

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
FEBRUARY 28, 2018, 7:30 P.M.  
LIBRARY MEETING ROOM**

**DRAFT MINUTES**

1. **Call to Order.** President Graber called the meeting to order at 7:30 p.m.
2. **Roll Call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Kim Stapleton, President Jonathan Graber. Absent: None.  
  
Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Friends of the Library President Joni Hansen, Downers Grove Public Library Foundation Treasurer Ed Pawlak, Kathryn Deiss of Kathryn Deiss Consulting, and one member of the public.
3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.** It was moved by Earl and seconded by Eblen THAT the Minutes of the January 24, 2018 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
  - a. January 2018 Financial Report. Milavec presented the report, noting that the final 2017 expenditure report was included in the Board's packet. The library is 8% into 2018. The insurance budget line is already 90% spent because the insurance policy package arrives in the first month of the year with the new carrier.
  - b. February 2018 Invoices. It was moved by Eblen and seconded by Humphreys THAT the payment of February 2018 invoices totaling \$112,009.07, the acceptance of February 2018 credit memos totaling \$29.97, and the ratification of January 2018 payrolls totaling \$200,313.05 be approved.
6. **Public Comment on Agenda Items.** President Graber invited comment. There was none.
7. **Public Comment on Other Library Business.** President Graber invited comment. There was none.

**8. New Business.**

- a. Bibliotheca Annual Service Maintenance Agreement Renewal. Milavec presented the renewal agreement that covers service and maintenance on all of the library's Bibliotheca products. These products include the sorter and all of its parts, all seven self-check stations and their credit card swipes, software, and RFID stations for attaching tags to items. Bibliotheca charges a large per-visit cost if there is no service agreement and the library has them out at least once a month, so Milavec and staff recommend renewal of the service maintenance agreement.

It was moved by Humphreys and seconded by Stapleton THAT the Bibliotheca Annual Service and Maintenance Agreement Renewal for \$40,350.88 be approved for payment. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Organizational Chart. Milavec presented a revised organizational chart (attached). As vacancies occur in various departments, staffing has been adjusted to meet the library's strategic plan goals. The Board has approved previous organizational charts, but it was decided that moving forward, Board approval will not be needed. Graber asked for a short description of each department so the Board can better understand what each department does and how they overlap. Milavec will organize this for a future meeting.

**9. Unfinished Business.**

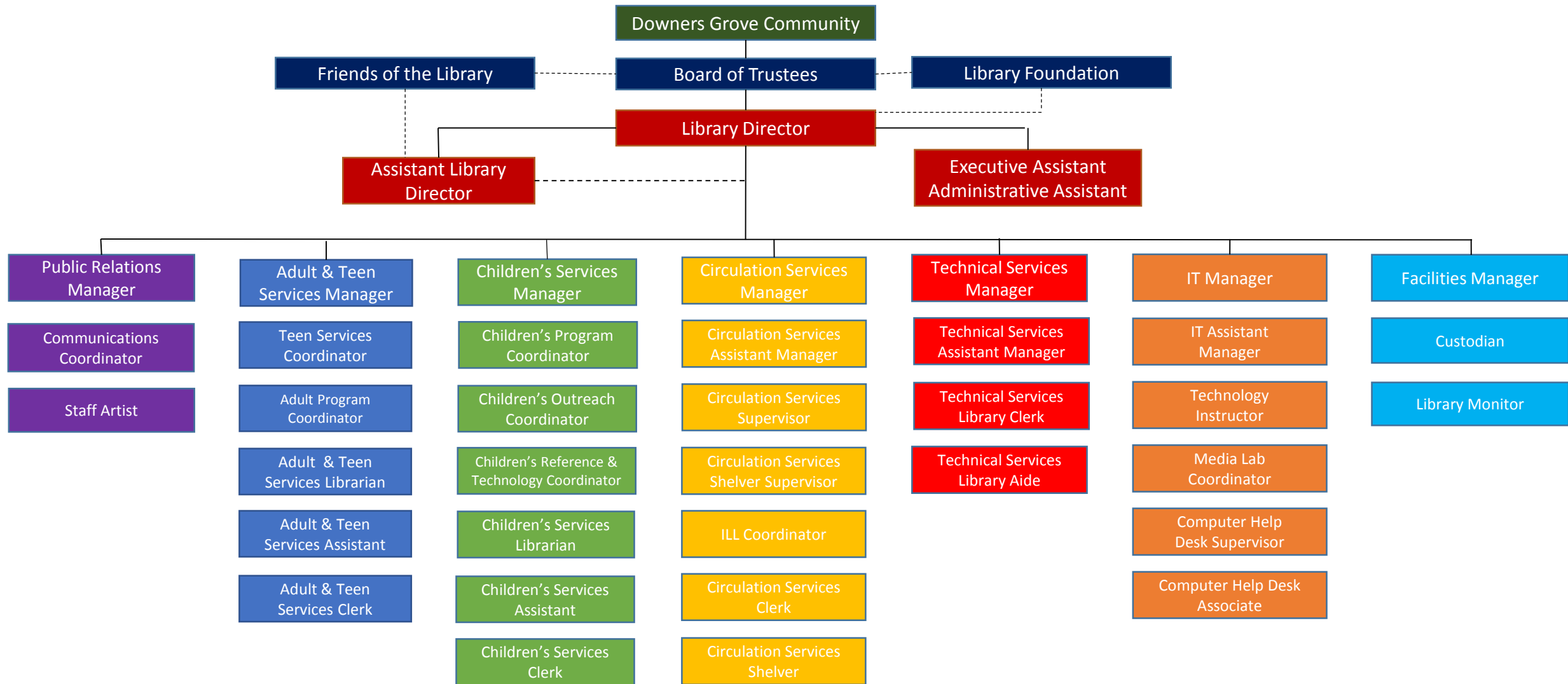
- a. Bylaws – Second Reading. Graber had a few minor changes to the proposed bylaws and sent them by email to Milavec. The revised Bylaws will be distributed to the Board before the March meeting so that a vote can take place at the March 21 meeting.

