

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
SEPTEMBER 27, 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, President Wendee Greene. Absent: None.

Also present: Director Julie Milavec, Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, Executive Assistant Katelyn Vabalaitis, Public Relations Manager Melissa Fischer, Dennis Walsh of Klein, Thorpe, and Jenkins, and 40 members of the community.

3. **Welcome to Visitors.** President Greene welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. August 23, 2017 Committee of the Whole Meeting. It was moved by Earl and seconded by Graber THAT the Minutes of the August 23, 2017 Committee of the Whole Meeting be approved as published. Motion passed by voice vote.
 - b. August 23, 2017 Regular Monthly Meeting. It was moved by Earl and seconded by Graber THAT the Minutes of the August 23, 2017 Regular Monthly Meeting be approved as published. Motion passed by voice vote.
 - c. August 23, 2017 Executive Session. It was moved by Earl and seconded by Graber THAT the Minutes of the August 23, 2017 Executive Session be approved as published. Motion passed by voice vote.
5. **Financial Matters.** *This item was moved up in the agenda by President Greene.*
 - a. August 2017 Financial Report. Milavec presented the report, noting that revenues and expenditures are on track for the year.
 - b. September 2017 Invoices. It was moved by Graber and seconded by Eblen THAT the payment of September 2017 invoices totaling \$164,257.16, the acceptance of September 2017 credit memos totaling \$1,160.86, and the ratification of August 2017 payrolls totaling \$220,883.53 be approved. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Greene. Nays: None. Abstentions: None.
6. **Unfinished Business – Tabled Items.**
 - a. Strategic Plan 2017-2020 – Action Item Temporarily Removed in August. It was moved by Humphreys and seconded by Eblen THAT the action item temporarily

removed at the August 2017 meeting, stating, “Incorporate inclusive practices into library services,” be inserted back in to the Strategic Plan 2017-2020. Motion passed by voice vote.

7. Public Comment on Agenda Items.

President Greene invited Dennis Walsh of Klein, Thorpe, and Jenkins to make his remarks before public comments began. Walsh clarified the Library Board’s ability to deal with the removal of a Library Trustee. The Board’s authority and power comes specifically from the Illinois Constitution and the Illinois Local Library Act. Any action taken by the Board contrary to either document is void. Section 4.2 of the Illinois Local Library Act allows the Village Council to appoint members to the Board. There is no section in the Local Library Act for this Library Board to remove any particular trustee or declare a vacancy, with the exception of delinquent taxes, misdemeanors, and the like.

President Greene reminded the audience that each comment will be limited to five minutes per person and the Board will not be able to engage in a question and answer session regarding these comments.

Leslie Sadowski-Fugitt, a resident of Downers Grove for almost five years, wanted to state that she works for Lincoln Park Zoo but any comments made here are her own. She has experience with youth and young people of all backgrounds. The one thing she has learned is that it is crucial to have people at bat for them that are welcoming, kind, and open and willing to listen to all experiences. She has learned something from each student and has become a better person as a result. She grew up in Ohio in a neighborhood that was not very diverse and it has changed her view of the world to see what other people experience. It is crucial to experience diversity and inclusion training. Every person you interact with is going to give you a new experience. She has had diversity training in many capacities and believes it is so important that the library ensures they are doing everything they can to bring every youth in and make them feel welcome. She is very glad that the diversity and inclusion effort has been brought back into the Strategic Plan and hopes that we continue to do that every year.

Arthur Jaros expressed his thought that what has happened to him as a library trustee reflects a failure of our public system to instill fundamental American values in our citizens. He said those values include fair play, kind and courteous treatment of others, even when there are disagreements, and due process. When the local chapter of the League of Woman Voters published on their website after this Board’s August 23 meeting, how many Downers Grove residents contacted him personally to ask him if he had made the statements attributed to him? The answer is not one. Did the League of Woman Voters observer contact him to confirm his statements? The answer is no. Did the members of the Village Council bother to inquire of him as to his position on what was said after the August 23 meeting? No. Why did so many residents who attended the Village Council meeting on September 5 buy into the League of Woman Voters observer’s report? Was it because they investigated the truth content of the report by contacting him, other library trustees, and staff members who were in attendance at the August 23 meeting? No. Might it be that they were all too eager to accept the untruths

and inaccuracies contained in the observer's report because it fit their own biased, preconceived, and intolerant notions and agenda? Perhaps the Board of Trustees and Library Director should emphasize through choice the concepts of civil discourse, the importance of truth telling, and the scope of constitutionally protected rights to freedom of speech. He is now personally exercising his own civil rights by calling upon the courts to determine if the Village Council has the power to remove sitting library trustees at its will, whether one or more Americans have the legal and moral right to defame another person by falsely accusing them of racial comments, and whether members of the Village Council have the right to use governmental processes to retaliate against a member of the Library Board for alleged comments made by that member during an official meeting. He will resist the attempts of others to undermine the American way of life that is rooted in core principles.

Jenny Levine has been a resident for 11 years and wanted to say thank you for including diverse materials and making the library a welcoming place.

