

DOWNERS GROVE
ENVIRONMENTAL CONCERNS COMMISSION

Minutes

April 12, 2018

I. Roll Call

As the Chair was not present, Commissioner Marron was nominated to be the Acting Chair.

Present: Acting Chair Marron, Commissioner Duda, Commissioner Ellis, Commissioner Salman

Absent: Commissioner Getz, Commissioner Horvatin, Chairwoman Peloso

A quorum was established.

II. Visitor Welcome

One visitor, Vera Miller of the DuPage Clean Energy Coalition introduced herself.

III. Public Comment

There was no public comment during this time.

IV. View and Approval of March 8, 2018 Meeting Minutes

Acting Chair Marron made a motion to approve the minutes. Commissioner Ellis seconded. The motion passed with a voice vote.

V. Staff update on ongoing projects

- DuPage River Sweep
Ms. Miles noted the DuPage River Sweep would be held on May 19th in an area off of Gilbert. Ms. Miles noted if anyone would like to volunteer she would pass that information onto Dan Carlsen who is organizing the event.
- Composting
Ms. Miles summarized a few updates that were sent out to the commissioners after the March meeting. Ms. Miles reviewed that composting material can be picked up at a facility called Organix Recycling in Chicago. Advertising for the new composting program was put on the solid waste section of the Village's website but more information would be put forth after staff confirmed some of the program details with the Republic representative on cart usage. Republic has indicated that residents must use a Republic card to participate in the composting program at this time. Information detailing this part of the program will be added to the Village website and all information will be put on the Village social media platforms.

Ms. Miles noted that the Village representative from Republic would participate in an informational meeting on the composting program at Village Hall. Ms. Miles noted the date of Thursday, May 24th at 6:00pm in the Village Council Chambers. The meeting would be an informational meeting for residents to hear about the composting program. Ms. Miles asked if the commission was in agreement with that date and all commissioners indicated this date was acceptable. Commissioner Ellis asked if the meeting could be recorded and Ms. Miles said yes.

VI. New Business

- Monarch Pledge Discussion – There were no new updates on this discussion but Ms. Miles said she would follow-up with Chairwoman Pelloso on this topic.
- Climate workgroup update – Commissioner Ellis had no new updates but asked how she could get this idea in front of the Village Council. Ms. Miles said any action would have to be put forth from the meeting and voted on by the commission. Ms. Miles also suggested speaking at a Village Council meeting. Ms. Miles noted any new board or commission has to be established by the Village Council. Commissioner Ellis asked if there were any subgroups of commissions and Ms. Miles noted the example of the Comprehensive Planning Ad Hoc Committee. Ms. Miles also noted the Village Council meeting schedule for the commissioners is typically the first three meetings of each month.

Ms. Miller noted her support of a climate workgroup. Ms. Miller also explained her participation in a group in DuPage County on green energy and how the group will work to support and be a resource for communities in the county interested in green energy. Ms. Miller said the coalition group would need meet on April 30th from 7-9:00 pm at the Glen Ellyn Police Department. Commissioner Ellis suggested all commission members look at the Evanston climate workgroup.

VII. Adjournment

Acting Chair Marron made a motion to adjourn. Commission Ellis seconded

The motion was passed by a voice vote.

Meeting adjourned.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
JANUARY 23, 2019, 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 Carissa Dougherty, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Jennifer Morrow, Trustee Kim Stapleton, President Jonathan Graber. Absent: None.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Resident Terry Pavesich.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.** Milavec noted a correction in Agenda Item 4, where Trustee Carissa Dougherty's term should be listed as a six-year term, not a four-year term. It was moved by Humphreys and seconded by Morrow THAT the Minutes of the December 12, 2018 Regular Monthly Meeting be approved as corrected. Motion passed by voice vote.
5. **Financial Matters.**
 - a. December 2018 Financial Report. Milavec presented the report. A new version of the 2018 invoice edit list was distributed due to a \$0.63 change in one of the invoice totals. The final 2018 expenditure report will be in the February Board packet. The 2018 revenues as seen in the January Board packet should be final and came in at 2% over the estimated amount. The 2018 expenditures are at about 92% of the budget. Milavec noted that the final invoice of the 2018 construction project would be paid in 2019. Included in the January Board packet is a comparison of the original project totals versus the final project totals, showing that the project came in under budget. The final construction bill will be approved in February.
 - b. January 2019 Invoices. It was moved by Dougherty and seconded by Stapleton THAT the payment of December 2018 capital replacement invoices totaling \$25,425.55, the payment of January 2019 capital replacement invoices totaling \$2,907.07, the payment of December 2018 operating invoices totaling \$67,737.87, the payment of January 2019 operating invoices

totaling \$95,179.75, the acceptance of December 2018 credit memos totaling \$1,890.07, and the ratification of December 2018 payrolls totaling \$215,212.65 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Morrow, 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.

