

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY**

MARCH 28, 2012

MINUTES

1. ROLL CALL

President DiCola called the meeting to order in the Library Meeting Room at 7:30 p.m. Trustees present: Eblen, Greene, Humphreys, Loftus, Read, and DiCola. Trustees absent: None. Also present: Library Director Ashton, Public Relations Coordinator Melissa Doornbos, Reference Coordinator Bonnie Reid, Literature Coordinator Sue O'Brien, Children's Services Coordinator Sara Pemberton, Circulation Manager Melanie Mertz, Information Technology Manager Dale Galiniak, Circulation Clerk Vernice Papacek.

Guests: 17 members of the public signed the attendance sheet.

2. WELCOME TO VISITORS

President DiCola welcomed the visitors and thanked them for their interest in the work of the Board.

3. APPROVAL OF MINUTES

Trustees reviewed the minutes of the regular meeting of March 14, 2012. Trustee Loftus identified the incorrect inclusion of a reference to Dewbery Architects in Item 7. With this correction, it was moved by Humphreys and seconded by Greene **THAT THE MINUTES OF THE REGULAR MEETING OF MARCH 14, 2012 BE APPROVED.** Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: none. Nays: none. Motion carried.

4. PAYMENT OF INVOICES

The Board reviewed the list of invoices submitted for payment. It was moved by Greene and seconded by Read **TO APPROVE PAYMENT OF OPERATING INVOICES FOR MARCH 28, 2012 TOTALING \$38,489.97 AND CREDIT MEMOS TOTALING \$119.80.** Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: none. Nays: none. Motion carried.

5. OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

Community Conversation on the Strategic Plan.

Director Ashton made a brief presentation summarizing the work done by the Board and the Library staff between October 2011 and March 2012 on the Strategic Plan. President DiCola invited comment from the citizens who were present. Director Ashton's flip-chart notes capturing these comments are transcribed and attached to these Minutes.

6. OPPORTUNITY FOR PUBLIC COMMENT ON OTHER LIBRARY BUSINESS

None.

7. UNFINISHED BUSINESS

- a. Community conversations, April 2012. Director Ashton apologized to the Board for incomplete planning. His absence for a family emergency has disrupted this work, but he will update the Board by e-mail after April 1.

8. NEW BUSINESS

None.

9. REPORT OF THE DIRECTOR

Ashton reported the following items.

Property Tax Information from the DuPage County Clerk, March 26, 2012

10. BOARD MEMBER COMMENTS AND REQUESTS FOR INFORMATION

Trustee Eblen reminded the Board about the upcoming Library Mini-Golf event scheduled for April 15 and encouraged Board members to assist by volunteering for some part of the day. She also discussed the annual solicitation of Board members for financial support for the Downers Grove Public Library Foundation and sought their preferences for the timing of a request. Board members agreed that the fourth quarter of 2012 would be an appropriate time.

11. ADJOURNMENT

The regular meeting was adjourned at 8:55 p.m.

Attachment to Minutes for Regular Meeting of March 28, 2012

Downers Grove Public Library

Board of Trustees

FLIP CHART NOTES FROM COMMUNITY CONVERSATION

- **Questions about space planning?**
 - Possible public spaces
 - Service desks
 - Teen areas
 - Media production
 - Sorting and handling
 - Collection format change
 - Less print, more on-line resources
- **Questions about library visits**
- **Reference service questions –**
 - On-line may not always be available without fee
 - Keep old reference books
- **RFID – how soon?**
- **Building plan and implementation**
- **Weakness – problems with accurate return and restocking issues**
- **Renewals of e-books on OverDrive**
- **Good staff circ problem-solving**
- **Don't shrink human aspect of DGPL**
- **Reference librarians helpful**
- **Staff friendly & helpful**
- **Bathrooms are clean**
- **Sharing with other libraries is sufficient**
- **DG is slowest on new books – 2-3 weeks behind others**
- **Why pay for meeting rooms?**
- **CD case clicking too noisy**
- **Books on disc mysterious classification – too many separate groupings**
- **Young-child programs – evenings and weekends?**
- **Drop offs are awkward – alley direction**
- **Other libraries are sending people out**
- **Questions about media lab plans – connect to schools?**
- **More e-book co-op purchasing for schools?**

