

COMMUNITY EVENTS COMMISSION
Thursday March 14, 2019
5:30 P.M.
VILLAGE HALL – COMMITTEE ROOM

801 BURLINGTON AVENUE
DOWNERS GROVE, IL

Present: Dave Humphries, Andrea Knudsen, Scott Jacaway, Soraya Faber, John Aguzino, Nicole Szydlowski, Erin Venezia – Downtown Management, Jay Turner – YMCA, Jennifer Rizzo – Staff
Absent – Michael Kubes

I. APPROVAL OF FEBRUARY 21, 2019 MEETING MINUTES - No questions, motion to approve – Mr. Aguzino, second motion by Mr. Jacaway - Minutes Approved

II. PUBLIC COMMENT

- a. Agenda items only – 5 minute maximum
No Public Comment

III. NEW BUSINESS

- a. Downers Grove YMCA Farmer’s Market – Jay Turner from the YMCA to answer staff questions. Jay explain no changes for this year. Motion to approve. Motion made by Mr. Jacaway, second by Mr. Aguzino. Motion approved.
- b. Downtown Management Summer Night Car Classic Show – Ms.Venezia from Downtown Management here to answer any questions. No changes to the event for this year. Ms. Knudsen commented on past parking issues. Ms. Venezia advised about 2 years ago they started parking enforcement at about 12 noon, it was well received. It has been a big improvement and the businesses are happy. Scott Jacaway asked if people contribute money to this to pay for the bands. Ms Venezia advises that Downtown Management pays for the bands, they pay them \$100.00. Because it is a public road we have looked at charging cars. But it is not feasible as the roads would have to be shut down and closed much earlier in the day. The car show volunteer committee looks at this more as a cruise night than a car show. Motion to approve by Ms. Knudsen, second by Ms. Szydlowski. Motion approved.
- c. Downtown Management Sidewalk Sale – Ms.Venezia to answer any questions, no changes to this event Thursday – Saturday July 25th & July 27th, 20 businesses will be participating. Mr. Jacaway asked if any new business will be moving into downtown. Ms Venezia advised of She’s boutique has closed and a new business just signed a lease it is also a women clothing store. At Main & Maple where Sign Shop Express was, Michelle

Gentile Interiors as well Maple Homemakers. Dave Humphries asked about the retail space at Main and Maple. Ms Venezia advised that it does not have a signed lease and that CB Richard Ellis is actively working on it. Motion to approve made by Ms. Szydowski, second by Ms. Faber,

- d. Downtown Management Fine Arts Festival – Ms. Venezia to answer any questions, this is the 43rd year for this event that will be held September 7th and 8th. Expanding from 52 applicants to about 57. Ms Knudsen asked how you go about scouting for new artist. Ms. Venezia advised they have a list they have been building. They go to other art fests, and other art events, and word of mouth. 80 % return rate on artists. Motion to approve Mr. Jackaway. Second Ms Knudson.

IV. STAFF REPORT

- a. 4th of July Parade update – Ms. Rizzo advised no major changes. With 3 bands already committed. Community District 99, Proviso, and Osceola. Still waiting to hear back from Naperville and the Highland Drum Corp. Hoping to promote this through the village's social media. Mr. Jacaway spoke about brainstorming ideas to get the word out weather though social media, water billing, has to be low cost. Ms Knudsen advised she was unaware non-organizations could enter into the parade. Suggested to use Nextdoor, Ms. Rizzo advises she will ask the village to post on Nextdoor. Ms. Rizzo advised she will send the committee the application so it can be pushed out to other groups. Suggestion was made to reach out to the block party groups to see if they would like to participate in the parade. Ms S suggested reaching out to District 58 to add to the flyers. Mr Jacaway asked about paying the bands. Ms. Rizzo advised that we do pay them every year. Ms. Rizzo also advises that the village also pays for some of the other entertainment such as The Funny Little People. Uncle Sam on slits, the infantry groups. Advised that there is a small budget for entrainment.

Ms. Rizzo advise that after presenting the Rotary Grove Festival to the Village Manager. Staff realized that since the request for a Thursday night concert goes outside of the three (3) year contract with the Rotary, the permit for the festival will need to go in front of council on April 9, 2019.

Ms. Rizzo advised that on the first day of the Farmer's Market May 11, 2019, we will be rededicating the Main Street Plaza to Linda Kunze Plaza. Downtown Management and the Village are working together to place a bench with Linda's name as well as the plaques. No time has been set as of this time.

V. OLD BUSINESS – No old business.

VI. ADJOURNMENT at 6:04 pm

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 23, 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 Barnali Khuntia, Trustee Kim Stapleton, President Jonathan Graber. Absent: None.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Friends of the Library President Joni Hansen, Downers Grove Public Library Foundation Directors Genene Murphy, Anna Jackson, Brooks Ruyle, Robin Tryloff, Kate Magnuson, and Jenny Levine, Residents Ed Pawlak and Mark Blair.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. September 25, 2019. It was moved by Humphreys and seconded by Gigani THAT the Minutes of the September 25, 2019 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
 - a. September 2019 Financial Report. Milavec presented the report. The library is three quarters of the way through the year. The property tax collection is at 96.2% and the library's total revenue should exceed the budgeted amount. The Capital Replacement Fund should come in under budget, thanks to an unused contingency line and a ComEd Energy Efficiency rebate for \$24,202.75.

President Graber asked for an updated projection of the Capital Replacement Fund in early 2020. Milavec agreed, noting that the library is waiting to receive the rebate check as well as waiting on the State inspector to approve the boilers.

