

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
WEDNESDAY MARCH 27, 2013, 7:30 P.M.
LIBRARY MEETING ROOM**

MINUTES

1. **Call to Order.** President Kathleen DiCola called the meeting to order at 7:31 p.m.
2. **Roll Call.** Present: Trustee Susan Eblen, Trustee David Humphreys, Trustee Daniel Loftus, Secretary Thomas Read, President Kathleen DiCola. Absent: None. Trustee Wendee Greene arrived at 7:34 p.m.

Also Present: Library Director Rick Ashton, Assistant Director for Public Services Bonnie Reid, Assistant Director for Support Services Sue O'Brien, Friends of the Library President Joanne Hansen, Resident Stephanie Rice.

3. **Welcome to Visitors.** President DiCola welcomed the staff members and visitors and thanked them for their interest in the work of the Board.

4. Approval of Minutes

Regular Monthly Meeting, February 27, 2013. It was moved by Humphreys and seconded by Eblen THAT the Minutes of the Regular Monthly Meeting of February 27, 2013, be approved. Ayes: Eblen, Humphreys, Loftus, Read, DiCola. Abstentions: None. Nays: None. Motion carried.

5. Approval of Payment of Invoices and Related Financial Reports

The Board reviewed the list of invoices submitted for payment and other financial reports. It was moved by Read and seconded by Eblen TO APPROVE payment of Invoices of \$106,283.56, Credit Memos of \$206.72, Budget Journal Entries of \$234.40, and to recognize February 2013 payrolls of \$184,557.37. Ayes: Eblen, Humphreys, Loftus, Read, DiCola. Abstentions: Greene. Nays: None. Motion carried.

6. Opportunity for Public Comment on Agenda Items

None.

7. Opportunity for Public Comment on Other Business

Resident Stephanie Rice commented on the Strategic Plan. She has used the Downers Grove Public Library for years and enjoyed its fine collection. Recently she has not found desired books and is concerned about the extensive weeding of the collection.

Board members responded to Ms. Rice's comments, focusing on the Library's connections with other libraries in the area and on the changing space needs in the Library building. President DiCola thanked Ms. Rice for her comments.

8. Unfinished Business

- a. Architect Selection Process for Library Renovation Project: Approval of Contract for Services with Product Architecture + Design.

The Board reviewed the proposed Contract prepared by Product Architecture + Design, the proposed Rider prepared by Klein Thorpe Jenkins, Attorneys at Law, and the proposed Addendum to the Rider, prepared by Library Director Ashton. The Board also reviewed the memorandum presented as Agenda Item 8A and directed that it be made part of these Minutes (attached).

It was moved by Loftus and seconded by Humphreys THAT the proposed Contract, Rider, and Addendum be approved. Included in the sense of the Motion was authorization for the President and Secretary to execute the necessary documents.

Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: None. Nays: None. Motion carried.

The Board thanked President DiCola and Trustee Loftus for their work in helping to bring the negotiations to a successful conclusion.

Ashton informed the Board that the Architects will meet with staff to begin work on the project on Wednesday, April 3. A presentation at the April 24 Board meeting will provide further detail on the Architects' work plan for the project.

9. New Business

- a. Approval of Proposed Policy on Disposal of Surplus Property (attached)

It was moved by Loftus and seconded by Read THAT the proposed Policy on Disposal of Surplus Property be approved. Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: None. Nays: None. Motion carried.

- b. Discussion of Proposed Policy on Library Finances.

Ashton presented the list of elements of a policy document for discussion (attached). The Board informally agreed that the list represents a good start for policy development and encouraged staff to proceed with drafting of policy documents for Board consideration.

10. Report of the Director

Ashton summarized his written report (attached).

- a. Reminder concerning Statements of Economic Interest
- b. Hot Reads
- c. Community partnerships
- d. Summer internships grant
- e. Midwestern University President's letter
- f. Library book pricing
- g. Recent media coverage

In addition, he reviewed with the Board the 2012 Property Tax Year Information recently received from the DuPage County Clerk, the Cash Flow Analysis for January through March, and additional media coverage (attached).

Ashton informed the Board that he will be vacationing April 5-20 and that Assistant Directors Bonnie Reid and Sue O'Brien will be in charge and will coordinate preparations for the April 24 Board meeting.

11. Board Member Comments and Requests for Information

Humphreys commented that the document "What Shall We Tell Our Architect?" created from staff ideas at the in-service day was fascinating.

12. Adjournment

President DiCola adjourned the meeting at 8:38 p.m.

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AGENDA ITEM 8A

APPROVAL OF CONTRACT FOR SERVICES WITH PRODUCT ARCHITECTURE & DESIGN

On February 27, 2013, the Board of Trustees selected Product Architecture & Design to perform architectural services for the Downers Grove Public Library building renovation project. The Board directed Rick Ashton, Library Director, to enter into contract negotiations with Product Architecture & Design, with the goal of bringing a contract to the Board for approval on March 27, 2013. President Kathleen DiCola and Trustee Daniel Loftus were designated as advisers for this negotiation.

Ashton invited Product to propose contractual terms. Product submitted AIA Document B101-2007, Standard Form of Agreement Between Owner and Architect, as its initial proposal. With the active assistance of Kathie Henn, Attorney with Klein Thorpe Jenkins, Ashton reviewed and responded to the proposal. Henn's assistance took the form of an extensive Rider, proposing numerous changes to the initial document.

