

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
JUNE 27, 2018, 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 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, Downers Grove Public Library Foundation Treasurer Ed Pawlak, Friends of the Library President Joni Hansen, Dan Pohrte of Product Architecture + Design, John Shales of Shales McNutt Construction.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. May 23, 2018 Regular Monthly Meeting. It was moved by Earl and seconded by Eblen THAT the Minutes of the May 23, 2018 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
 - a. May 2018 Financial Report. Milavec presented the report. Tax revenue will begin posting to the library's account in June. On the expense side, the library is 40% through the year with about 35% spent.
 - b. June 2018 Invoices. It was moved by Earl and seconded by Eblen THAT the payment of June 2018 operating invoices totaling \$122,472.33, the acceptance of June 2018 credit memos totaling \$102.00, and the ratification of May 2018 payrolls totaling \$206,620.83 be approved. Roll call: Ayes: Earl, Eblen, 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.**

- a. Illinois Non-Resident Library Card Program. Milavec detailed the process behind the calculations of the yearly fee card rate. The new rate would go into effect August 1, 2018. It was moved by Humphreys and seconded by Earl THAT the library participate in the Illinois Non-Resident Library Card Program using the General Formula to calculate a rate of \$292.00. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.
- b. 2018 Furniture Replacement Proposals. The cost of the proposed furniture would come out of the operating budget and be classified as the annual replacement of furniture. The focus is on the soft seating that was not replaced in 2014 and the wooden chairs in the Kid's Room. It was moved by Humphreys and seconded by Eblen THAT the furniture replacement proposal of \$53,190.37 be approved. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.
- c. Authorization to Transfer Monies from Library Fund to Library Capital Replacement Fund. The Village of Downers Grove received and accepted their audit for 2017, which shows the Library Fund increased by more than \$270,000 by the end of the year. Last year, the Board budgeted a \$350,000 transfer to the Capital Replacement Fund in 2018. The Board discussed whether to transfer only the budgeted amount or to also transfer the excess from the Library Fund, which would be a total transfer of \$620,000.

It was moved by Earl and seconded by Stapleton THAT \$350,000 be transferred from the Library Fund to the Library Capital Replacement Fund. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

Once the library's 2019 budget has been passed, the Board will revisit the possibility of a second transfer to the Capital Replacement Fund.

- d. Change of Budget Workshop Meeting Date from September 12 to August 8. The Village of Downers Grove requested that the library's 2019 Budget and Tax Levy request be submitted to them by August 31, 2018. The budget workshop that is currently scheduled for September 12, 2018 needs to be rescheduled to meet this new deadline. The Board discussed the difficulties of planning next year's budget so early in the year and President Graber offered to speak with the Village about extending the deadline.

It was moved by Earl and seconded by Eblen THAT the vote to reschedule the Budget Workshop be tabled until the July 25, 2018 Board meeting, pending further discussion with the Village. Motion passed by voice vote.

- e. 2019 Budget Framework. Milavec presented a 2019 budget framework based on the financial management plan, not on any actual projections. There were a couple of adjustments made, including a 2.5% increase on the personnel lines. The library's Illinois Municipal Retirement Fund rate will significantly drop in 2019, which should offset the increase in insurance costs. Milavec noted that the preliminary budget draft, which will be distributed next month, will reflect the numerous personnel changes that have occurred in 2018.

9. Unfinished Business.

- a. 2018 Capital Project Bid Specifications. John Shales of Shales McNutt Construction and Dan Pohrte of Product Architecture + Design were present to answer the Board's questions on the 2018 capital project plans. The Board had a detailed discussion on each component of the proposed project, highlighting possible cost reductions. It was noted that the project could go out to bid with the artwork lighting component called out as an alternate, which would allow the Board to remove it from the project or find alternate funding if the bids come in too high.

It was moved by Humphreys and seconded by Eblen THAT the 2018 Capital Project Bid Specifications be approved to bid, with the removal of the STEM Room lighting and with the artwork lighting bid as an alternate. Roll call: Ayes: Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: Earl. Abstentions: None.

10. **Library Director's Report**. Milavec presented the report (attached). Attendance has been up significantly in the library during the month of June. The number of kids who have completed the Summer Reading Club by this time in June is up by hundreds over last year. There is a report on the first year of the restricted use cards in the meeting packet. Milavec will be speaking to the Rotary Club in July about supporting the restricted use card program.

11. Trustee Comments and Requests for Information.

President Graber noted that while walking through the library today, Teen Central was empty of teens. He asked if the area is still being used and if there is a way to get more teens into the library. Milavec commented that there is a definite ebb and flow to the use of the teen department, and much of that is dependent on weather, programming, and how many other teens are using it at a specific time.

Trustee Earl commented that Arlington Heights Memorial Library has a motorized scooter available to its patrons and asked if that is an issue commonly seen at Downers Grove Public Library. Milavec responded that most libraries do not own scooters and the ones that do have usually had them donated.

12. **Adjournment**. President Graber adjourned the meeting at 9:25 p.m.

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AGENDA ITEM 10

Librarian's Report

Barb Powell to Retire July 12

Assistant Manager of Access Services Barb Powell has moved up her retirement date to July 12.

Public Relations Manager Search

After interviewing the finalists, the management team decided not to make an offer to either candidate. We are reviewing the position's job description and the library's needs.

Patron Incident Tracking Software (PITS)

Assistant Director Jen Fredericks is spearheading implementation of Patron Incident Tracking Software (PITS) to better document and share information about incidents of all types in the library. This secure, web-based application will help staff to create uniform incident reports and provide quick, easy access to reports and suspensions, including information such as warning letters and photos. Designated staff automatically receive notifications when reports are created. Jen is currently working with the vendor on configuration. Staff training is scheduled for July.

ComEd Energy Efficiency Program Rebates and Incentives

The check for \$4,419.64 in rebates and incentives for the Kids Room lighting replacement project was received from ComEd.