- b. October 2019 Invoices. It was moved by Dougherty and seconded by Stapleton THAT the payment of October 2019 capital replacement invoices totaling \$268,949.70, the payment of October 2019 operating invoices totaling

\$164,327.87, and the ratification of September 2019 payrolls totaling \$217,979.15 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, 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. Art Donation by Downers Grove Public Library Foundation. Downers Grove Public Library Foundation President Genene Murphy thanked the Board of Trustees and the Foundation Directors. She gave a brief history of the Foundation and its work, beginning with the generous bequest from Lillian Culbertson in 2006. Robin Tryloff, Art Committee Chair, presented the recommendation for acceptance of the gift of *Aqua Melt/Flores y Conejos* by Melissa Leandro to serve as a statement piece in the library's lobby.

President Graber thanked the Foundation for all of the work that went into the proposal. He relied on the Foundation to determine artistic merit and how artwork fits the desired space. He focused on the aesthetic and the deeper meaning behind the piece. He is a huge supporter of the proposed piece. Trustee Dougherty also thanked the Foundation for their proposal and asked about conservation of the piece. Robin Tryloff explained that conservation was taken into account when making a decision on the artwork, noting that it will not be exposed to direct sunlight and will be enclosed in glass.

Trustee Humphreys noted that the library's art collection is a destination in the community, as it is the only public art collection in Downers Grove. He is very excited to be adding to this collection and is very excited about the work of the Foundation as a whole. He sees the work the Foundation did on the October month of Homelessness Awareness as a blessing to the Downers Grove community.

Foundation Director Brooks Ruyle spoke about a communications plan, including an unveiling of the new artwork, as well as having the artist present to answer questions and speak about the piece. There are also thoughts about a fundraising event in conjunction with the unveiling.

It was moved by Khuntia and seconded by Gigani THAT the donation by the Downers Grove Public Library Foundation of artist Melissa Leandro's work *Aqua Melt/Flores y Conejos* be accepted. Motion passed by voice vote.

- b. Policy Update – Personnel. Milavec proposed that two sentences be removed from the personnel policy that are no longer valid. It was moved by Gigani and seconded by Humphreys THAT the changes to the Personnel Policy 3.44 Insurance Benefits be approved as presented. Motion passed by voice vote.
- c. 2020 Employee Insurance Benefit Premium Plan. Milavec presented an update to the employee insurance premiums for 2020, based on the 5% increase for medical and vision plans. It was moved by Humphreys and seconded by Stapleton THAT the 2020 Employee Benefits Premium Plan be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
- d. Compensation Policy and Procedure. The proposed policy and procedure includes the compensation philosophy that was approved by the Board in June and is based on the recommendation made from HR Source during the compensation review. This codifies the library's practices and brings the philosophy into the manual. Milavec noted that staff are revamping the performance evaluations and process. Merit increases will begin in 2021.

It was moved by Dougherty and seconded by Khuntia THAT the Compensation Policy and Procedure be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- e. Employee Benefits Review. Milavec put together a report utilizing salary survey data, comparable library data, and data from the larger library market to see where the Downers Grove Public Library falls in terms of benefits offered to staff. The library fell above average in sick days, vacation days for professional staff, managers, and administration, medical insurance premiums covered by the library, and time and a half pay on Sundays. The library fell below average in personal days, vacation days for clerical staff, and tuition reimbursement.

An employee benefits survey was also administered to DGPL staff and the results showed a lot of satisfaction with our current benefits and a lack of understanding surrounding the Illinois Municipal Retirement Fund and the parameters for participation in the group health insurance plan. The two biggest suggestions were paid parental leave for full time staff and the desire for part time staff benefits to more closely match full time staff benefits.

Milavec recommended increasing personal days, expanding the parameters for additional vacation days, investigating paid parental leave, and

considering drafting a tuition reimbursement policy. The Board discussed what changes to the existing employee benefits they would like Milavec to pursue for the next meeting.

For the November Board meeting, Milavec will prepare information on increasing personal days to three prorated days for all staff working more than 15 hours per week. She will also report how many staff would be affected by an increase in vacation days and the budgetary impact. Milavec will use 2020 to investigate a tuition reimbursement policy and paid parental leave.

9. Unfinished Business. There was none.

10. Library Director's Report. Milavec presented the report. The month of homelessness awareness has gone beautifully, with last weekend's Volunteer Fair having about 60 attendees. The final event is the book discussion on *Sleeping in My Jeans* by Connie King Leonard on October 29 at 7:00 p.m. The author will be participating via Skype. The HVAC project is wrapping up. The shifting project is done in the Fiction section. The Friends of the Library book sale is this weekend.

11. Trustee Comments and Requests for Information.

Trustee Stapleton asked what happens to the books that do not sell at the conclusion of the Friends of the Library book sale. Assistant Director Jen Fredericks responded that the children's books are donated to Bernie's Book Bank. Some books will be saved for the book sale shelves in the café and the remainder of the books will be recycled to Discover Books.

President Graber has heard some good feedback on the new chairs on the second floor.

Trustee Dougherty attended the RAILS Board training a couple months ago and one session was about the Board focusing on larger library issues rather than the minutiae. She would like to hear from the library's professional staff about what trends, either in libraries or in society in general, staff are keeping an eye on and thinking about in relation to the Downers Grove Public Library.

12. Adjournment. President Graber adjourned the meeting at 8:37 p.m.