

DOWNERS GROVE
ENVIRONMENTAL CONCERNS COMMISSION

Minutes

April 11, 2019

I. Roll Call

Chairwoman Pelloso, Commissioner Bement, Commissioner Duda,
Commissioner Ellis arrived at 7:03pm

Commissioner Maron – Absent
Commissioner Salman – Absent

II. Visitor Welcome

Chairwoman Pelloso welcomed the visitors to the meeting and asked them to introduce themselves.

Daniel Carlsen, Management Analyst of the Village stated that he is serving as the role of staff liaison for the Environment Concerns Commission because Megan Miles fell ill.

III. Public Comment

Dr. Jan Hessler, mentioned he has lived in Village for over 40 years, and has done numerous professional talks regarding climate change. Dr. Hessler addressed the magnitude of climate change impact and asked what sort of sustainability efforts the Village had established, and how do those efforts compare to other communities. Dr. Hessler understands that the Village receives free electricity for Village facilities from an agreement with ComEd and wants to ensure the Village is still operating sustainably.

Chairwoman Pelloso asked Mr. Carlsen if it was possible to gather this information and have it available for the next Environmental Concerns Commission.

Mr. Carlsen stated that he would gather the available information on the Village sustainability efforts, and clarified that while the Village does receive electricity at no cost for non-revenue generating facilities, the Village is committed to sustainable practices and have demonstrated that by activities such as installing solar panels on the Public Works and Fleet facilities, and the Villages effort to convert their vehicle fleet to alternative fuels.

Chairwoman Pelloso asked Mr. Carlsen what the current composition of the Village's fleet by fuel-type is, and what the process is for replacing vehicles.

Mr. Carlsen stated that the fleet is roughly 83% alternative fuel vehicles, and when a

vehicle comes close to reaching its life expectancy, part of the review process is to see if an alternative fuel vehicle replacement can provide the same service.

Chairwoman Pelloso asked if there is any push to purchase electric vehicles. If the Village purchased electric vehicles and installed an electrical charging station, both the Village and residents would benefit.

Mr. Carlsen stated that staff is always looking for sustainable solutions, and will see if there are any plans for electric vehicles in the future.

Sue Farley, mentioned that the Downers Grove Public Library will be hosting their inaugural Service Fair. The event is on Saturday, April 13, from 2:00 p.m. – 4:00 p.m. and showcases the community services provided by various entities within the Village of Downers Grove and surrounding areas. She encouraged the Village of Downers Grove should be involved in the service fair and to look for ways to promote the service fair when the service fair is held in the future. Ms. Farley also encouraged the Village to take steps in becoming a Sol-Smart community, a national designation program recognizing organizations that foster the development of solar industry.

Ms. Farley also asked for a status of the Village's composting program now that it has been in operations for almost a year. She wondered why residents had to use a Republic Services yard waste container instead of any household container.

Chairwoman Pelloso asked Mr. Carlsen if it were possible to get any updates on the compost program and if another container could be used for composting instead of the Republic Services yard waste container.

Mr. Carlsen stated he would work on getting this information from Republic Services for the next meeting to share with the group.

A resident, stated that addressing climate change is a major passion in her life, and expressed frustration that the problem is not being adequately addressed. She stated that other countries with less available resources are investing in sustainable practices to help the environment, and we should look to those countries as an example. The resident was wondering how she could be more involved in supporting sustainability locally, and what would be the best way to communicate directly with local leaders.

Chairwoman Pelloso explained to the resident that there is currently a vacant position on the Environmental Concerns Commission, and encouraged her to submit an application if she is interested in supporting sustainability and climate change.

Mr. Carlsen also stated that Village Council meetings are a great way to speak with Village Council members directly, or she would be welcome to send them an email as well.

David Rose, asked why there was a need to create an Ad Hoc committee to address climate change when there is an already established Environmental Concerns Commission.

Chairwoman Pelloso explained that the duties of the Environmental Concerns Commission are much broader than just focusing on climate change, and while every

member of the Environmental Concerns Commission has a professional background in environmental science, not everyone is an expert on climate change. The Ad Hoc subcommittee for climate change would allow the group to solely focus on addressing climate change, and applicants with a professional background related to the field of climate change will be targeted as members of the subcommittee.

Commissioner Ellis also explained that the Environmental Concerns Commission is an advice and counsel board, which means the commission identifies issues for the Council to consider, and does not make recommendations like petition-driven boards. If the Ad Hoc Committee were created the group would be allowed to make recommendations to Village Council, which is why the Environmental Concerns Commission is encouraging the creation of the Ad Hoc Committee.

IV. View and Approval of March 14, 2019 Meeting Minutes

Chairwoman Pelloso asked for a motion to approve.

Commissioner Duda made a motion to approve, Commissioner Ellis seconded the motion. The motion to approve the March 14, 2019 meeting minutes was passed unanimously.

