

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
JULY 27, 2016, 7:30 P.M.
LIBRARY MEETING ROOM**

MINUTES

1. **Call to order.** President Wendee Greene called the meeting to order at 7:30 p.m.
2. **Roll call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee Art Jaros, Trustee Thomas Read, President Wendee Greene. Absent: Trustee David Humphreys.

Also present: Interim Co-Director/Assistant Director for Support Services Sue O'Brien, Interim Co-Director/Assistant Director for Public Services Bonnie Reid, Adult & Teen Services Manager Nicole Wilhelms, Library Director Appointee Julie Milavec, Friends of the Library President Joanne Hansen, Resident Ed Pawlak, Visitor Carol Johnston.

3. **Welcome to visitors.** President Greene welcomed the visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. June 22, 2016, Regular Monthly Meeting. It was moved by Jaros and seconded by Earl THAT the Minutes of the June 22, 2016 meeting be approved as circulated. Roll Call: Ayes: Earl, Eblen, Jaros, Read, Greene. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. June 2016 Financial Report. O'Brien presented the report. Jaros inquired about the yearly expenditure figure in 5346 (data processing services) and 5481 (rentals); O'Brien and Reid explained that items in each line are paid for in large amounts at certain times of the year, so there is no concern at this time. Earl inquired about the revenue line 4590 (state, operational grants); O'Brien noted that the library received only \$37,935.84 instead of the \$60,000 shown in the 2016 budget revenue sheet.
 - b. Approval of July 2016 Invoices. It was moved by Read and seconded by Jaros THAT July 2016 invoices totaling \$123,533.90 and credit memos totaling \$49.34 be approved and June payrolls totaling \$207,170.47 be recognized. Roll call: Ayes: Earl, Eblen, Jaros, Read, Greene. Nays: none. Abstentions: None.
6. **Public Comment on Agenda items.** President Greene invited comment. There was none.
7. **Public comment on other Library business.** President Greene invited comment. There was none.

Greene welcomed Julie Milavec who will begin as Library Director Monday, August 1.

8. **New Business.**

- a. Proposed approval of Schwemm Family Foundation Grant. Reid outlined staff plans for a grant request to digitize *Downers Grove Reporter* issues dating 1895-1922. Earl said it was a great idea and asked why it would only cover newspapers through 1922. Reid explained that staff wish to start with items not under copyright. Greene asked if staff could continue digitizing newspapers after 1922; Wilhelms explained that the library could do this and just not make them available until they were out of copyright. It was moved by Jaros and seconded by Eblen THAT the Library Board approves staff pursuing the grant request for an amount not to exceed \$8,000 and approves accepting the grant money if successful.
Roll call: Ayes: Earl, Eblen, Jaros, Read, Greene. Nays: none. Abstentions: None.

- b. Introduction of Draft of Proposed 2017 Budget.

Greene led the Board in an orientation and refresher for the Budget.

Budget Revenue Sheet:

Jaros noted that the items in the packet did not include the property tax amount that included the debt service amount; this is because the bond will be paid in January 2017 with taxes collected in 2016.

Budget Expenditure Sheet:

Read inquired about how the figures in the 2017 proposed column were arrived at. O'Brien explained that non-personnel lines reflected budget amounts requested by Managers and personnel lines reflected current personnel and a 2.5% raise.

Operating Fund Balance sheet:

Greene explained the sheet, noting a new line "Savings for Infrastructure/Machinery" to show savings made each year for anticipated building costs outlined in the box on the sheet (roof replacement, compressors, microform machine). Eblen asked if the library is overdue on any of these? O'Brien said that the warranty on the roof has expired and she was told it might be 3-5 years before the library needs a new roof. Jaros asked if the Board would be fully funding these outlays in 2017; Greene explained that each year the Board would set aside some money so that by the time it was needed, there would be money for the replacement. Jaros noted that the ending balance needs to have enough money to fund the first half of the budget year, until the June taxes are received. Earl likes how this will tie in to the Strategic Plan and can reflect not just add-ons in the budget but also deletions. He thinks this is a smart way to present this to the public. Jaros questioned that the figure in the 2017 proposed column for Expenses since it doesn't match up with figures on the Budget Expenditure sheet. O'Brien and Reid will correct.

Extra Services and Materials Requested sheet:

Greene explained that Managers requested additional items which are listed on this sheet. Earl asked that O'Brien consult Village staff about piggybacking on the system or vendor before buying a new telephone system. Earl inquired about the amount for substitute personnel during Girls Who Code; Wilhelms explained that

another staff member must work the Ask Us Desk while a staff member is attending Girls Who Code. Jaros asked what the \$46,000 budgeted in the 2016 budget for 5770 Capital equipment, less than \$20,000 was spent on; O'Brien explained it is for computer replacement or new equipment.

