

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
MARCH 20, 2019, 7:30 P.M.
LIBRARY MEETING ROOM**

MINUTES

1. **Call to Order.** President Graber called the meeting to order at 7:33 p.m.
2. **Roll Call.** Members present: Trustee Carissa Dougherty, Trustee Swapna Gigani, Trustee David Humphreys, President Jonathan Graber. Absent: Trustee Jennifer Morrow, Trustee Kim Stapleton.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. February 27, 2019 Regular Monthly Meeting. It was moved by Humphreys and seconded by Gigani THAT the Minutes of the February 27, 2019 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
 - a. February 2019 Financial Report. Milavec presented the report. On the revenue side, the library received a payment of prior year property taxes totaling almost \$5,000, which was very unusual. The library is doing great on the expense side and is about 16% through the year. The insurance line is at about 85% spent, but that is because the liability insurance lump sum payment for the year is made in January. There are two payments to Elara Engineering so far for the HVAC project.
 - b. March 2019 Invoices. It was moved by Gigani and seconded by Dougherty THAT the payment of March 2019 capital replacement invoices totaling \$13,461.12, the payment of March 2019 operating invoices totaling \$89,833.14, the acceptance of March 2019 credit memos totaling \$667.15, and the ratification of February 2019 payrolls totaling \$220,272.78 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, 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. Library Services Policy, Section 5.16.2 VI, Meeting Room Reservations.

Milavec presented a proposed change to the meeting room policy, which would adjust the schedule used to book the room. Staff recommended reservations be made on a rolling calendar, up to six months in advance. The current process has bookings open up every June 1 for September through August.

It was moved by Humphreys and seconded by Gigani THAT the revised Library Services Policy, Section 5.16.2 VI, Meeting Room Reservations be approved as presented. Motion passed by voice vote.

b. Bibliotheca Annual Service and Maintenance Agreement Renewal. It was moved by Humphreys and seconded by Dougherty THAT the Bibliotheca Annual Service and Maintenance Agreement Renewal for \$42,368.41 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Graber. Nays: None. Abstentions: None.

c. Rotary GroveFest Safe Location and Meeting Room Use. It was moved by Gigani and seconded by Dougherty THAT the library act as a safe location during Rotary GroveFest and provide the Meeting Room as green room space if needed. Motion passed by voice vote.

d. Rotary GroveFest Closings. Milavec and Humphreys discussed the possibility of an extra day of Rotary GroveFest activities, which would be on Thursday, June 20. If the Rotary Club decides to move forward with a concert the evening of June 20, staff propose extending library closings to accommodate the revised schedule.

It was moved by Gigani and seconded by Dougherty THAT the vote to extend Rotary GroveFest closings be tabled to the April 24, 2019 Library Board of Trustees Meeting. Motion passed by voice vote.

9. **Unfinished Business.** There was none.

10. **Library Director's Report.** Milavec presented the report. The library received an award letter for the FY 2019 Per Capita Grant. It was funded at the full

amount. The completed Illinois Public Library Annual Report is in the Board packet this month. Amanda Klenk, Teen Services Coordinator, is investigating the possibility of doing some extended hours in the spring for Teen Exam Cram. She is going to survey teens using the whiteboard in Teen Central. April 11 is the Mod Pizza fundraiser for the Downers Grove Public Library Foundation with 20% of the proceeds going back to the Foundation.

11. Trustee Comments and Requests for Information. There was none.

12. Adjournment. President Graber adjourned the meeting at 8:01.