

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
OCTOBER 24, 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 Swapna Gigani, Trustee David Humphreys, Trustee Kim Stapleton, President Jonathan Graber. Absent: Trustee Carissa Dougherty.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Facilities Manager Ian Knorr, Friends of the Library President Joni Hansen, Downers Grove Public Library Foundation Treasurer Ed Pawlak, Bob St. Mary of Elara Engineering.

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 Humphreys and seconded by Gigani THAT the Minutes of the September 26, 2018 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
 - a. September 2018 Financial Report. Milavec presented the report. The library is doing great with an excellent year-end outlook. Milavec noted that the iPromoteU invoice covers both shirts for maintenance staff and Bookology giveaway bags. The ServiceMaster invoice for mold remediation was for the wall between the staff room and Access Services department that had the water leak.
 - b. October 2018 Invoices. President Graber noted that the payroll report included in the Board packet was not totaled properly. The September payroll total should be \$199,684.12.

It was moved by Humphreys and seconded by Stapleton THAT the payment of October 2018 capital replacement invoices totaling \$3,184.20, the payment of October 2018 operating invoices totaling \$102,886.57, the acceptance of October 2018 credit memos totaling \$6.00, and the ratification of September 2018 payrolls totaling \$199,684.12 be approved. Roll call: Ayes: Gigani, 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. Joni Hansen announced that the Friends of the Library Book Sale begins Friday, October 26 and goes through the weekend. She hopes everyone stops by and tells their friends.
8. **New Business.**
 - a. Personnel Policy Draft. The library's attorney has the current draft of the policy and will be unable to get it vetted in time for the November Board meeting. The policy will be on the agenda for the December meeting. There are three major changes. Vacation time will be split out by part-time, IMRF qualified staff and part-time, non-IMRF staff. The recommendation is to have this take effect on January 1, 2019 when the annual accruals are handed out. The second proposed change is to remove the sick leave bank. It has never been used during Milavec's tenure. The third change is to extend the general leave of absence to 12 weeks. Final formatting, numbering, and margins will happen in the final draft.
9. **Unfinished Business.**
 - a. 2019 HVAC, Boilers, and Controls Project Release to Bid. Bob St. Mary of Elara Engineering outlined the details and pricing of the project. The project is on schedule so far and Bob discussed the rest of the timeline.

It was moved by Stapleton and seconded by Gigani THAT the 2019 HVAC, Boilers, and Controls Project be released to bid. Roll call: Ayes: Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

10. **Library Director's Report.** Milavec presented the report. Carissa Dougherty was officially appointed to the Library Board in October. Due to prior commitments, she will be sworn in at the December meeting. She is scheduled for orientation with Milavec on November 2. Milavec thanked Ed Earl for his service to the library. His departure leaves an unexpired term and Milavec believes a new trustee will be appointed at the November 13 Village Council Meeting. The 2018 construction project begins on November 5. Final preparations will take place next week. Milavec noted that the September circulation statistics are up by 16,000 items from last September.
11. **Trustee Comments and Requests for Information.**

Trustee Humphreys commented that displays and information signs about the construction project would be nice. Milavec commented that the PR department is already working on it and will have signage for each area of construction.
12. **Adjournment.** President Graber adjourned the meeting at 8:10 p.m.