

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
SEPTEMBER 28, 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 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, Assistant Director for Public Services Bonnie Reid, Executive Assistant Katelyn Vabalaitis, PR Manager Melissa Doornbos, Children's Services Manager Allyson Renell, Friends of the Library President Joanne Hansen, Illinois State Representative David Olsen.
3. **Welcome to Visitors.** President Greene welcomed the visitors and thanked them for their interest in the library.
4. **Oath of Office.** Executive Assistant and Notary Public Katelyn Vabalaitis administered the oath of office to newly appointed Trustee Jonathan Graber (attached).
5. **Approval of Minutes.**
 - a. August 24, 2016 Special Meeting. It was moved by Jaros and seconded by Humphreys THAT the Minutes of the August 24, 2016 Special Meeting be approved as circulated. Roll call: Ayes: Earl, Eblen, Humphreys, Jaros, Greene. Nays: None. Abstentions: Graber.
 - b. August 24, 2016 Regular Monthly Meeting. It was moved by Eblen and seconded by Jaros THAT the Minutes of the August 24, 2016 Regular Monthly Meeting be approved as circulated. Roll call: Ayes: Earl, Eblen, Humphreys, Jaros, Greene. Nays: None. Abstentions: Graber.
6. **Financial Matters.**
 - a. August 2016 Financial Report. Milavec presented the report. Jaros inquired as to when the first line item on the revenue report will change to reflect property taxes recently received. Milavec responded that this change will be reflected on the next report.

- b. Approval of September 2016 Invoices. It was moved by Jaros and seconded by Earl THAT the payment of September 2016 invoices totaling \$151,351.11, the acceptance of September 2016 credit memos totaling \$706.95, and the ratification of August payrolls totaling \$215,068.52 be approved. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
7. **Public Comment on Agenda Items.** President Greene invited comment. There was none.
8. **Public Comment on Other Library Business.** President Greene invited comment. There was none.
9. **New Business.**

- a. Library Cash Flow Proposal. Milavec presented the proposal created by library and Village staff. The library's need for reserve funds for cash flow was brought to the attention of the Mayor and Village Manager after the Super Retreat. To assist the library, the Village proposes to fund the cash flow to the library at no interest until the first tax payment arrives mid-year. This would remove the need for reserve funds for cash flow. Milavec spoke to the library's attorney, who will assist in drawing up an intergovernmental agreement with the Village of Downers Grove. The Board agreed to move forward with an intergovernmental agreement to protect the library and Village. The operating fund balance could then be used to begin a Special Reserve Fund for capital building and equipment replacement needs. Once an intergovernmental agreement is approved, the Board can decide the amount of the initial transfer to a Special Reserve Fund. By statute, a spending plan for a Special Reserve Fund must be approved within two years after it's established.

It was moved by Earl and seconded by Jaros TO move forward with the cash flow proposal compiled by library and Village of Downers Grove staff. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

- b. Budget and Levy. It was moved by Jaros and seconded by Earl THAT the 2017 Tax Levy of \$5,032,046.77 be approved.

The Board discussed proposed changes in specific budget lines as well as anticipated expenses. Milavec discussed a placeholder in the Professional Services budget line to prepare for a facilities sustainability plan. President Greene thanked Julie, Sue, and Bonnie for explaining the purpose of each budget line and including details of each proposed change. Several Board members were concerned about the proposed reductions in the Unemployment Compensation and Contingency lines.

It was moved by Graber and seconded by Humphreys TO amend the 2017 Operating Budget to provide \$5,000 back to the Contingency line and \$7,000 back to the Unemployment Compensation line, bringing the total 2017 Operating Budget to \$5,314,144.50. Roll call: Ayes: Earl, Graber, Humphreys, Jaros, Greene. Nays: Eblen. Abstentions: None.