Health Insurance Changes sheet:

O'Brien outlined the changes in health insurance coverage anticipated due to staffing changes and choices made by staff for their health insurance needs in 2017.

Requests for August 10 Budget meeting:

Earl asked that there be two additional columns added to the Budget Expenditure sheet: one column that shows a column that includes 2.5% raises for staff and no additional items from the extra services and materials sheet, and one column that shows no raise for staff and includes the additional items. Greene asked for a table that shows the impact to the taxpayer, including the current as well as proposed levy and tax rate amounts.

9. **Report of the Interim Co-Directors.** O'Brien and Reid presented their written report (attached). O'Brien noted that all fabric panels are installed except for the stairway which will be done next week and inserts which are fraying and will be replaced. The lighting in Conference Room A was installed, but there is a problem with the dimmer switch which will be fixed. O'Brien also passed out updated sheets for the Policy Manual and a "Save the Date" notice for the Super Retreat for village boards on September 14, 2016.

10. **Board Member Comments and Requests for Information.**

Jaros has had two grandchildren born recently!

Earl suggested staff reach out to the Village which recently hired an IT Manager to discuss possible collaboration since the library is in the process of hiring an IT Manager.

Earl was at the Farmers Market on July 23 and thanks the staff for being out in the heat to promote the library. He heard over 20 kudos from community members about the library. One person asked about fundraising activities but declined to volunteer their services.

Greene reminded members that at the September Foundation Board meeting, they should be ready to brainstorm names of candidates for the Foundation Board and ideas for fundraising.

11. **Adjournment.** President Greene adjourned the meeting at 8:29 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JULY 27, 2016**

**AGENDA ITEM 9
REPORT OF THE INTERIM CO-DIRECTORS**

- a. Sharon Hrycewicz wins the Davis Cup from Illinois Library Association. Children's Services Manager Allyson Renell reports: "I'm very pleased to let you know that our very own Sharon Hrycewicz is this year's recipient of the Davis Cup from ILA! The Davis Cup is given every year to a person who has made an outstanding contribution in library service to young people. Sara nominated Sharon for the award based on her work with the library's STEM room. Sharon will be presented with the award at the ILA conference in October."
- b. Update on family restrooms. The temporary "Family Restroom" signs were posted, and the Children's Services staff reports the family restrooms are working as expected. There have not been any comments or complaints. The permanent signs have been ordered.
- c. Update on lighting and acoustical panels construction projects. The projects are expected to be finished by July 28. The south entrance and the stairway to the second floor needed to be closed for two days each for safety reasons due to a lift or scaffolding being present. Blinds have been ordered for Conference Room A to block out the late afternoon western sun.
- d. IT Manager search. IT Manager Dale Galiniak resigned, effective July 22, to accept a new job at Ernst & Young. The IT Manager job has been posted. Interviews are expected to be conducted in late August. Assistant IT Manager Paul Regis will be the interim manager for the department until a new manager is hired.
- e. Illinois Per Capita Grant. The Fiscal Year 2016 grant check has been received in the amount of \$37,935.84.
- f. Recent Media Coverage. Attached.

AB5125917

LESLIE GEISSLER MUNGER
COMPTROLLER - STATE OF ILLINOIS



DOWNERS GROVE PUBLIC LIBRARY

1050 CURTISS STREET
DOWNERS GROVE IL 60515-4606

Agency * SECRETARY OF STATE
Warrant Number AB5125917
Warrant Amount \$37,935.84
Warrant Date 06-21-2016
Voucher Number PV350600008899

Vendor Number ***** B

Payment Description: FY2016 PUBLIC LIBRARY PER CAPITA GRANT
FORMULA GRANT PER 75 ILCS 10/8
100% PAYMENT

Invoice Number	Inv. Date	Customer ID	Billing Account Number	Net Amount
				37935.84

Payment of interest may be available if the State fails to comply with the Illinois Prompt Payment Act. (30 ILCS 540/1)
* For questions, contact: SECRETARY OF STATE 217-782-3127

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ON THE TREASURER OF THE STATE OF ILLINOIS 711

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\$*****37935.84

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DATE ISSUED: 06-21-2016

TO THE ORDER OF:

DOWNERS GROVE PUBLIC LIBRARY

AB5125917

1050 CURTISS STREET
DOWNERS GROVE IL 60515-4606



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Michael Frerichs
Michael Frerichs, Treasurer, State of Illinois

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Downers Grove students graduate library's Girls Who Code program

Published: Monday, June 20, 2016 10:00 a.m. CDT

DOWNERS GROVE – The Downers Grove Public Library recently announced the graduation of students who completed the new Girls Who Code program, according to a news release from the library.