V. Staff update on Ongoing Projects

Mr. Carlsen stated that the Village will be participating in the annual DuPage River Sweep sponsored by the Conservation Foundation of Naperville. Volunteers throughout the county head into the local waterways to clean up garbage and other debris that has entered into the water system. Mr. Carlsen encouraged anybody interested in participating to go to www.ConservationFoundation.org for more information.

Chairwoman Pelloso suggested that this event would be great to advertise in the Village's weekly newsletters, and encouraged the Village to utilize the weekly newsletters to promote events like these more often in the future.

VI. New Business

Discussion: Renaming the Commission and Reviewing the Goals of the Commission

Commissioner Bement suggested that the name of the Environmental Concerns Commission should be changed to just Environmental Commission, as was discussed at the previous meeting.

Chairwoman Pelloso asked the other Commissioners what the absentee members felt about the name change at the previous meeting.

Commissioner Ellis noted that they were in support of the change, but wanted the Chairman's input before issuing a motion.

Commissioner Duda made a motion to change the name of the Environmental Concerns Commission to the Environmental Commission, Commissioner Ellis seconded the motion. The motion to change the name of the Environmental Concerns Commission to the Environmental Commission was approved unanimously by voice vote.

Chairwoman Pelloso stated that the commission would still need time to review the powers and duties of the Environmental Concerns Commission outlined in the Village's municipal code before any changes could be discussed.

Commissioner Ellis asked Mr. Carlsen if it were possible to receive the Village Code language in a digital form so that individuals can make edits, and the group would be able to track any changes that were made. The group would then review and discuss any potential changes at the next Environmental Concerns Commission.

Discussion: Creation of Ad Hoc Workgroup

Chairwoman Pelloso introduced the next item on new business which was the Creation of an Ad Hoc Workgroup.

Commissioner Ellis provided an update to the group, summarizing the workgroup proposal which states the subcommittee's purpose, current state, suggested goals and resources. Commissioner Ellis then identified a couple of issues that would need to be decided on before the proposal is submitted.

Commissioner Ellis asked what the ideal number of members would be.

Commissioner Bement responded that seven would be ideal.

Commissioner Ellis asked if there should be a member of the Environmental Concerns Commission on the Climate Action Work Group.

Chairwoman Pelloso responded that there should be one member of the Environmental Concerns Commission on the subcommittee. Additionally, Chairwoman Pelloso stated there should be two co-chairs so that the meetings would still be effectively lead if one of the co-chairs is missing.

Chairwoman Pelloso asked Mr. Carlsen how members of the subcommittee would be elected. Mr. Carlsen stated that the Mayor appoints members to Boards and Commissions, subject to Council consideration and it would be the same for the subcommittee.

Commissioner Ellis asked when the subcommittee should meet.

Chairwoman Pelloso stated that it should be once per month for an hour, preferably before or after the Environmental Concerns Commission to help with scheduling.

Commissioner Ellis stated that she will add to the report that the Climate Action Work

Group should have two co-chairs, be comprised of seven members, and that one of the seven members should be on the Environmental Concerns Commission.

Commissioner Ellis made a motion to submit the proposal with the addition that the Climate Action Work Group should have two co-chairs, be comprised of seven members, and that one of the seven members should be on the Environmental Concerns Commission to Village Council. Commissioner Duda seconded the motion. The motion was approved unanimously by voice vote

Chairwoman Pelloso reviewed the items for next month's agenda. She said she would like each Commissioner to review the goals of the commission outlined in the Village code and come to the next meeting with suggestions on any changes.

VII. Adjournment

Chairwoman Pelloso asked for a motion to adjourn.

Commissioner Ellis made a motion to adjourn. Commissioner Duda seconded the motion. The motion to adjourn was passed unanimously by voice vote.

Meeting adjourned.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
REGULAR MONTHLY MEETING
AUGUST 28, 2019, 7:30 P.M.
LIBRARY MEETING ROOM**

MINUTES

1. **Call to Order.** President Graber called the meeting to order at 7:31 p.m.
2. **Roll Call.** Members Present: Trustee Carissa Dougherty, 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, Building Operations Director Ian Knorr, Friends of the Library President Joni Hansen, Ed Pawlak, Mark Blair, David Hrycewicz.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. July 24, 2019 Minutes. Stapleton noted that agenda item 8a included a misspelling of AirBnB. It was moved by Humphreys and seconded by Gigani THAT the Minutes of the July 24, 2019 Regular Monthly Meeting be approved as corrected. Motion passed by voice vote.
5. **Financial Matters.**
 - a. July 2019 Financial Report. Milavec presented the report. The library is 58% through the year. The Village has not yet updated the property tax that has been distributed, but the figures should appear on the August and September financial reports. Expenses are on track. The next payment for Fitzgerald Electric and Mechanical Concepts, both part of the capital replacement project, are included in the packet. There will be another capital invoice in September.

