

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
SEPTEMBER 26, 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, Friends of the Library President Joni Hansen, Downers Grove Public Library Foundation Treasurer Ed Pawlak.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.** It was moved by Earl and seconded by Eblen THAT the Minutes of the August 29, 2018 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
  - a. August 2018 Financial Report. Milavec presented the report. Things are moving along as planned. The revenue side is right on track and the expenditures are the same, with some budget lines under their anticipated amounts. The Board will be seeing more showing up on the Capital Replacement Fund invoice list as the building project gets underway.
  - b. September 2018 Invoices. It was moved by Earl and seconded by Humphreys THAT the payment of September 2018 capital replacement invoices totaling \$31,624.00, the payment of September 2018 operating invoices totaling \$118,268.65, the acceptance of September 2018 credit memos totaling \$40.03, and the ratification of August 2018 payrolls totaling \$303,377.09 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. FY2019 Illinois Public Library Per Capita Grant Application Requirements.

As part of the Illinois Public Library Per Capita Grant requirements, the Board is supposed to discuss four items:

1. Standards Chapter Review
2. Trustee Facts File Review
3. Complete one free online education opportunity focusing on meeting the needs of patrons with challenges or disabilities.
4. Board should familiarize themselves with the Illinois Veterans' History Project

Milavec led a discussion and review of these requirements. Humphreys suggested mentioning the Illinois Veterans' History Project in a small blurb of the Discoveries newsletter. Graber suggested a display in the library around Veterans Day to highlight the Illinois Veterans' History Project.

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

10. **Library Director's Report.** Milavec presented the report (attached). Milavec thanked the Board for their patience on the policy manual revision. On a sad note, Milavec acknowledged the passing of Linda Kunze, the Executive Director of the Downers Grove Downtown Management Corporation. She was a force to be reckoned with for the downtown and the success of Downtown Management owes a lot to Linda and her work. This may be Susan Eblen's last meeting as her term ended August 31 and she is serving until replaced. Milavec thanked Trustee Eblen for her ten years of service. President Graber asked how many candidates remained for the Community Engagement Coordinator and Milavec responded that two candidates are coming back for second interviews.

11. **Trustee Comments and Requests for Information.**

President Graber thanked Trustee Susan Eblen for her service to the library.

Trustee Eblen commented that serving on the Board was a wonderful experience and it has been a good group of people.

12. **Adjournment.** President Graber adjourned the meeting at 7:48 p.m.

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**AGENDA ITEM 10**

**Librarian's Report**

Policy Manual Progress

The final two sections of the Policy Manual to be updated, Personnel and Library Services, are the longest and most complex. The Personnel Policy is in process of being updated. The draft will be vetted by HR Source (the former Management Association of Illinois) to ensure legal compliance and best practices before being presented to the Board. The management team are working on portions of the Library Services, including additions and changes that align policy and procedure.

Community Engagement Coordinator

The final second interview for the Community Engagement Coordinator candidate will take place on Friday, September 28. We hope to make an offer to the selected candidate by Monday, October 1.

2018 Project

Long lead-time items were ordered, including light fixtures, tile, and furniture. Yonan Flooring secured the final 12 boxes of carpet tiles in the library's dye lot. We chose to purchase all available carpet tile in our dye lot to restore attic stock for future projects. The Village of Downers Grove waived the building permit fee for this project. The preliminary timeline places construction start for November 5, with punch list completion by December 21. It is important to note that during the construction period, partitions of temporary plastic "walls" will be erected to separate the public from work areas.

Thank You, Susan Eblen!

I would like to recognize Susan Eblen's 10 years of service on the Board of Library Trustees. Susan's term expired on August 31, 2018 but she serves until replaced. I appreciate her dedication to community service and our library.