, 7:00 PM
LIBRARY MEETING ROOM**

MINUTES

1. **Call to Order.** President Greene called the meeting to order at 7:00 p.m.
2. **Roll Call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee Art Jaros, President Wendee Greene. Trustee Jonathan Graber and Trustee David Humphreys arrived at 7:03 p.m.

Also present: Director Julie Milavec, Assistant Director for Support Services Sue O'Brien, Executive Assistant Katelyn Vabalaitis, Dan Pohrte of Product Architecture + Design, Library Foundation Vice President Ed Pawlak, League of Woman Voters Observer Sue Farley.

3. **Facilities Assessment Tour.** Dan Pohrte led the Committee on a tour of the library building, highlighting the projects that have been proposed by staff for completion in 2018.
4. **Adjournment.** President Greene adjourned the meeting at 7:27 p.m.



VILLAGE OF DOWNERS GROVE
Stormwater and Flood Plain Oversight Committee Meeting
April 13, 2017, 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 7:03 p.m. A roll call followed, and a quorum was established.

II. ROLL CALL

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

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

Staff Present: Julie Lomax, Stormwater Administrator
Kerry Behr, Stormwater Administrator
Dawn Didier, Village Attorney

Public Present: Michael Davenport, Matt Forzley, Dan Grecco

III. APPROVAL of December 8, 2016 Minutes

Mr. Ruyle made a motion, seconded by Mr. Wicklander, to approve the December 8, 2016, minutes. **Motion carried by a voice vote 4-0.**

IV. PUBLIC COMMENTS

None

V. NEW BUSINESS

A. Petition for Variance

The public hearing was opened. Mr. Grecco, engineer for Mr. Forzley, and Mr. Davenport, architect for Mr. Forzley, summarized the property's characteristics, including that it is almost entirely within an LPDA and lower than Highland Avenue (as well as most of the neighborhood). They are asking for relief for the elevation of the proposed detached garage.

One of the reasons the request is being made is due to the shared driveway with property to the south. In order to elevate the detached garage, it would result in a retaining wall and safety issues. Mr. Davenport further explained that due to the shared driveway, if the new garage were to be installed at the required elevation, the home to the south may be left with a less than adequate sized driveway.

Mr. Grecco summarized the proposed engineering plan. The garage must be moved at least 5 feet away from the property line to meet the zoning setback requirement. Other than that, the proposed garage will be in approximately the same location. The proposed garage is being elevated somewhat higher than its existing elevation, but not in accordance with the Code requirements of 1 foot above the BFE. Elevating the garage to 1 foot above the BFE would require a considerable amount more fill, and more compensatory storage. Compensatory storage is challenging because almost the entire lot is in the LPDA. In addition, since the property has a shared driveway, the garage would have to be moved further away, which would require more fill or a retaining wall used, which poses safety and access issues for the neighbor. The garage location also must take into account power line setback requirements from the back property line.

The property is located within LPDA SJ79, with a BFE of 736.2 (NAVD88). The existing garage is constructed approximately 2.3 feet below the BFE. The proposed garage is approximately 1.8 feet below the BFE. Flow-through vents will be provided on at least two sides of the garage, per code requirements. All building material below the Flood Protection Elevation (1 foot above the Base Flood Elevation) will be flood resistant materials. Mr. Forzley has owned the property since 2015 and has not experienced flooding in the garage.

The Committee requested a sign be posted on the back wall of the garage with a red line mounted at the elevation of the base flood elevation, particularly as a warning to future owners. The sign would read "Flood waters may rise to the elevation of this line. The storage of materials harmful to water quality, including gasoline, oils and fertilizers must be stored above this line." The sign will be provided to Mr. Forzley by the Village. Mr. Forzley was agreeable to hanging the sign in his garage as a condition of the approval. The Committee further requested a Note to Title be recorded with DuPage County notifying any future purchasers of the LPDA on the property and garage is subject to flooding.

The Committee noted the following findings of fact and recommendation, as provided in the petition and outlined in Section 26.1900.J of the Village Code:

1. Applicant Matthew Forzley is the owner of the property located at 4710 Highland Avenue.
2. Almost the entire lot, including the entire garage, is within LPDA SJ79, with a base flood elevation (BFE) of 736.2 (NAVD88), which would make the flood protection elevation (FPE) 737.2.
3. Section 26.505.B of the Stormwater and Flood Plain Ordinance requires detached garages to be constructed at least one foot above the BFE.
4. The owner is proposing to demolish an existing detached garage and build a new detached garage in approximately the same location within the LPDA, and is requesting a variance to build the garage 1.8 feet below the BFE and 2.8 feet below the FPE (the existing garage is 2.3 feet below the BFE and 3.3 feet below the FPE).

