

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
JULY 25, 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, President Jonathan Graber. Absent: Trustee Kim Stapleton.

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.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. June 27, 2018 Regular Monthly Meeting. It was moved by Eblen and seconded by Earl THAT the Minutes of the June 27, 2018 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
 - a. June 2018 Financial Report. Milavec presented the report. A revised invoice edit list was distributed due to an invoice being removed that no longer required payment. Milavec noted that the June revenue report reflects the first property tax installment and the expenditure report shows the transfer made to the Library Capital Replacement Fund.
 - b. July 2018 Invoices. It was moved by Earl and seconded by Humphreys THAT the payment of July 2018 operating invoices totaling \$133,374.79, the acceptance of July 2018 credit memos totaling \$1,306.42, and the ratification of June 2018 payrolls totaling \$206,904.35 be approved. Roll call: Ayes: Earl, Eblen, 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. Ed Pawlak noticed that the library's book collection is down 6.3% and the AV collection is down even more. He knows there is a policy about weeding out items that are not used, but he is worried about the collections shrinking to just current best sellers and losing depth to the collections. This could limit the value people see in the library and many people come to the library to discover things they didn't know they wanted. Ed reiterated that the library should reach out to nonusers because the best thing would be for everyone in Downers Grove to be using the library. While reaching out to the community, staff should listen to what residents think should be in the collection that we don't have right now to increase the scope and depth of the collection.

Milavec responded that staff have been going through some major weeding projects right now and the numbers will start to show a commensurate rebuild in the next few months. There is always a cycle to the weeding process. Jen Fredericks added that there is a large weeding of the magazine collection twice a year, with the first purge of 2018 occurring in June. The Children's Department also got rid of their reference collection, donating their items to local schools and moving some items to the circulating collection.

8. **New Business.**

- a. Strategic Plan Review. Milavec presented a status update of the progress made on the Strategic Plan action items. She had each department head fill in what they have worked on in the last year and where they are at with each project, and she was amazed at the progress made in a year. Staff have hit all of the targets that were through June 2018 and have made progress on many more items. Milavec thanked the Foundation for their support of the book club kits. The management team made changes to some point people and Milavec outlined a few targets that may run behind due to personnel changes.

Earl commented that it has been great to have a roadmap that was created with community input and he really appreciates having an update to see where things are. He asked if there were any areas Milavec was concerned about running behind. With the position of Community Engagement Coordinator currently vacant, the community engagement and partnerships action items may fall behind while staff hire for this position.

- b. 2019 Salary Schedule. Milavec presented the proposed 2019 salary schedule, noting that there is no change from the 2018 schedule. There is a plan to do a full compensation review in 2019 to really look at all components of the library's compensation system, including job descriptions, benefits, and pay grades. This will also include a salary and benefits survey for staff.

It was moved by Eblen and seconded by Humphreys THAT the 2019 Salary Schedule be approved as presented. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Graber. Nays: None. Abstentions: None.

- c. 2018 Capital Needs Assessment Projects Update. Milavec presented an update to the Capital Needs Assessment that reflects the reordered projects and updates to estimated costs. It was moved by Humphreys and seconded by Gigani THAT the 2018 Capital Needs Assessment update be accepted as a planning document with the modifications presented. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Graber. Nays: None. Abstentions: None.
- d. 2019 Preliminary Budget Draft. Milavec presented a preliminary 2019 budget draft, which included a 3% wage and salary increase, changes to benefit premiums, and a decrease in the Illinois Municipal Retirement Fund rate. These changes helped bring the preliminary expenditure budget in at only \$11,500 over last year's expenditure budget.

On the revenue side, two different drafts were presented. The difference was the levy and how the library will fund the costs presented. One version shows a budget funded completely by the levy (and the other few small sources of income), while the other version shows a flat levy with the budget partially supported by the fund balance.

The Board discussed the presented drafts and agreed that the 3% wage and salary increase should be given to staff. While discussing the levy, the Board debated various levy increases versus keeping the levy flat.

The Board decided to wait and vote on all components of the 2019 Budget at the next meeting, when all trustees will be in attendance. Milavec will run a revenue draft showing the levy at a 3% increase for the Board to review.

- e. August Meeting Dates. It was moved by Humphreys and seconded by Eblen THAT the September 12, 2018 Budget Workshop be cancelled and the August 22, 2018 Regular Board Meeting be moved to August 29, 2018. Motion passed by voice vote.

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

10. **Library Director's Report.** Milavec presented the report (attached). Most of the month was spent on budget and board packet preparation. Staff are working on getting the job ad together for the Community Engagement Coordinator position. This position will not have supervisory responsibilities and will focus on community partnerships. This new position, along with the Communications Coordinator and the Graphics and Display Coordinator (previously called Staff Artist), will be directly supervised by Assistant Director Jen Fredericks. The LIRA Insurance Pool offered extra perks, including online

staff training, which supports the Strategic Plan. Ian is working on the next round of lighting projects by retrofitting the lobby lights for LEDs. He will also be assisting with the relocation of some shelving in the Kids Room. To be on the leading edge of the 2019 schedules for boiler replacement, the project should be out to bid before the end of the 2018 calendar year. Staff are having initial meetings with Elara to get started on bid specifications. Trustees will probably see a contract quote from Elara coming through sometime in the fall.

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

12. **Adjournment.** President Graber adjourned the meeting at 8:35 p.m.

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AGENDA ITEM 10

Librarian's Report

Community Engagement Coordinator Position

A new Community Engagement Coordinator position will be advertised in July. This position replaces the Public Relations Manager position. The job functions are essentially the same but without supervisory duties. Public Relations staff will join Administration, rather than functioning as a separate department. The Assistant Director will supervise the Community Engagement Coordinator, Communications Coordinator, and Graphics & Display Coordinator (Staff Artist position retitled).

Libraries of Illinois Risk Agency (LIRA)

The Libraries of Illinois Risk Agency (LIRA) joint self-insurance pool has reached 53 members and more than \$1 billion in insured value for property. That milestone comes with some benefits. Most notably, the general liability and property carrier, Britt, is launching a training platform exclusively for LIRA, giving member staff unlimited access to archived webinars and online training in a variety of topics from safety to employment practices.

Lobby Lighting LED Retro-fit Project

With four ballasts per fixture in the Lobby lights and with more of those ballasts going bad daily, Facilities Manager Ian Knorr has prioritized this retro-fit project. He anticipates completing the project by August 1. This continues addressing the Strategic Plan and Capital Needs Assessment projects updating lighting.