Terry Pavesich, resident and DGPL Circulation Clerk, commented on an issue with the new vacation schedule. Terry, along with other Circulation staff, are not pleased with the new vacation schedule and feel that the clerks and shelvers are the ones losing vacation time with the new policy. Staff cannot request unpaid time off, instead having to find replacements for shifts. She should be able to take unpaid time off if she would like. Staff also cannot make up holidays. Many staff had three holiday days off at Christmastime this year and were not allowed to make that time up. That is what the extra week of vacation was helpful for – to cover unpaid holidays. Terry would like to see the policy be left the way it was before. If the Board is going to take the week of vacation away from staff, she thinks staff who are normally scheduled to work on holidays should be paid for the time off. It would cost the library \$5,400 a year.

8. **New Business.**

a. Library Services Policy. This is the final piece of the new policy manual and incorporates the old library services policy and circulation policy into one. Milavec tried to get rid of rules and operational guidelines and tried to simplify language. Policies covering notary services, bulletin boards, gaming systems, and home delivery services were added.

It was moved by Gigani and seconded by Humphreys THAT the Library Services Policy be approved as presented. Motion passed by voice vote.

9. **Unfinished Business.**

a. Personnel Policy. Milavec presented the changes to the personnel policy approved in December. Throughout the personnel policy, the term “sex” was changed to “gender and gender identity.” The definition of immediate family was also changed. It was moved by Humphreys and seconded by Morrow THAT the updated Personnel Policy be approved as presented. Motion passed by voice vote.

10. **Library Director’s Report.** Milavec presented the report. Staff In Service Day was Friday. The focus was safety and security and staff participated in fire and

tornado drills. The Downers Grove Police Department presented on active intruder procedures, the Downers Grove Fire Department did fire extinguisher training, and staff had training on the new AED machines. The artists' proposals were due to the Foundation last Friday. The Art Committee will be meeting to review the three proposals that were received. The Per Capita Grant application was completed and is included in the packet. Jen is working on the Illinois Public Library Annual Report that is due at the end of February. The 2018 circulation total was 1,270,000 items, which is a new all-time high. There will be all sorts of new and interesting things available for checkout in 2019. The library is starting an Anything Emporium collection, which is DGPL's version of a library of things.

11. Trustee Comments and Requests for Information.

Trustee Morrow knows multiple people who volunteer with PADS and they have all had wonderful things to say about the mobile library and the library's involvement with the program.

Trustee Morrow also commented that her SWAN account was frozen because she had changed addresses in the last year, but she received no notification of this happening and did not find out until she tried to use her card. She was wondering if an alert could be sent out to patrons who experience this issue so they can correct it right away. President Graber mentioned that the same thing happened to him. Milavec commented that this is a SWAN report that runs every year so she will look into what they can do about notifications across the consortium.

President Graber commented that the construction numbers look good and the changes he has seen around the library look good as well. He would like to have a walk-through with the rest of the Board at the next meeting for everyone to see all of the changes that occurred during the project.

President Graber also commented that he came in to check out CDs and realized he did not have a CD player at home anymore. He thought it might be a good idea to offer CD players for patrons to check out. Jen Fredericks mentioned that CD players are on the list to be added to the Anything Emporium.

Trustee Humphreys works with the PADS site at First Congregational Church across the street and the library's involvement is very much appreciated.

Trustee Humphreys has also received a couple of unsolicited comments from people about the construction project, especially about the family restrooms and how great they are.

Trustee Morrow mentioned that she wanted to attend the library's genealogy program but it was during the week at 2:00 p.m. She was wondering if that is an inconvenient time for patrons. Milavec mentioned that historically, the genealogy programs have been filled with retired patrons who are available at that time. Trustee Morrow thinks the genealogy programs might become more popular with 23 and Me and ancestry.com gaining popularity and suggested the library try to hold a couple more programs in the evening as well.

Trustee Gigani asked if the school district schedule is checked when planning In Service Day, as this year's In Service Day closure fell on a day that the schools were off, which inconvenienced more patrons.

Trustee Dougherty appreciates the department reports in each packet. She would like to see comparisons for some of the numbers listed in the reports.

12. Adjournment. President Graber adjourned the meeting at 8:06 p.m.