10. **Library Director's Report**. Milavec presented her report (attached). The March Board meeting is a week early on March 21. Milavec will be out of town the week of March 12, so the Board packet will be distributed on Monday, March 19. The library's annual report was completed. The 2018 project planning is under way and Shales McNutt will come before the Board in March with their construction management contract proposal. The Board will look over the full project in April. The financial management plan was included in the Board's packet.

**11. Trustee Comments and Requests for Information.**

Humphreys commented that he is very happy with the relationship the library has established with Shales McNutt.

12. **Adjournment**. It was moved by Eblen and seconded by Gigani THAT the Regular Meeting of the Board of Trustees be adjourned. Motion passed by voice vote. President Graber adjourned the meeting at 7:50 p.m.



Revised Organizational Chart for Downers Grove Public Library

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
FEBRUARY 28, 2018**

**AGENDA ITEM 10**

**Library Director's Report**

2017 Illinois Public Library Annual Report

The completed 2017 Illinois Public Library Annual Report (IPLAR) is included in your packet.

2018 Project Planning

The planning phase for the 2018 capital project is underway. Product Architecture + Design are working with staff to create a plan that meets the needs in each area within the total project budget. With relocation of the Check Out Desk, renovation of staff lounge and restrooms, renovation of family restrooms, and replacement of lighting in remaining public areas of the second floor, Training Room, and STEM Room, this project addresses items reflected in the Capital Needs Assessment as well as the final remaining interior needs not addressed in the 2014 interior renovation. In March, a contract for construction management services from Shales McNutt Construction, the construction management firm with an established relationship with the Library, will come before the Board. In April, Product Architecture+ Design will present the project to the Board.

Financial Management Plan

The final draft of the Financial Management Plan is included in your packet. Prepared by Ehlers Inc. and based on the Capital Needs Assessment, this was presented in draft form to the Board of Library Trustees in January.

March Meeting Date and Packet Schedule

The regular meeting for the Board of Library Trustees will be March 21, 2018 at the usual 7:30pm start time in the Library Meeting Room. The Board packets will be distributed by 5pm on Monday, March 19.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE MEETING  
FEBRUARY 28, 2018, 7:45 P.M.  
LIBRARY MEETING ROOM**

**DRAFT MINUTES**

1. **Call to Order.** President Graber called the meeting to order at 7:51 p.m.
2. **Board Development Session.** The Board participated in a training session titled “Improving Board Communication”. The training was facilitated by Kathryn Deiss of Kathryn Deiss Consulting.
3. **Adjournment.** It was moved by Humphreys and seconded by Gigani THAT the Committee of the Whole Meeting of the Board of Trustees be adjourned. Motion passed by voice vote. President Graber adjourned the meeting at 8:52 p.m.



VILLAGE OF DOWNERS GROVE  
 Stormwater and Flood Plain Oversight Committee Meeting  
 September 14, 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. Crilly, Mr. Ruyle, Mr. Schoenberg

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

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

Public Present: none

**III. APPROVAL of April 13, 2017 Minutes**

Mr. Ruyle made a motion, seconded by Mr. Crilly, to approve the April 13, 2017, minutes.  
**Motion carried by a voice vote 4-0.**

**IV. PUBLIC COMMENTS**

None

**V. NEW BUSINESS**

**A. Update on Revised Floodplain Maps**

On June 1, 2017, FEMA released the Updated Revised Floodplain Maps. The first revision of the Floodplain Maps was issued in June 2015. The new maps were updated based on comments received from the first map release. An Open House was held at Downers Grove Public Works in August. All properties newly mapped into the floodplain were mailed letters informing them of the Open House. The Open House was advertised on the Village website, weekly e-news and Facebook. About 50 people attended the Open House. Staff was available to review the maps and answer general questions. We provided a sign-up sheet for residents with more in depth questions for Staff to follow up.

Just as in 2015, there was 30-day comment period for the new maps. Downers Grove submitted some comments/questions.

