

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
MAY 23, 2018, 7:30 P.M.  
LIBRARY MEETING ROOM**

**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 David Humphreys, Trustee Kim Stapleton, President Jonathan Graber. Absent: Trustee Swapna Gigani.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Communications Coordinator Christine Niels, Children's Services Manager Allyson Renell, Downers Grove Public Library Foundation Vice President Ed Pawlak, Resident Tom Sleeter.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
  - a. April 25, 2018 Regular Monthly Meeting. President Graber noted that in item 3, the word "interested" should be "interest". It was moved by Earl and seconded by Humphreys THAT the Minutes of the April 25, 2018 Regular Monthly Meeting be approved with correction. Motion passed by voice vote. Trustee Eblen abstained.
5. **Financial Matters.**
  - a. April 2018 Financial Report. Milavec presented the report.

The library is right on track for this time of year. There is still no property tax allocated to the library. This will happen after the property tax bills are paid, so the Board will continue to see \$0 in that revenue line until the payments come in. The latest invoice for Product Architecture + Design is included in the packet and comes out of the Capital Replacement Fund. Milavec noted a large invoice for the OverDrive database renewal.
  - b. May 2018 Invoices. It was moved by Humphreys and seconded by Stapleton THAT the payment of May 2018 capital replacement invoices totaling \$11,186.52, the payment of May 2018 operating invoices totaling \$90,343.33, the acceptance of May 2018 credit memos totaling \$279.00, and the ratification of April 2018 payrolls totaling \$205,010.74 be approved. Roll call: Ayes: Earl, Eblen, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

6. **Public Comment on Agenda Items.** President Graber invited comment. There was none.
7. **Public Comment on Other Library Business.** President Graber invited comment. Ed Pawlak commented that statistics of the library's usage are going up, which is always great to hear. In terms of the Board's planning and looking at initiatives, he hopes that they see there are two dimensions to those rising numbers. It is the result of the range of people that use the library and the levels of use. It would be useful for the Board to look at goals for the library in terms of the different levels of use and try to initiate different types of programs to appeal to the most people.

Milavec responded with examples of programs the library is trying to do to go beyond its physical walls. The rack at the tracks program has just begun, with books available at the train station for commuters to read and return. These are donated and withdrawn items. The open Public Relations Manager position will be tasked with beefing up partnerships and the library's outreach with other community organizations. The library is looking at doing deposit collections at its major service centers around town to reach patrons that cannot make it to the building themselves.

Trustee Humphreys seconded the initiative and suggested a future agenda item for the Board to chat about other ways to spread the word about the library's many services.

8. **New Business.**
  - a. Summer Reading Presentation. Children's Services Manager Allyson Renell presented the 2018 Summer Reading Club details.
  - b. Collection Management Policy. Milavec presented a new collection management policy that covers all aspects of managing the library's collections in a simplified, streamlined manner. It also covers artwork and donations. It was moved by Humphreys and seconded by Eblen THAT the Collection Management Policy be approved as presented. Motion passed by voice vote.
9. **Unfinished Business.**
  - a. 2018 Capital Project Bid Specifications – Product Architecture + Design. President Graber stated that he would like all Board members to participate in the 2018 project vote and would like to postpone the vote until the June meeting when Trustee Gigani is present. Trustee Eblen cautioned the Board against setting a precedent by postponing votes when trustees are not in attendance. After discussion, the Board agreed to only postpone votes on future agenda items when the decision is made collectively at a previous meeting. It was moved by Earl and seconded by Humphreys to table agenda item 9a until a future meeting. Motion passed by voice vote.

- b. Employee Benefit Premium Plan. Milavec presented the Village of Downers Grove's employee benefit premium structure as well as two alternate structures and asked the Board for direction on what they want the library's plan to look like. Milavec recommends the Board approve a plan similar to the Village, which incentivizes the VEBA insurance plan, to help keep premiums lower for both library and village staff.

It was moved by Humphreys and seconded by Earl THAT the library implement the 2019 Employee Benefit Premium Plan with the Village of Downers Grove structure. Roll call: Ayes: Earl, Eblen, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

10. **Library Director's Report**. Milavec presented the report (attached). Staff have been very busy this past month. Julie Milavec and Jen Fredericks interviewed six candidates for the Public Relations Manager position this week. Final interviews will be next week. Facilities Manger Ian Knorr and Custodian Kevin Montgomery are working overnights to complete the Kid's Room lighting project. This will give the library an additional 20% rebate through the ComEd rebate program. Milavec commended Ian on all of the hard work he has done for this lighting project to save the library money and be energy efficient while maintaining good quality of light.

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

Trustee Eblen missed last month's meeting and watched the video to catch up. It was very helpful! Trustee Humphreys asked if there was a way to make the Board meeting recordings live.

Trustee Humphreys talked about the 250 new apartments opening up downtown this summer. He is hoping the library is taking advantage of these new potential patrons. Pierce Tavern is also opening up this summer in the downtown area. Trustee Humphreys attended the Girls Who Code graduation ceremony and it was so much fun. The kids had a blast and they clearly learned a tremendous amount in the program.

Director Milavec forgot to mention in her earlier report that Teen Services Librarian Lynette Pitrak, who has been with the library almost eight years, will be leaving the library in June to become a teacher. She will do amazing things in her new profession and will be sorely missed.

12. **Adjournment**. It was moved by Stapleton and seconded by Eblen THAT the Regular Meeting of the Board of Trustees be adjourned. Motion passed by voice vote. President Graber adjourned the meeting at 8:46 p.m.

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**AGENDA ITEM 10**

**Librarian's Report**

Kids Room Lighting Project

Facilities Manager Ian Knorr is replacing the fluorescent fixtures in the Kids Room public areas with flat panel LEDs. With the taller ceiling height than the second floor and a ceiling grid that runs perpendicular to the stacks, these fixtures, placed effectively, reduce the overall number of fixtures needed, which helps maximize the ComEd Energy Efficiency rebates available. The project will be completed within the operating budget for Facilities, providing reductions to future Capital Needs Assessment lighting project budgets.

Access Services Manager and Department Changes

Nora Mastny will start June 4 in the new Cataloging Librarian position. Amy Prechel will begin as Access Services Manager on September 10. Assistant Manager of Access Services Barb Powell will retire in September.

Public Relations Manager Search

More than 40 candidates applied for the Public Relations Manager position. Phone screenings of selected candidates were completed. Six candidates have been invited for in-person interviews.

SWAN Consortium Now Includes 97 Libraries

The 19 new libraries are now full members of the SWAN Consortium, making total membership 97. The new libraries' holdings are visible and available in the catalog, bringing the total items available to more than 9.8 million! The migration went about as smoothly as such things can go. Deduplication of catalog records and other database cleanup projects are underway.