

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
AUGUST 23, 2017, 7:30 PM
LIBRARY MEETING ROOM**

MINUTES

1. **Call to Order.** President Greene called the meeting to order at 7:30 p.m.
2. **Roll Call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee Jonathan Graber, Trustee David Humphreys, Trustee Art Jaros, President Wendee Greene. Absent: None.

Also present: Director Julie Milavec, Assistant Director for Support Services Sue O'Brien, Executive Assistant Katelyn Vabalaitis, Public Relations Manager Melissa Fischer, Library Foundation President Genene Murphy, Library Foundation Vice President Ed Pawlak, League of Woman Voters Observer Sue Farley, Resident Christine Martin, Dan Pohrte of Product Architecture + Design.

3. **Welcome to Visitors.** President Greene welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. July 26, 2017 Regular Monthly Meeting. It was moved by Jaros and seconded by Humphreys THAT the Minutes of the July 26, 2017 Regular Monthly Meeting be approved as published. Motion passed by voice vote.
5. **Financial Matters.**
 - a. July 2017 Financial Report. Milavec presented the report and distributed an updated invoice list.
 - b. August 2017 Invoices. It was moved by Jaros and seconded by Graber THAT the payment of August 2017 invoices totaling \$112,716.12, the acceptance of August 2017 credit memos totaling \$1,828.98, and the ratification of July 2017 payrolls totaling \$214,427.03 be approved. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, 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.
8. **New Business.**
 - a. Circulation Policy – Restricted Use Library Cards. Milavec presented the proposed policy, which is modeled after a successful program currently in place at the Aurora

Public Library. Graber asked if any other libraries have done this and if this policy would be doing enough to serve these patrons. He said it was a good first step. The Board discussed clarifications of wording in the policy.

It was moved by Humphreys and seconded by Eblen THAT the Restricted Use Library Card policy be approved.

Jaros moved to amend the previous motion by adding, “at any time” to the second sentence of the proposed policy, which would read, “The cardholder is entitled to use of the public computers and a maximum checkout of two items at any time.”

Humphreys and Eblen agreed to absorb this motion into their original motion. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

9. **Unfinished Business.**

- a. Liability Insurance Package Proposals. The Board compared the two proposed packages, agreeing that LIRA’s benefits outweighed Kamm Insurance. The Board particularly liked that LIRA was designed specifically for libraries and that similar programs have been successful in schools.

It was moved by Graber and seconded by Eblen THAT the Board approve joining Libraries of Illinois Risk Agency (LIRA) beginning October 1, 2017. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

- b. Facilities Assessment Presentation – Product Architecture + Design. Dan Pohrte presented Board members with bound copies of the Facilities Assessment. It was noted that due to a printing issue, these bound copies are missing page numbers. New copies will be delivered to Julie Milavec on Monday for distribution to Board members. Dan noted changes in the assessment from last month’s presentation, specifically the increase in the lighting estimate. He also noted that library staff will have a copy of the expenditure spreadsheet that can be manipulated to assist in planning and budgeting.

It was moved by Jaros and seconded by Eblen THAT the Board accept the Facilities Assessment, dated August 23, 2017, as presented. Motion passed by voice vote.

- c. Strategic Plan 2017-2020. Milavec presented the revised final draft of the Strategic Plan. Graber asked that the word “verbiage” be replaced by “terminology” in the footnotes on pages 13-17. The Board went through the plan page by page and identified a few more formatting issues to be fixed. Discussion moved on to the content of the action items; only the final goal and objective of the plan elicited extensive commentary.

The section from the Strategic Plan draft was:

“Goal: We reflect the diversity of our community.

Objective: To be inclusive in providing service to the community

Actions:

1. Provide regular training for all staff in equity, diversity, and inclusion
2. Incorporate inclusive practices into library services
3. Create a diversity strategy for hiring that reflects the community”

Jaros expressed his objection to Action Item 3, stating that hiring should be based only on merit. The Board discussed other ways to word that action item, according to Milavec’s clarification on staff intent. This action was intended to more widely spread the word of job openings, encouraging all interested applicants to apply.

Regarding Action Item 1 and 2, Jaros brought up the Illinois School Code and the requirements for schools in what can be included in sex education classes. He stated that equity, diversity, and inclusion are part of a left wing political agenda and these action items espouse a progressive agenda and viewpoint. Jaros stated children’s librarians should not provide booklists or services that support same sex marriage and that same sex marriage is lesser than heterosexual marriage. He stated that support of inclusive practices would mean supporting all kinds, including “terrorists” and “cannibalism.” He believes the library should be inclusive, but only the good kind. Greene questioned how that would be defined. Milavec stated that libraries by definition serve all people and that means a wide spectrum of beliefs and cultures, but does not condone illegal activity. She also defined the difference between equity and equality.