In the beginning of September the County issued a Technical Guidance Memorandum with regard to the use of the updated maps. The Memorandum stated that no later than

September 8 the Updated Revised Preliminary Maps (2017) must be used for the purpose of regulating new construction and computing compensatory storage calculations.

In some areas in Downers Grove the base flood elevation is increasing, while in other areas it is decreasing. Some areas of flood plain are being eliminated and some new areas of floodplain are being added. One of the biggest changes is St. Joseph Creek north of 55<sup>th</sup> Street. The base flood elevation in this area is increasing by about 3 feet. After the flood event in April 2013, the Village hired engineering firms to review some of the most flooded areas. This area was one of them. The engineering review in 2013 determined the flood elevation from the FEQ (Full Equation) model were more in line with the flooding seen in April 2013 – which is similar to the elevations on the revised floodplain maps.

Chair Gorman recommended we add a note to the Flood Plain page on the website informing people to check both maps.

### **B. Update on LPDA Studies**

The engineering firms who originally studied the Localized Poor Drainage Areas (LPDAs) in 2006 are updating the studies of the LPDAs. Prior to 2006, the LPDAs were identified on a Drainage Control Map. The intent of the update is to provide updated, more accurate information. Topographic survey information has been obtained for overflow elevation and to more accurately determine the volume provided by the LPDAs. In addition, the Village has completed stormwater projects that affect some of the LPDAs. The preliminary reports have been reviewed by Staff. Once all comments have been addressed, the revised studies and base flood elevations will be brought to Council to have them adopted. Once they are adopted the Village map will be updated.

An Open House will be held to educate the public. When the LPDAs were originally adopted, many long-time homeowners did not know they were in an LPDA. We plan to send letters to all properties in the LPDAs to better inform homeowners. The Open House will also be advertised via eNews, the Village website and the Village Facebook page. Currently, for any new construction with an LPDA, a Note to Title is being recorded as a notification to future homeowners.

Mr. Schoenberg recommended looking at/mapping overland flow paths. Staff hopes to add overland flow paths on GIS, either in conjunction with the LPDAs or with an upcoming APA/FEMA pilot project for which the Village was selected.

### **C. Council “High Priority Action Items”**

Village Council adopted their Long Range Plan for 2017 - 2019. Two items pertain specifically to stormwater: Consider Amendments to Stormwater Regulations and Consider Amendments to the Stormwater Utility Credits & Incentives.

Last year the SW&FPOC reviewed options for Amendments to the Stormwater Regulations and provided recommendations to Council. Chair Gorman asked whether the committee’s

discussion regarding the possible enactment of Open Space / Maximum Lot Coverage requirement had been included in the stormwater recommendations to Council. It was his understanding that the topic had been tabled for further discussion after the Comprehensive Plan was completed and adopted. Staff confirmed it had been included as a general recommendation to Council, but a specific recommendation was not included.

Chair Gorman was the chairman for the Comprehensive Plan Ad Hoc Committee. Members of the Ad Hoc Committee expressed concern about increased density and runoff in residential areas and increase in impervious coverage. The Comprehensive Plan update was recently adopted and recommends enacting regulations for minimum open space.

The lot coverage/green space requirement would be in the Zoning Code, not the Stormwater and Flood Plain Ordinance. Therefore, changes to Zoning Code would be reviewed by and recommended by the Plan Commission. Mr. Schoenberg recommended Chair Gorman contact the chair of the Plan Commission to find out if they have discussed open space and offer assistance from the SW&FPOC with developing the lot coverage.

Chair Gorman suggested a letter to the Mayor and Village Council on behalf of the Committee stressing the importance of a minimum open space requirement. Chair Gorman passed out a draft of such a letter for the Committee members to review. The letter explains the importance of minimum open space, what neighboring communities are doing, and the increase in runoff from the increase in impervious. Mr. Schoenberg recommended a more "high level" letter without all the data. Mr. Crilly recommended leaving the data, and Mr. Ruyle agreed.

**Mr. Ruyle made a motion, seconded by Mr. Crilly, that Chair Gorman talk to chair of the Plan Commission offering the assistance of the Stormwater and Floodplain Oversight Committee to develop minimum open space requirements and then Chair Gorman may opt to send the letter (currently marked draft) to Village Council.**

**Motion carried by a voice vote 4-0.**

## **VI. STAFF REPORT**

See Attachment.

Westmont installed permeable concrete street on Cumnor near 63<sup>rd</sup>. Chair Gorman spoke to the engineer of Westmont. So far they are happy with the permeable street.

Downers Grove installed permeable sidewalk panels as a test area to see how well they work with drainage issues on public sidewalks. Information is available on the website.

There is an asphalt patch on Grove Street within the permeable pavers. Staff to look into this.

## **VII. OLD BUSINESS**



None

**VIII. PUBLIC COMMENT**

None

Mr. Ruyle made a motion, seconded by Mr. Crilly to adjourn the meeting at 7:55 p.m.

**Motion carried by voice vote of 4-0.**