- **More knowledgeable staff for media/tech support**
- **What are business taxpayers getting from DGPL?**
- **DGPL facilitate "experts"/tech – available for assistance – group instruction doesn't work always (Matchmaking?)**
- **Offer more expensive software?**
- **Govt. Pubs/borrowing/lending/ access issues – Supt. Of Docs. Limitations- Self-serve III? (Worldcat?)**

APPROVED April 11, 2012

**TRANSPORTATION AND PARKING COMMISSION
Minutes**

March 14, 2012, 7:00 p.m.

Council Chambers - Village Hall
801 Burlington Avenue, Downers Grove

Chairman Stuebner called to order the March 14, 2012 meeting of the Transportation and Parking Commission at 7:00 p.m.

The commissioners and public recited the Pledge of Allegiance.

A review of the meeting's protocol followed. Chairman Stuebner reminded the public that the commission was a recommending body to the Village Council and stated the minutes were being recorded on village-owned equipment for transcription purposes.

Roll call followed and a quorum was established.

ROLL CALL:

Present: Chairman Stuebner, Commissioners Cronin, Saricks, Schiller, Van Anne, Wrobel

Absent: Commissioners Vlcek and Aguzino

Staff Present: Traffic Manager Dorin Fera; Police Officer Sembach

Visitors: Mr. Mike Roth, 2300 Cabot Drive, Lisle, IL; Mr. Dino Alexakos, 5115 Main St., Downers Grove; Mr. Stan Urban, 990 Warren Ave., Downers Grove; Ms. Linda Kunze, Downtown Management Corp., 933A Curtiss, Downers Grove

APPROVAL OF MINUTES

The February 8, 2012 minutes were approved on motion by Mr. Schiller and seconded by Mr. Saricks. Motion carried by voice vote of 6-0.

PUBLIC COMMENTS

The chairman invited the public to speak on non-agenda items. No public comments were received at this time.

1. File # 08-12 Short-Term Parking Revisions - 15 Minutes Spaces. Traffic Manager **Dorin Fera** summarized that this item was a continuation of a series of recommendations staff would be bringing forth throughout the year and which arose from the 2011 Downtown Parking Study completed by the village. With this particular item, **Mr. Fera** reported that it was found that a number of the village's short-term parking for some businesses were not being met and a recommendation came forward to provide more short-term (15 minutes) parking spaces at key locations throughout the downtown which could be utilized by anyone parking.

Referring to the exhibit in the commissioners' packets, **Mr. Fera** stated that 13 locations were being recommended for short-term parking. Many of the downtown businesses were contacted to make them aware of this change and for their input. From staff's observation, **Mr. Fera** reported that six of the locations were positively received while five of the spaces received no comments. It was emphasized to the commissioners and public that this was just the start of the proposed placement of the spaces and those spaces could change locations. He informed the commissioners that the spaces would be signed and identified in some fashion, to be determined. Staff would monitor the spaces.

Concerns were raised by the commissioners that enforcement could become an issue to which **Mr. Fera** agreed. However, **Office Sembach** responded that enforcement would not be an issue. A comment was made that two businesses preferred to relocate two spaces on Curtiss Street, wherein **Mr. Fera** did not see it as an issue. Per a question on how staff determined the number for short-term parking spaces, he explained that staff was looking at how many short-term parking spaces the village wanted to create at the expense of normal spaces it had now. He also stated it depended upon the types of businesses and should they change, the village had to be flexible and make adjustments.