David Haugen, a resident of Downers Grove since 1975, has served on district school boards and is familiar with these kinds of proceedings. He had a question regarding the motion that passed earlier in this meeting related to the Strategic Plan. It was unclear to him if what was approved tonight was a goal, objective, action, or multiple actions and hopes to get an answer from library staff at a later time. He read in the Board packet that there is going to be a rearrangement of the Information Desk and Circulation Desk and he would like to learn more about that and provide suggestions. He also read that there is a plan to remodel or upgrade bathrooms and he has some suggestions for that as well.

Tom Sleeter, a 29 year resident of Downers Grove, wanted to commend the Library Board for starting to record its meetings and thinks that will be a good idea going forward. His wife was president of the Park District a number of years ago, instituted the same procedure, and found that there was an increase in civility and a reduction of misunderstandings after meetings. He believes this will serve the Library Board well.

Robin Tryloff, a resident of Downers Grove, wanted to echo previous comments about inclusion and diversity. She thinks they are important for our community and is delighted to see the library taking a leadership role in that. She understands the library to be a 501(c)3 organization and not a governmental body. Julie Milavec clarified that there is a separate entity, The Downers Grove Public Library Foundation, that is a 501(c)3 organization with an independent board that operates independently. Their purpose is to raise funds for the library.

President Greene thanked the audience for their comments and civility.

8. **Public Comment on Other Library Business.** *This item was combined with the previous public comment section.*

9. **New Business.**

It was moved by Earl and seconded by Graber THAT the items under Agenda Item 9 New Business be tabled for the October meeting. Motion passed by voice vote.

The below items will be revisited at the October 25, 2017 meeting of the Library Board of Trustees:

Circulation Policy – Section 6.3 Fines and Charges	Requested Action: Approval
Architectural Services Proposal for 2018 Projects	Requested Action: Approval
2018 Wage and Salary Schedule	Requested Action: Approval

10. **Unfinished Business.**

- a. 2018 Budget Draft. Milavec presented the draft of the 2018 budget. There were two versions circulated, the first with a 2.5% cost of living increase for staff and the second with a 3% cost of living increase as requested by a Board member. There are no other differences between the two. Milavec reminded the meeting attendees and the Board that the library is 96% property tax funded and while it is most dependent on property tax, it makes up about 3% of a resident's property tax bill.

Milavec went through the proposed budget detailing specific changes. There will be no increase in insurance premiums for 2018, so it is a flat renewal. Salaries and benefits make up 70% of the budget and any non-staff changes have a relatively small impact on the bottom line. There is an explanation of all proposed changes written out in the Board packet.

Earl inquired as to why the estimated revenue for fines is decreasing and Milavec explained that the new automatic renewal service is reducing the amount of revenue collected for fines.

The Board discussed long-range budget concerns and now that the Facilities Assessment has been received, Milavec hopes to have a long-range budget completed by the end of the calendar year. The Village of Downers Grove requested the library submit an estimated budget by October 25. The final budget and levy is due to the Village by November 29. The Board discussed which version of the budget should be submitted as the estimate.

- b. Schedule Budget Workshop. The Board discussed the need for a budget workshop and Board member availability. The final budget needs to be passed at the November 15 meeting.

It was moved by Graber and seconded by Earl THAT the Board provide the Village with an estimated budget that includes the 2.5% cost of living increase. Eblen commented that difference between the two is minimal and would prefer to use the budget that includes the 3% cost of living increase for staff. Graber clarified that the Board is just providing the Village with an estimated bottom line figure and not yet breaking the number down into individual budget lines. Earl commented that

providing a 2.5% cost of living increase would be in line with what Village staff will be receiving and it sends a good message to be following the same process.

Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Greene. Nays: None. Abstentions: None.

The Board will provide an estimated budget to the Village using the 2.5% cost of living increase and will not have a separate budget workshop. The October 25 Board meeting will be used to look at the proposed budget in greater detail to work towards a final budget.

11. **Executive Session.** There was no executive session.

12. **Library Director's Report** (attached). Milavec presented the report. The last six weeks were challenging personally and she thanked the Board for their support and understanding. The library is moving forward with the Strategic Plan and Facilities Assessment and is ready to dive into the long-range budget planning process. Milavec recognized previous Library Director Christopher Bowen for his many detailed spreadsheets that will be helpful in the long-range budget process. The new telephone system has been installed and everyone's extensions have changed.

13. **Board Member comments and requests for information.**

Humphreys thanked the members of the community who came this evening to show an interest in how we provide library services.

Greene thanked everyone for the opportunity to be president the last two years. Since her term has expired, she will be resigning as president at the beginning of the next meeting.

Humphreys thanked President Greene for helping the Board through the last couple of years and specifically the last three weeks. He also thanked Library Director Milavec for being very helpful to the Board and community.

14. **Adjournment.** President Greene adjourned the meeting at 8:30 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SEPTEMBER 27, 2017**

AGENDA ITEM 12

Library Director's Report

The follow up from the August Board meeting, subsequent Village Council action, and resulting lawsuit have been the focus of my work in the past month. Between that and my bereavement leave in September, no progress was made on the next big items on my to do list such as the Long Range Budget.

We pushed back the launch of our new staff intranet drive, from September to October.