Graber did not interpret the plan the way Jaros described, but instead stressed common sense in execution of the plan by staff. He also commented that equity, diversity, and inclusion training is held regularly by his employer, which he finds beneficial. Eblen commented that staff will decide what is appropriate when providing service to patrons. Humphreys stated that, while not agreeing with Jaros’ point of view, he was willing to make wording changes. President Greene tried to focus the discussion on getting unanimous approval for the Strategic Plan. The Board discussed wording changes that would be amenable to both points of view and decided to temporarily remove Action Item 2, which will be revisited at a future meeting. Humphreys requested that the details of this discussion be reflected in the minutes for future reference.

It was moved by Jaros and seconded by Graber THAT the Board approve the Strategic Plan with the addition of “patron service” to action item 1, temporary deletion of action item 2, and the replacement of the word “hiring” with “recruiting” in action item 3. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

The approved Strategic Plan section reads:

“Goal: We reflect the diversity of our community.

Objective: To be inclusive in providing service to the community

Actions:

1. Provide regular patron service training for all staff in equity, diversity, and inclusion
 2. Create a diversity strategy for recruiting that reflects the community”
- d. Transfer Debt Service Fund Balance and Close Debt Service Fund. *This item was moved up in the agenda by President Greene.*
It was moved by Graber and seconded by Humphreys THAT the Debt Service Fund balance of \$1,755 be transferred to the Library Fund and the Debt Service Fund closed. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
- e. 2018 Budget Preliminary Draft (discussion). Milavec presented a preliminary draft of the operating budget. She noted placeholders for insurance renewal premiums and furniture replacement and hopes to have those figures as well as the Equalized Assessed Valuation (EAV) by the September 13, 2017 budget workshop. The Board discussed moving funds each year into the Library Building & Equipment Replacement Fund to assist in funding building projects.
10. **Library Director’s Report** (attached). *This item was moved up in the agenda by President Greene.* Milavec presented the report. She reported that the safe deposit box issue has finally been resolved. Milavec and Greene visited US Bank to empty the contents of the box. Milavec thanked Wendee Greene for her years of service as a trustee and as President this past year.
11. **Board Member comments and requests for information.** *This item was moved up in the agenda by President Greene.*
Greene advised the Board to look at the possibility of more meeting rooms when discussing future building plans. She also reminded the Board that the 1999 intent of the alley to the east of the library building was to travel north, which would allow patrons to easily use the materials drop box from their cars as well as seek out other parking when the spaces on the south side of the building became full. Greene reiterated that the library’s current parking setup does not service handicapped patrons well.
12. **Executive Session.**
a. It was moved by Jaros and seconded by Graber THAT the Board move into Executive Session, 5 ILCS 120/2(c) (1), for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None. The Board met in Executive Session beginning at 9:23 p.m.

President Greene reconvened the Public Session at 10:03 p.m.
13. **Action for items discussed in Executive Session.** There was none.
14. **Adjournment.** President Greene adjourned the meeting at 10:03 p.m.

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AGENDA ITEM 12

Library Director's Report

a. Safe Deposit Box

The saga of the Safe Deposit Box is at an end. On August 9, Board President Wendee Greene and I were able to open, clean out and surrender the box at US Bank. The contents were entirely historic and administrative documents, from deeds to construction bonds from contractors. Some date back as far as 1909! We are investigating options for alternate storage and preservation for these items.

b. Computer Area Furniture

IT Manager Paul Regis, Assistant Director for Support Services Sue O'Brien and I are working with Tiffany Nash of Product Architecture + Design on selecting new furnishings for Computer Area.

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COMMITTEE OF THE WHOLE
AUGUST 23, 2017, 7:00 PM
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MINUTES

1. **Call to Order.** President Greene called the meeting to order at 7:00 p.m.
2. **Roll Call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee Art Jaros, President Wendee Greene. Trustee Jonathan Graber and Trustee David Humphreys arrived at 7:03 p.m.

Also present: Director Julie Milavec, Assistant Director for Support Services Sue O'Brien, Executive Assistant Katelyn Vabalaitis, Dan Pohrte of Product Architecture + Design, Library Foundation Vice President Ed Pawlak, League of Woman Voters Observer Sue Farley.

3. **Facilities Assessment Tour.** Dan Pohrte led the Committee on a tour of the library building, highlighting the projects that have been proposed by staff for completion in 2018.
4. **Adjournment.** President Greene adjourned the meeting at 7:27 p.m.