Asked if the short-term parking spaces were short-term for the entire day, **Mr. Fera** stated that the topic was being discussed with the police department but the key was to arrive at a balance. He also pointed out that the uses of the various businesses ranged in opening/closing times that it would be difficult to specify certain time restraints on the spaces. To date, only 15 minutes signage would be placed on the spaces throughout the 24 hours with no timed restraints at this time. **Officer Sembach** interjected and stated there was no weekend enforcement in the downtown. However, enforcement after 3:00 PM on weekdays would probably be on a complaint basis.

Per a question on how the spaces were located on Main Street, Curtiss, and Warren Avenues, **Mr. Fera** explained that in some cases the businesses asked staff for the spaces, such as some of the pizza businesses, while some of the businesses already had short-term parking in place. And, in other instances, staff determined the location. He reminded the commissioners that the spaces could be relocated, if necessary, or if a business did not need them. Examples followed. Also, monitoring would take place and no specific number of these short-term parking spaces was recommended by the parking study, as asked by a commissioner.

Chairman Stuebner invited the public to comment.

Mr. Stan Urban, 131 39th Street, clarified his business address was 990 Warren Street. After hearing that no enforcement took place, he recommended that the commission vote to have the 15 minute parking for 24 hours, seven days per week, to make it easier for the police department. He reiterated that there was a parking issue in the downtown and that businesses were now open past 5:00 PM.

Mr. Dino Alexakos, 5115 Main Street, Giordano's, asked how enforcement would occur during the Friday night car shows and inquired about the distribution of the spaces as it related to business density. To him, it appeared that the parking locations were identified geographically but not according to the density of the businesses on the block.

Regarding enforcement during the car show, Mr. Fera stated the vehicles on display typically would take up the spaces on Main Street and Curtiss as they have in the past. However, **Officer Sembach** believed that all restrictions "were up" at 6:00 PM.

Mr. Stan Urban, 990 Warren, responded that Angelo's Pizza had a 15 minutes space which was strictly enforced, as he walked the streets and knew from prior experience during a car show.

Chairman Stuebner also agreed that having enforcement during the car show was fair for the businesses, as people would be coming and going during the show. Asked if there was going to be a capacity problem due to the spaces being enforced during a show, **Mr. Fera** could only answer that he parked in the parking deck and the street was available for the cars in the show.

Ms. Linda Kunze, Downtown Management, stated that on Friday nights, the existing short-term parking is available but some short-term spaces will not be utilized. She believed these spaces needed to be reviewed closer and agreed it would be easier to make the spaces 24/7 for enforcement purposes and call in a complaint if a breach in time was occurring. **Chairman Stuebner** believed that signage was very important along with continued enforcement.

Per the earlier question about the actual distribution of the short-term parking spaces, **Mr. Fera** explained that staff was trying to identify those businesses that actually utilized the short-term parking and to start with one space and if the business needed more than one space, another space could be considered. He stated under-utilized spaces or unused spaces could always be relocated. He pointed out that staff already worked with the Downtown Management group and the business owners to determine the best locations for the short-term spaces using a map. **Chairman Stuebner** asked that consideration be made for Giordano's.

Ms. Kunze, Downtown Management Corporation, confirmed that **Mr. Fera** worked with her group and that she did notify the businesses of the parking locations and asked for their input. Follow-up with the owners was done by herself. She reminded the commissioners that she would like the program to move forward, have the opportunity to monitor it, and work with Public Works to evaluate the program and see how the spaces are really being utilized.

Mr. Wrobel recalled from his review of the parking study that there was discussion about shared parking within private parking lots for the benefit of the community, citing the U.S. Bank parking lot downtown. He suggested that a dialog with the businesses take place to allow short-term parking after 6:00 PM. or similar hour. Chairman Stuebner recalled that the parking study discussed the concept of "leasing", citing the AT&T parking lot mentioned in the study. Asked if an enforcement issue could arise for that, **Officer Sembach** did not see an enforcement issue there, especially if there was an agreement with the village.