5. The existing driveway is shared with the neighbor to the south (4714 Highland Ave).
6. The variance will not alter the essential character of the area involved, including existing stream uses; the proposed project will be constructing a new detached garage in approximately the same location as an existing detached garage.
7. Carrying out the strict letter of the provisions of the Stormwater Ordinance would create an undue or particular hardship or difficulty on the adjacent owner. The owner of 4714 Highland would be left with a driveway of less than 10-feet in width (minimum required per zoning code) due to grade differentials needed in the property should the new garage be elevated in accordance with the Code. Additionally, the grade differential between the driveways would be nearly 3-feet and would result in a potentially unsafe driving condition.
8. The Owner's requested relief is the minimum necessary and there are no means other than the requested variance by which the alleged hardship can be avoided or remedied to a degree sufficient to permit the reasonable continuation of the development.
9. The Owner's circumstances are unique and do not represent a general condition or problem due to the shared driveway and location of the detached garage on both properties (4710 and 4714 Highland).
10. The subject development is exceptional as compared to other developments subject to the same provision as given in reasons above.
11. The construction of the new detached garage with the requested variance meets the requirements set forth in Section 26.504 of the Stormwater Ordinance.

Mr. Scacco made a motion, seconded by Mr. Ruyle, to recommend to Village Council to approve the variance to Section 26.505.B. of the Village Stormwater and Flood Plain Ordinance, allowing the garage floor elevation to be 1.8 feet below the Base Flood Elevation of 736.2 (NAVD88), rather than one foot above the BFE, with the following conditions:

1. Place sign in garage stating hazardous materials to be stored above BFE.
2. A Note shall be recorded to the Title that the garage is subject to flooding.

Motion passed by roll call vote 4-0.

B. DuPage County MEG Presentation "Upcoming Updates in Precipitation"

At the December DuPage County Municipal Engineer's Group (MEG) Meeting, DuPage County presented "Upcoming Updates in Precipitation." Staff showed the presentation to the Committee. The presentation shows a general increasing trend in rainfall. The rainfall data used for stormwater calculations comes from Bulletin 70, which was originally published by the State Water Survey, and last updated in 1998. DuPage County and the State Water Survey plan to update Bulletin 70. A timeframe has not yet been established.

C. IAFSM Presentation

In March, Staff presented at the Annual Conference for the Illinois Association for Floodplain and Stormwater Management (IAFSM), along with another engineer. Staff reviewed the presentation with the Committee.

VI. STAFF REPORT

See Attachment.

VII. OLD BUSINESS

None

VIII. PUBLIC COMMENT

None

Mr. Scacco made a motion, seconded by Mr. Ruyle to adjourn the meeting at 8:14 p.m.

Motion carried by voice vote of 4-0.

VODG SWFPOC
Staff Report
September 14, 2017

A. NPDES

The Village of Downers Grove has a permit through the Illinois Environmental Protection Agency (IEPA)/National Pollutant Discharge Elimination System (NPDES) for Municipal Separate Storm Sewer System (MS4). The main goal of the program is to reduce pollutant discharges into the waterways. The Annual Report was submitted and posted on the website.

B. 2014 Stormwater Project Analysis

Staff is working on study/design for the projects from the 2014 report. Resident surveys have been sent out for a number of project areas. The following is a brief update of the status of each project.

- 1 – Black Oak/Candlewood – Design awarded
- 2 – Downers/40th – waiting for completion of LPDA study to solicit and award design
- 3 – Elm/Earlston – Design awarded
- 6 – Highland Ct/Washington – Bid, Fall 2017 Construction
- 7 – Drendel Rd (south of Indianapolis) – Further design needed
- 8 – Chase Ave (Haddow to Burlington) – Construction underway
- 10 – Prairie/Forest – to be designed in-house
- 11 – Linden – Design awarded
- 12 – Hitchcock (Glenview to Cornell) – Design awarded
- 14 – Jefferson & Middaugh – Construction underway
- 15 – Lyman (Kenyon to Blanchard) – Bid, Fall 2017 Construction
- 16 – Hobson Triangle area – reviewing resident surveys
- 17 – Francisco (Haddow to Burlington) – Construction underway
- FP-1 – St Joseph Creek (Hummer Park to Village Hall) – plan to solicit bids for study/design
- FP-2 – Deer Creek – waiting for information from Westmont before we move forward with study/design
- FP-4 – St Joseph Creek (Maple and Elmwood) – included with FP-1