

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
JULY 24, 2019, 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 Carissa Dougherty, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Kim Stapleton, President Jonathan Graber.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Ed Pawlak.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. June 26, 2019 Regular Monthly Meeting. President Graber remarked on section 8(a) in regards to the Compensation Philosophy and thought that Humphreys ought to receive full credit for the modification of the accepted definition. After a brief discussion, however, the Board decided that it was a collaborative effort and the minutes were approved as presented.

It was moved by Humphreys and seconded by Gigani THAT the Minutes of the June 26, 2019 Regular Monthly Meeting be approved as presented.
Motion passed by voice vote.

5. **Financial Matters.**
 - a. June 2019 Financial Report. Milavec presented the report. The Library is doing great. The first portion of the property tax has been posted on the revenue side and expenditures are right on track. Halfway through the fiscal year, the revenue side is at 51 %; expenditures at 43%.
 - b. July 2019 Invoices. It was moved by Stapleton and seconded by Dougherty THAT the payment of July 2019 capital replacement invoices totaling \$73,079.30, the payment of July 2019 operating invoices totaling \$155,848.88, the acceptance of July credit memos totaling \$28.39, and the ratification of June 2019 payrolls totaling \$215,620.53 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. Ed Pawlak commented that it would be good for the Board to consider concrete, measurable goals—other than maintenance and operational—which could be used to gauge the library’s impact and effectiveness as an institution, to help ensure that the library is continually getting better, making a difference, and moving in a forward direction. Humphreys tied Pawlak’s comment to the library’s strategic planning process. Graber facilitated a brief conversation about the process, and the importance of using metrics in measuring strategic plan outcomes and success was discussed.
8. **New Business.**
 - a. Finance Policy, Sections 6.9 and 6.10. Milavec presented the new policy sections and explained that there are requirements in both the Local Government Travel Expense Control Act, and the Illinois Wage Payments and Collections Act regarding reimbursable expenses for employees. Adding these two sections to the finance policy simply codifies the library’s actual practice. The former act requires employers to reimburse all approved and necessary travel and general expenditures incurred by employees. The latter act delineates what are and are not considered reimbursable work expenses. Milavec also pointed out that the acts do not require a receipt or other supporting documents. If an employee cannot produce a receipt, the employer must accept the employee’s own signed statement instead. Dougherty asked about using options for transportation and accommodation such as ride sharing or Airbnb. Milavec said she would investigate and follow up if necessary.

It was moved by Gigani and seconded by Dougherty THAT the Finance Policy, Sections 6.9 and 6.10 be approved as presented.

Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None.
Abstentions: None.

- b. Strategic Plan Annual Review. Milavec reviewed the Strategic Plan progress over the past year and supported the Board’s view on the importance of showing quantifiable results and outcomes. When the current strategic plan was created, it was written as an action plan, rather than a qualitative plan. She highlighted the Kids Room STEM kit collection and the work of the Innovation Team and the building of the Anything Emporium collection; beefed up partnerships with S.C.O.R.E., the People’s Resource Center, and

the Art Department. The library hosted its inaugural Service Fair, connecting organizations and volunteers and people in need of services, and Satellite Stacks at six local senior centers, working on seven. She also highlighted staff training objectives and work outside the library, presenting at various library conferences, cross-training throughout the library, and the collaborative teen art project. Gigani commented that she would like to know how the STEM kits are used and possibly market them more. Conversation ensued about the importance of understanding what is and is not working and leaving the things that are not working behind in order to regain capacity to make room for new endeavors.

9. Unfinished Business.

- a. 2020 Draft Report. Milavec gave a presentation on the property tax process and explained in detail how the property tax levy becomes a dollar amount on the property tax bill. The 2020 draft budget was discussed. The only piece that still needs work is the compensation piece. Milavec is waiting for the benchmarking and compensation structure report from HR Source and as soon as she receives the report, she will incorporate the new salary schedule into the Draft Report for the Board to review and pass at the August meeting. The library has an anticipated 1.4 million dollars in the fund balance at the end of the fiscal year. She sought the Board's counsel on whether or not to spend down the fund balance in order to keep the tax levy at a conservative increase. The library has been under budget on the expense side for the past couple years and the Board discussed the pros and cons of spending down the fund balance and various levy increases. The Board asked Milavec to run several scenarios for the following percentage levy increases: 3.25 %, 3.50%, and 3.75 %.

10. **Library Director's Report.** Milavec presented the report. She will be on vacation from August 2, 2019 thru August 18, 2019. The library is working on the website redesign; one of the book drops was relocated to Forest Street and both received new library logo decals; the library is hoping to partner with Aurora University to have social work interns onsite; the library is looking at an art collection, conservation, and preservation plan which was quite costly; SWAN did a soft launch of their new mobile app, which they will start advertising sometime in August; Katelyn Vabalaitis will be returning to the library after maternity leave on Monday, July 29, 2019; and Graphic and Display coordinator, Melody Danley will retire on August 22, 2019 after 35 years at the library.

11. **Trustee Comments and Requests for Information.** Dougherty commented about an email from a patron who was concerned that the library was going to become a homeless shelter and wanted to know about how that was resolved. Milavec commented that she had not spoken with the patron directly, but left several messages for her explaining what the library was doing and the patron has not called back. Milavec received a monetary donation for the "Little Free

Pantry” that will open in October. Graber commented about the possibility of the library having a Divvy bike rental station at the library—the Innovation Team will investigate possibilities. He also commented about the absence of electric car charging stations in the downtown area. The library has no jurisdiction over the parking lot as it is owned by the village would need to approve this sort of decision.

12. **Adjournment.** President Graber adjourned the meeting at 9:05 p.m.