The club members will present final projects and share experiences they had throughout the 20-week coding club during a ceremony at 6:30 p.m. June 8 at the library.

The 16 participating girls met weekly from January to May and received instruction from local software developer Elizabeth Patterman.

For more information or to reserve a seat, visit dglibrary.org.

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Downers Grove Library schedules several construction projects in July

Posted on July 8, 2016 by Staff

The Downers Grove Public Library is asking patrons to pardon a little extra dust and some noise due to various construction projects scheduled to be completed later this month.

Construction is scheduled to take place July 5-26, and some areas will be unavailable to the public while work is being completed. The library said staff will help patrons get any items they are looking for but can't access.

Among the scheduled work, lighting fixtures will be installed in Conference Room A to improve visibility and fabric acoustical panels will be replaced throughout the building.

Recently, the library completed a construction project in the Kids Room, adding new lighting fixtures to the high-ceilinged areas that house study tables, iPads, comic books and kids fiction books.

Downers Grove librarians give summer reading recommendations

SUBURBAN LIFE MEDIA

DOWNERS GROVE – For many, summer is the perfect opportunity to catch up on – or double down on – a big stack of books.

For residents looking for recommendations on what to read over the next few months, Downers Grove Suburban Life asked librarians at the Downers Grove Public Library what they were recommending and reading this year.

Here are their answers:



Photos provided

Lynette Pitrak

Title: Teen Services Librarian
(lpitrak@dglibrary.org, dglibrary.org/books/lynette-p)

Favorite genres: Young Adult, Magical Realism, Art History, Artist Biographies, Yoga, Meditation

Recommendations: “All American Boys” by Jason Reynolds & Brandon Kiely. This co-written novel is timely and thought-provoking. It will definitely encourage discussion among those who read it.

“Summer Days & Summer Nights: Twelve Love Stories” by Stephanie Perkins. This compilation of 12 stories about summer romance, each written by a different young adult author, is funny, engaging and light. It’s the perfect read to capture the magic of summer love!

“The Boys in the Boat (Young Readers Adaptation): The True Story of an American Team’s Epic Journey to Win Gold at the 1936 Olympics” by Daniel James Brown. This story of courage and determination during the 1936 Olympics will inspire teens. And it’s perfect timing with the 2016 Summer Olympics approaching.

“Six of Crows” by Leigh Bardugo. This dark fantasy is set in a world of greed, betrayal and magic. Six teens from a slum in Ketterdam are hired to outsmart elite special forces guarding an impenetrable prison and the most dangerous inmate in the world.



Joy Matteson

Title: Adult Services Librarian
(jmatteson@dglibrary.org, dglibrary.org/books/joy-m)

Favorite genres: Historical Fiction, Food Memoirs, Spiritual Devotional

Recommendations: “Modern Lovers” by Emma Straub. A contemporary drama about a group of close friends

who used to be in a band together in college, but now have responsibilities to raise the next generation of their families. I loved the fascinating characters whose inner lives are not what they seem to be. A leisurely paced beach read for those who love JoJo Moyes or Maria Semple.

“The Nest” by Cynthia D’Aprix Sweeney. I recently enjoyed this story of a group of adult siblings who are eagerly waiting for their joint trust fund to come to full maturity when the youngest sibling turns 40. If you love unique and fascinatingly flawed characters set in contemporary Manhattan, this is the book for you. For lovers of Liane Moriarty or Anna Quindlen.

“Everyone Brave is Forgiven” by Chris Cleave. A devastatingly beautiful book in the same vein as “All The Light We Cannot See.” Set in WWII London, I couldn’t put down the story of three young people who find their lives torn apart by war, and struggle to develop inner resilience to survive and love again. For readers who enjoy beautiful prose and a haunting historical setting, Chris Cleave is a literary favorite.

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Allyson Renell

Title: Kids Room (arenell@dglibrary.org, dglibrary.org/books/kids-room)

Favorite genres: The best new kids books out there!

Recommendations: "Don't Throw it to Mo" by David Adler. A very clever book for beginning readers with a delightful twist. The text might use a controlled vocabulary, but it doesn't take from the storyline.

"Pugs of the Frozen North" by Phillip Reeve & Sarah McIntyre. Cool down with this silly adventure story for second- through fourth-graders. Shen and Sika enter a dog-sled race to the top of the world using 66 Pugs instead of your typical sled dogs.

"Sunny Side Up" by Jennifer Holm. A summer graphic novel perfect for those in fourth and fifth grade. Sunny finds herself shipped off to Florida to visit her Grandpa instead of going to



Photo provided

Disney World on her summer break.

For audiobook recommendations and all available for digital download or physical checkout, visit dglibrary.org/eLibrary.