Per a question, **Mr. Fera** closed by stating that identifying the shared parking process had already begun, thanks to **Ms. Kunze**.

MR. SCHILLER MADE A MOTION TO APPROVE STAFF'S RECOMMENDATION TO IDENTIFY AND RE-STRIPE 13 PARKING SPACES AND CONVERT STRATEGICALLY-LOCATED DOWNTOWN PARKING SPACES FROM 2-HOUR AND 3-HOUR TO 15-MINUTE SHORT TERM PARKING SPACES, AS OUTLINED IN STAFF'S MAP, SUBJECT TO THEIR FINAL LOCATION, AND SUBJECT TO DISCUSSION WITH THE DOWNTOWN MANAGEMENT CORPORATION AND THE VILLAGE ABOUT SIGNING THE SPECIFIC SPACES.

SECONDED BY MR. SARICKS.

MOTION CARRIED BY VOICE VOTE OF 6-0.

2. File # 09-12. Short-Term Parking Revisions - Relocate Employee Parking Spaces from Lot A to Warren Avenue. **Mr. Fera** referenced some emails he received from business owners on Warren Avenue and added that the relocation of employee parking spaces was coming as one of the recommendations from the village's parking study. In reviewing the area, he reported the employees would have to either be relocated to Rogers Street or Warren Street. Exhibit Nos. 1 and 2 were referenced, i.e., what currently existed in Lot A and what changes were being proposed, respectively.

Mr. Fera stated that the employees would be relocated to a number of parking spaces on Warren Avenue with most of them on the north side of Saratoga and Forest and three spaces

located on the south side. He reminded the commissioners that the relocation was meant to be flexible but with a balance.

As to the two businesses who provided emails, **Mr. Fera** pointed out that they stated that their businesses would be hurt with the proposed changes. However, **Mr. Schiller** noted that the introduction to the recommendation stated that the study found that the spaces on Warren were close to downtown but were found to have low occupancy during the parking study and that, possibly, the parking study may have missed the importance of the spaces. He saw there were two issues at hand: 1) the number of spaces could be reduced to accommodate the employees; or 2) table the item and have staff do more research in conjunction with the Downtown Management Corporation and survey those businesses affected by the proposal.

Mr. Fera said he did survey the business owners who wrote the emails, along with the Oak Tree Towers residents, and was told this proposed change may not be supported because visitors of the Oak Tree Towers used the on-street parking spaces due to limited spaces on the interior of their building.

Ms. Kunze, Downtown Management Corp., responded and clarified it was the employees who worked downtown who used the on-street parking. Addressing another question about the parking lot (Lot A) across from Starbucks, **Ms. Kunze** believed that it would be beneficial to the shoppers. Asked if staff considered placing the 8 parking spaces north of this same parking lot, on Warren Avenue (from Forest to across from entrance of Lot A), **Chairman Stuebner** felt Starbucks would probably have an issue.

Since it was brought up that employees paid \$25.00 per quarter for their spaces, **Chairman Stuebner** felt this was an opportunity to lease some spaces from AT&T for \$25.00 per quarter. He also supported tabling the matter and pursuing additional studies and having the Downtown Management Corp. return with their own survey results. **Ms. Kunze** briefly added that additional shopper parking would be needed for an area near the library.

Ms. Van Anne agreed that employee parking spaces were being relocated and they had nowhere to park but that the idea was to promote shopper parking and the business owners had to make a decision between having parking for the shoppers or for their employees. She preferred having the parking for the shoppers.

Chairman Stuebner stated that it was a matter of how many permit slots the village wanted to retain in downtown if METRA improved its express service from the Belmont lot.

Chairman Stuebner invited the public to speak.