To reflect the 2017 Operating Budget change, it was moved by Jaros and seconded by Graber THAT the 2017 Tax Levy be amended to \$5,043,514.51 and approved. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

10. Report of the Library Director. Milavec presented her written report (attached).

Milavec announced the library was awarded the Schwemm Family Grant in the amount of \$3,430 to be used for digitization of our Downers Grove Reporter newspaper collection. President Greene thanked all staff who worked on the grant proposal. Humphreys commented that he knows the Schwemm family and is thrilled about the grant. Milavec also reported that Circulation Manager Melanie Mertz is retiring on December 16, 2016 and staff will move forward with finding a new head of Circulation. Between the staffing change and upcoming holidays, the timeline of the strategic plan has been delayed a bit. The community engagement portion of the planning process will be completed after the holidays. She also commented on the great media coverage we have received lately, along with numerous positive comments about staff. The most recent comment was received earlier in the day about Computer Help Desk Associate Andrew Pawlak. A patron was so grateful for his assistance with her computer problems and questions that she promptly made a \$50 donation to the library. Milavec pointed out that this is one of many examples of how we are making good on our customer service promise.

11. Board Member Comments and Requests for Information.

Eblen announced a Downers Grove Library Foundation meeting on October 26, 2016 at 6:30 p.m. All trustees should attend. She intends to invite all officers as well. Prior to the meeting, Eblen would like to know who wants to remain on the Foundation Board and who has interest and/or knowledge in running fundraisers. She would also like everyone to look over the bylaws (to be emailed out by library administration) and let her know of any suggestions or changes to be made. Please respond by October 12.

Jaros inquired about Milavec's lunch with new library attorney Dennis Walsh of Klein, Thorpe, and Jenkins. He brought up a previous Board conversation about increasing the library's use of the Village of Downers Grove's attorney when possible. Based on previous conversations with Village Attorney Enza Petrarca, the consensus was that the library would go to Klein, Thorpe, and Jenkins with library-specific questions and would go to the Village's attorney with general legal questions.

Eblen received a note about the Downers Grove Historical Society and Museum hosting a golf tournament. The Downers Grove Public Library Foundation was offered a free sponsorship if it could provide a prize basket. Eblen is going to agree to participate. She also received a request from staff for a mural in the Kid's Room, which will be discussed at the next Foundation meeting.

Earl attended a flea market and garage sale event at Hummer Park and the surrounding neighborhood in September. Members of 3-4 households commented on the library's good customer service and two mentioned issues with parking around the library. Earl said we should continue to work with the Village on the topic of parking and make it a part of our strategic plan.

Graber commented that he is happy to be a part of the Board and is looking forward to working with a great group of people.

Humphreys reminded everyone that the Park District's Harvest Fest is on Saturday, October 1 in Fishel Park. There will be a lot of fun activities for kids and families, including multiple musical performances.

Milavec reminded the Board that the library's 125th Birthday Party is on October 16. There will be speeches by Mayor Tully, Board President Greene, and Director Milavec as well as birthday cake and party games.

Greene asked about giving Downers Grove Public Library t-shirts to the new Board members.

Earl commented that until a library liaison has been chosen by the Village Council, Village Commissioner Marge Earl would be happy to promote any library news at Council meetings.

12. **Adjournment.** President Greene adjourned the meeting at 9:34 p.m.



**DOWNERS GROVE
PUBLIC LIBRARY**

1050 Curtiss Street
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www.dglibrary.org

**OATH OF OFFICE
DOWNERS GROVE PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES**

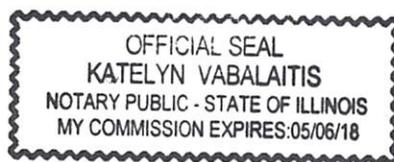
I, Jonathan Graber, having been appointed to the office of Library Trustee of the Downers Grove Public Library, in the Village of Downers Grove in the County of DuPage aforesaid, do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Library Trustee according to the best of my ability.

