

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
FEBRUARY 27, 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 Kim Stapleton, President Jonathan Graber. Absent: Trustee Jennifer Morrow.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Friends of the Library President Joni Hansen, Resident Ed Pawlak.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.** It was moved by Humphreys and seconded by Dougherty THAT the Minutes of the January 23, 2019 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
  - a. January 2019 Financial Report. Milavec presented the report. The year is off to a good start. January revenues appear to be low, but that is normal as tax payments do not show up until June. The Board packet included an updated fund balance report from the Village for December 2018. This revised report shows the final, unaudited fund balances for 2018.
  - b. February 2019 Invoices. It was moved by Stapleton and seconded by Humphreys THAT the payment of February 2019 capital replacement invoices totaling \$262,107.97, the payment of February 2019 operating invoices totaling \$86,331.46, the acceptance of February 2019 credit memos totaling \$5.49, and the ratification of January 2019 payrolls totaling \$208,491.14 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.** There was none.
9. **Unfinished Business.** There was none.
10. **Library Director's Report.** Milavec presented the report. The annual report for the library has been submitted to the State Library and a copy will appear in the next Board packet. We have also finished the annual Public Library Data Survey. Thank you to Assistant Director Jen Fredericks for all her hard work on these reports. We are proceeding with the compensation review and focused on job descriptions this week. The minimum wage increase passed in Illinois and the library is in good shape through 2019. In 2020, the necessary changes will roll into the new benchmarking and compensation system that is being developed for the future. The Downers Grove Public Library Foundation chose not to move forward with any of the proposals they received for commissioned artwork at this time. They are proceeding with art gallery tours and are exploring other artists to feature on the prominent wall in the lobby. The Foundation Board meets on the second Monday of every month at 7:00 p.m. in Conference Room A.

11. **Trustee Comments and Requests for Information.**

President Graber asked about coordinating with the schools to extend library hours during exam time to allow teens space to study. He would be interested to see if it is something the library can do from an employee and budget standpoint.

President Graber commented that most kids in the district have Chromebooks provided by the schools and some kids do not keep their computers charged. Would it be possible for the library to have a charging station or extra chargers? Milavec responded that the library does have charging kiosks throughout the library and tabletop chargers in the Kids Room.

Trustee Dougherty asked about the new library podcast, inquiring about the goal and how staff plan to measure its success. Milavec responded that it is about expanding our audience and highlighting people and programs in the library. Staff will track how many downloads the podcasts receive to measure its success.

Trustee Humphreys added that the podcast, organization of the month, inaugural service fair, and other outreach events are really taking off and are wonderful.

Trustee Stapleton asked if there have been issues in the holds area, as a security camera was added. Milavec responded that it ties into SWAN's patron privacy initiative.

President Graber asked about the potential extra day for Rotary GroveFest this year. Trustee Humphreys commented that nothing is nailed down yet and the committee was just giving the library a heads up that an extra day may be in the works. Rotary member Lisa Rasin will attend a future meeting to go over more details with the Board.

12. **Adjournment.** President Graber adjourned the meeting at 7:47 p.m.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE MEETING  
FEBRUARY 27, 2019, IMMEDIATELY FOLLOWING REGULAR MEETING**

The Committee of the Whole met at 7:47 p.m.

The Board of Library Trustees toured the library renovations completed at the end of 2018, beginning in the Library Meeting Room immediately following the regular meeting.

The tour ended at 8:15 p.m.