Mr. Stan Urban, 990 Warren Avenue, commented about his 2008 FOIA request as to the number of tickets that were issued between Highland Avenue and Forest Avenue on Warren Avenue over a six-month period, to which he stated it was one ticket and it was for his wife, and, it was issued in a parking lot. He stated that if more parking lot enforcement was not going to occur, no one was going to follow the rules. He stated that between 12:00 PM and 5:00 PM on his block, there are 15 employees parking followed by another nine employees starting in the evening. He stated his argument was that the village catered to the commuters and not the shoppers, the residents, or the businesses. He pointed out that eight spots exist across from his business and were being used by the cabs. He stated those spaces could be opened up if the commuters were relocated further away.

Ms. Van Anne, noting that his employees parked in front of his business, encouraged Mr. Urban to use his own enforcement and for Scarletti's to speak to their employees also, wherein Mr. Urban explained he already addressed the problem in the past. As for the cabs, **Mr. Urban** stated the village could pass an ordinance, similar to the Village of LaGrange, where cabs cannot park in two-hour spots. He emphasized that the Village of Downers Grove was one of the only villages along the Burlington Northwestern Railroad that allowed commuters to park within 500 yards of a train station.

Mr. Fera added that the village is considering speaking to METRA/BNSF about some changes to the parking agreements since they have been in place for a very long time, but he reminded the commissioners that the village did not have an extra 200 spaces to work with and everyone had to work together. This was the first step.

Mr. Michael Roth, 2300 Cabot Drive, Lisle, Illinois, on behalf of Dickey Tool Company, stated the owner had concerns about the reapportionment of customer parking on Warren Avenue and the shortage of parking for their customers. If employees were going to be moved to the area, all other parking would be relocated to the west and a shortage would exist. **Mr. Roth** cited examples. He stated it was inequitable but he hoped the village would consider the hardships of the owners. **Mr. Roth** suggested the village consider leasing or looking at other alternatives before making a recommendation tonight.

A number of commissioners supported tabling the matter to hear other options.

MR. SCHILLER MADE A MOTION TO TABLE THIS ITEM UNTIL AFTER STAFF COMPLETES MORE COORDINATION WITH EMPLOYEES USING PRIVATE PARKING.

MR. WROBEL SECONDED THE MOTION.

MOTION CARRIED BY VOICE VOTE OF 6-0.

OLD BUSINESS

Mr. Fera reviewed his handouts on the dais: the village's holiday list, which will be returning next month; information about permanent radar signs and their effectiveness; and a final packet of the Village's approved 1995 Roadway Classification Map for commissioners to read. Updates on the North High School project which may include some parking space relocation, were also referenced. **Mr. Fera** reported that the public who attended the last meeting on this matter did petition the village and it was agreed to by staff that District 99 would be hosting the neighborhood meeting portion of the program. The school indicated to village staff that they did, in fact, meet with the neighbors to discuss impacts, staging, etc. **Mr. Fera** stated he believes one more meeting will be forthcoming. Asked if he expected any on-street public changes resulting from the meetings, he stated he did not and mentioned that the Neighborhood Traffic Study Area No. 2 would be encompassing the North High School area. However, he felt it would be better to wait until most of the high school changes were completed before that study was done in order to get accurate measurements of traffic. **Mr. Fera** discussed some of the improvements in traffic flow around the high school.

Staff had no update on the Belmont project. A question was asked regarding the list of traffic calming locations in the Monthly Status Report. Chairman Stuebner asked Mr. Fera to provide information about that list at next month's meeting. Lastly, **Mr. Fera** referenced the procedures for the Open Meetings Act training and reminded the commissioners to take the training.

COMMUNICATIONS

Included in commissioners' packets, if any. No comments from the commissioners.

ADJOURN

**MR. SARICKS MADE A MOTION TO ADJOURN THE MEETING AT 8:10 P.M.
MR. SCHILLER SECONDED THE MOTION.**

MOTION CARRIED UNANIMOUSLY BY VOICE VOTE OF 6-0.

Respectfully submitted,

Celeste Weilandt,
Recording Secretary
(as transcribed from MP3 digital recording)