Milavec brought attention to the Carasoft invoice, which is for payment on the Lynda.com database. There has been some recent controversy with Lynda.com and their requirements for their new library product. They have said they will be addressing libraries' concerns about possible privacy changes for login requirements. The library is going to move forward with the renewal and wait to see what solutions the vendor offers regarding the privacy changes.

- b. August 2019 Invoices. It was moved by Dougherty and seconded by Stapleton THAT the payment of August 2019 capital replacement invoices totaling \$54,635.64, the payment of August 2019 operating invoices totaling \$118,746.89, the acceptance of August 2019 credit memos totaling \$156.19, and the ratification of July 2019 payrolls totaling \$211,824.18 be approved. Roll call: Ayes: Dougherty, 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. There was none.

8. **New Business**.

- a. 2020 Salary Structure. The Board packet included the full compensation report from HR Source as well as a sample pay policy. A pay administration policy and procedure will be created this fall for internal use. The new salary structure is a very different way of looking at pay than the former salary structure. Benchmarks are used to create minimum and maximum levels and quartiles are set in between. The new structure is much more mathematical.

Trustee Humphreys is thrilled with the new structure and believes it will help the library retain good quality staff and keep staff pay competitive. President Graber asked Milavec her thoughts on the differences between the old and new structures. This new structure allows the library to keep up with the minimum wage increase and utilize a mathematical progression to adjust the salary schedule when required. Merit increases will be implemented in 2021 and the HR Source report includes a chart that will help staff determine where an employee's performance falls on the increase scale. Trustee Dougherty appreciated the clarity of the report and found it to be very rational. She asked about a plan for equity and fairness when it comes time to roll the new structure out and educate staff on the changes.

It was moved by Stapleton and seconded by Gigani THAT the 2020 Salary Structure be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Cleaning Services Bid Award. Building Operations Director Ian Knorr took the library through a public bid process, though it was not required by law. This process included a mandatory pre-bid meeting and proposals that required four components to be considered. There were eight bidders and five were disqualified immediately for not responding in full. Ian recommended Best

Quality Cleaning, Inc. who were not the cheapest, but met the criteria of a four-person crew, different weekend crew, great training program, and have multiple library references.

It was moved by Dougherty and seconded by Humphreys THAT the cleaning services contract be awarded to Best Quality Cleaning, Inc. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

- c. Acceptance of Donation to Art Collection. Melody Danley featured an artist in the July gallery and while picking up his work, he offered to donate a piece of his collection to the library. Staff were thinking of hanging the piece on the red wall, just past the curve, above the collection windows. It was moved by Humphreys and seconded by Gigani THAT the donation of the painting titled "Couples II" by artist B. Mensah be accepted by the library. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

9. **Unfinished Business.**

- a. 2020 Draft Budget. The Board packet included drafts showing a 3.00%, 3.25%, and 3.5% levy increase. The only changes made to the drafts from last month were on the salary lines, which adjusted a few staff salaries to their correct amounts.

It was moved by Gigani and seconded by Dougherty THAT the 2020 Budget and Levy be approved as presented, with an expenditure budget of \$5,666,294.93 and a 3.00% levy increase to \$5,497,919. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Finance Policy, Sections 6.9 Travel Expenses Update. The proposed change allows staff to use ride share programs or other kinds of ground transportation. It was moved by Humphreys and seconded by Stapleton THAT the Finance Policy update be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

10. **Library Director's Report.** Milavec presented the report. Based on last month's conversation about the strategic plan and outcomes, Jen and some of the managers put together a report showing measurable outcomes. The Anything Emporium items have circulated nonstop and the Innovation Team is working on adding new items. The Downers Grove Junior Woman's Club gave the library a generous donation to expand the baby play area and add more STEM and art

kits to the Anything Emporium. Furniture replacement continues around the library. An order has been placed to replace all of the wooden chairs on the second floor. The next round will be tables for the Kid's Program Room. The Adult and Teen Services lighting project will start in September. There will also be some major shifting and more genre collections added upstairs. The HVAC rooftop unit replacement will take place on Tuesday, September 3, weather permitting. The October program series, There's No Place That's Home, begins Wednesday, October 2. Trustees should plan to attend some of the events.

11. Trustee Comments and Requests for Information.

Trustee Dougherty appreciated the inclusion of measurable outcomes in this month's packet. She attended the RAILS trustee training workshop and it was a great program. She found it very helpful and recommended it to the other trustees.

Trustee Humphreys enjoyed looking at the numbers included in this month's packet. It was exciting to see that the new additions to the collection flew off the shelves. He also commented that Melody Danley did most of the graphic design for the library, as well as setting up the art collection and managing the window displays. She retired and we will miss her.

Trustee Stapleton asked if next month's meeting will include a new Board member. Milavec confirmed that the appointments will take place at the Village's early September meeting. Trustee Stapleton suggested an antique appraisal event at the library.

12. Adjournment. President Graber adjourned the meeting at 8:32 p.m.