After some adjustments to both the Contract and the Rider and review and discussion with DiCola and Loftus, all parties have reached agreement on all terms. The following are the major provisions:

SCOPE. The Architect and its proposed subconsultants will provide the full scope of basic architectural services, including Schematic Design, Design Development, Construction Documents, Bidding Services, and Construction Oversight. These will include Interior Design and Furniture Design. Cost estimates will be prepared as part of Schematic Design, Design Development, and Construction Documents phases of the work. The Library Board will have a formal approval process as the final step in Schematic Design, Design Development, and Construction Documents phases. Additional work by the Architect or its subconsultants or added subconsultants will be authorized only after the negotiation of additional contractual agreement.

SCHEDULE. The Architect will begin work April 1, 2013. Construction will begin December 1, 2013, and the project will achieve Substantial Completion by July 1, 2014. A detailed schedule and work plan will be presented to the Library Board at its regular monthly meeting on April 24, 2013.

BUDGET. The Architect's basic fee is \$133,000 for a project whose all-inclusive budget is \$1,800,000. If the Library increases the overall project budget, the Architect will be entitled to additional fees amounting to 8% of the increased budget. Additional services performed beyond the basic Scope will be billed at \$130 per hour for Principals, \$90 per hour for Junior Architect

or Project Manager, \$75 per hour for Drafter. Reimbursable expenses for document printing, mileage, and other expenses are expected to be between \$3000 and \$5000.

RECOMMENDATION. On the basis of this process and these provisions, Board approval of the Contract, Rider, and Addendum to Rider is recommended.

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AGENDA ITEM 9A

POLICY ON DISPOSITION OF SURPLUS LIBRARY PROPERTY

It is the Policy of the Downers Grove Public Library to exercise responsible stewardship of the public property entrusted to it. This includes property that is no longer used or needed by the Library to perform its service to the public. This surplus property will be removed and disposed by Library staff in the following manner:

BOOKS AND OTHER LIBRARY MATERIALS. Surplus books and other library materials may be sold directly to the public, turned over to the Friends of the Library or other agents for sale to the public, or, especially in cases of damaged materials that have no further use, recycled.

COMPUTERS AND OTHER ELECTRONIC EQUIPMENT. Surplus computers and other library equipment may be offered for sale or recycled through a recognized electronics recycling program. This may include library materials in audiovisual or electronic formats.

FURNITURE, FIXTURES, AND OTHER EQUIPMENT. Surplus items that may have scrap value, such as steel shelving or other metal items, may be sold to an appropriate materials recycler. Other items will be offered for sale to the public, turned over to an agent for sale to the public, or removed as refuse.

ITEMS WITH A UNIT VALUE EXCEEDING \$1000. Surplus items that may have a unit value exceeding \$1000 will be offered for sale to the public via an advertised public auction. If such an auction is unsuccessful in disposing of the items, they may be handled in the same fashion as items of lesser value.

PROCEEDS. All proceeds from the sale of surplus property will be treated as miscellaneous revenue and deposited in the Library's operating fund.

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AGENDA ITEM 9B

OUTLINE OF PROPOSED FINANCIAL POLICY FOR BOARD DISCUSSION

This document attempts to list the elements that should be included in a comprehensive financial policy statement for the Downers Grove Public Library. During the next few months, more detailed proposals concerning these and any additional elements will be brought to the Board for consideration, with the goal of adoption of the full statement by July 24, 2013.

1. General Policy Statement. The Library's responsibilities for service to the community, taxation, and careful management of funds.
2. Planning and budgeting. Time horizons, multi-year projects and plans, and controls.
3. Property taxes. Rates of growth, relation to changes in assessed valuation, relation to overall local taxation picture.
4. State funds. Tactics and uses.
5. Staff compensation. Overall compensation strategy, marketplace competitiveness, benefits costs.
6. Private funds. Role of Foundation, Friends, fund-raising events and campaigns.
7. Miscellaneous revenues. Fines, fees, debt-collection, credit card use.
8. Investment practices. Placement of available cash.
9. Debt. Rationale and strategy for long-term and short-term borrowing and repayment.
10. Reserve funds. Purpose and balances.
11. Village of Downers Grove. Budget approval, audit, accounting, payroll, bill-paying.
12. Other items.

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AGENDA ITEM 10

REPORT OF THE DIRECTOR

- a. Reminder concerning Statements of Economic Interest. Under the Illinois Governmental Ethics Law, Library Board members are required to file a Statement of Economic Interest with their County Clerk by May 1 of each year. If any Board member needs assistance with this, staff will be happy to help.
- b. Hot Reads. The Library has begun to respond to the demand for large numbers of copies of some new books with a new Hot Reads program. Nicole Wilhelms and Sara Pemberton and their staffs, with excellent support from Lisa Bobis and her staff, have moved this idea forward. On open shelves on the first floor near the elevator, multiple copies of popular, best-selling, and in-demand titles are being made available. They can be borrowed on a first-come, first-served basis directly from the shelves. No advance reserves, holds, or Interlibrary Loans will apply to these copies. Staff expects this to be a popular service.
- c. Community partnerships. One of the objectives set forth under the Strategic Plan is the active formation of partnerships with other organizations in the community. The report compiled by Melissa Doornbos, entitled "DGPL Partnerships 2012-2013" summarizes progress to date. Staff welcomes suggestions from Board members concerning additional potential partnerships.
- d. Summer internships grant. Thanks to the work of Lynette Pitrak, the Library has received a \$1000 grant from the Dollar General Literacy Foundation to support summer internships for teenagers. Six high school students will be engaged to assist with summer reading program activities.
- e. Midwestern University President's letter. President Kathleen Goepfinger of Midwestern University has graciously responded to the Board's recognition of the work of Midwestern's work-study students at the Library.
- f. Library book pricing. In addition to the dramatic price differentials for e-books recounted in the Douglas County Libraries Report for March 4, the report also identifies a New York Times fiction best-seller, "If You Stay," that is not available for sale to libraries in any form.
- g. Recent media coverage. Attached.