

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
FEBRUARY 28, 2018, 7:30 P.M.  
LIBRARY MEETING ROOM**

**DRAFT MINUTES**

1. **Call to Order.** President Graber called the meeting to order at 7:30 p.m.
2. **Roll Call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, 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, Friends of the Library President Joni Hansen, Downers Grove Public Library Foundation Treasurer Ed Pawlak, Kathryn Deiss of Kathryn Deiss Consulting, and one member of the public.
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 Earl and seconded by Eblen THAT the Minutes of the January 24, 2018 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
  - a. January 2018 Financial Report. Milavec presented the report, noting that the final 2017 expenditure report was included in the Board's packet. The library is 8% into 2018. The insurance budget line is already 90% spent because the insurance policy package arrives in the first month of the year with the new carrier.
  - b. February 2018 Invoices. It was moved by Eblen and seconded by Humphreys THAT the payment of February 2018 invoices totaling \$112,009.07, the acceptance of February 2018 credit memos totaling \$29.97, and the ratification of January 2018 payrolls totaling \$200,313.05 be approved.
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. Bibliotheca Annual Service Maintenance Agreement Renewal. Milavec presented the renewal agreement that covers service and maintenance on all of the library's Bibliotheca products. These products include the sorter and all of its parts, all seven self-check stations and their credit card swipes, software, and RFID stations for attaching tags to items. Bibliotheca charges a large per-visit cost if there is no service agreement and the library has them out at least once a month, so Milavec and staff recommend renewal of the service maintenance agreement.

It was moved by Humphreys and seconded by Stapleton THAT the Bibliotheca Annual Service and Maintenance Agreement Renewal for \$40,350.88 be approved for payment. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Organizational Chart. Milavec presented a revised organizational chart (attached). As vacancies occur in various departments, staffing has been adjusted to meet the library's strategic plan goals. The Board has approved previous organizational charts, but it was decided that moving forward, Board approval will not be needed. Graber asked for a short description of each department so the Board can better understand what each department does and how they overlap. Milavec will organize this for a future meeting.

**9. Unfinished Business.**

- a. Bylaws – Second Reading. Graber had a few minor changes to the proposed bylaws and sent them by email to Milavec. The revised Bylaws will be distributed to the Board before the March meeting so that a vote can take place at the March 21 meeting.

- 10. Library Director's Report.** Milavec presented her report (attached). The March Board meeting is a week early on March 21. Milavec will be out of town the week of March 12, so the Board packet will be distributed on Monday, March 19. The library's annual report was completed. The 2018 project planning is under way and Shales McNutt will come before the Board in March with their construction management contract proposal. The Board will look over the full project in April. The financial management plan was included in the Board's packet.

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

Humphreys commented that he is very happy with the relationship the library has established with Shales McNutt.

- 12. Adjournment.** It was moved by Eblen and seconded by Gigani THAT the Regular Meeting of the Board of Trustees be adjourned. Motion passed by voice vote. President Graber adjourned the meeting at 7:50 p.m.



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**AGENDA ITEM 10**

**Library Director's Report**

2017 Illinois Public Library Annual Report

The completed 2017 Illinois Public Library Annual Report (IPLAR) is included in your packet.

2018 Project Planning

The planning phase for the 2018 capital project is underway. Product Architecture + Design are working with staff to create a plan that meets the needs in each area within the total project budget. With relocation of the Check Out Desk, renovation of staff lounge and restrooms, renovation of family restrooms, and replacement of lighting in remaining public areas of the second floor, Training Room, and STEM Room, this project addresses items reflected in the Capital Needs Assessment as well as the final remaining interior needs not addressed in the 2014 interior renovation. In March, a contract for construction management services from Shales McNutt Construction, the construction management firm with an established relationship with the Library, will come before the Board. In April, Product Architecture+ Design will present the project to the Board.

Financial Management Plan

The final draft of the Financial Management Plan is included in your packet. Prepared by Ehlers Inc. and based on the Capital Needs Assessment, this was presented in draft form to the Board of Library Trustees in January.

March Meeting Date and Packet Schedule

The regular meeting for the Board of Library Trustees will be March 21, 2018 at the usual 7:30pm start time in the Library Meeting Room. The Board packets will be distributed by 5pm on Monday, March 19.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE MEETING  
FEBRUARY 28, 2018, 7:45 P.M.  
LIBRARY MEETING ROOM**

**DRAFT MINUTES**

1. **Call to Order.** President Graber called the meeting to order at 7:51 p.m.
2. **Board Development Session.** The Board participated in a training session titled “Improving Board Communication”. The training was facilitated by Kathryn Deiss of Kathryn Deiss Consulting.
3. **Adjournment.** It was moved by Humphreys and seconded by Gigani THAT the Committee of the Whole Meeting of the Board of Trustees be adjourned. Motion passed by voice vote. President Graber adjourned the meeting at 8:52 p.m.