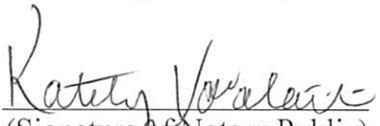


Jonathan Graber
Library Trustee

State of Illinois
County of DuPage

Signed and sworn (or affirmed) to before me on September 28, 2016
(date) by Jonathan Graber (name/s of person/s making statement).




(Signature of Notary Public)

(Seal)

**DOWNERS GROVE PUBLIC LIBRARY
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AGENDA ITEM 10

Report of the Director

a. Retirement announcement

Circulation Department Manager Melanie Mertz has announced her intent to retire. Her last day of work will be December 16, 2016. Melanie has been a calm and confident leader to the Circulation Department through challenging times and will be sorely missed. Retirement celebration plans are underway. The job ad will be posted by the time of the Board meeting.

b. IT Manager appointment and departmental staffing

Paul Regis was appointed to the position of IT Manager. As the former IT Assistant Manager, the transition has been seamless, but leaves an opening in the department. His first task was to address departmental staffing. The IT Assistant Manager position will not be filled. Instead, he reworked the Technology Assistant job description and the non-supervisory duties of the IT Assistant Manager into Technology Assistant I & II job descriptions. Technology Assistant Jason Peters was promoted to the Technology Assistant II role. The Technology Assistant I position has been posted internally.

c. Trustee orientation

Board President Wendee Greene and I met with new Trustee Jonathan Graber for an orientation. With the potential of adding a new Trustee every year, a formal orientation process is needed. A Library Trustee's primary duty is to provide library service to the residents of Downers Grove. The orientation provides an overview of public libraries in general, in Illinois and in Downers Grove as well as Trustee roles and responsibilities.

d. Strategic Planning timeline

As I have begun working on the timeline for the Strategic Plan, I realize that the previously discussed target for Board approval of a final Strategic Plan of March 2017 is not realistic. May or June 2017 would allow for the work in preparation for the public engagement to be completed and those open sessions to be held beginning in mid-January, avoiding the holiday period.

e. Strategic Planning process and definitions

See attached.

f. Recent media coverage

See attached.

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AGENDA ITEM 10E

Strategic Planning process

- I. Perform internal review and gather documentation
Management team reviews prior Strategic Planning documentation and results, disseminates findings to Board and staff.
- II. Perform external review and gather documentation
Management team gathers strategic plans and components (definitions/Mission/Vision/Values/Core Services/Action Plans etc) from Downers Grove government entities, partner organizations, libraries, etc., disseminates findings to Board and staff.
- III. Create Values statement
Board and staff groups review reports from I & II, reviews Mission and Vision, then complete guided Values exercise. Management team uses the results to craft Values Statement for Board approval.
- IV. Create Purpose statement
Board and staff groups review reports from I & II, then complete guided Purpose exercise. Management team uses the results to craft Purpose Statement for Board approval.
- V. Identify Core Services
Board and staff groups review reports from I & II, then complete guided Core Services exercise. Management team uses the results to craft Core Services Statement for Board approval.
- VI. Gather information on community issues
Staff Strategic Planning Committee (SPC) conduct interview-based inquiry process with community stakeholders. Library Director conduct group-based inquiry process for general public input. SPC compiles results, categorizes responses and prioritizes by frequency of response, disseminating findings to Board and staff.
- VII. Identify Strategic Focus areas
Board and staff groups review reports from VI then complete guided Strategic Focus exercise. Management team uses the results to craft Strategic Focus for Board approval.
- VIII. Create Action Plan
Staff brainstorms and prioritizes current and possible programs, services and partnerships that align with Values, Purpose, and Core Services and respond to Strategic Focus areas. Management team shapes results into Action Plan with outcome measures and timeline for Board approval.

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AGENDA ITEM 10E

DEFINITIONS FOR DELIVERABLES IN STRATEGIC PLANNING PROCESS

Definition of Public Library

From THE PUBLIC LIBRARY SERVICE by International Federation of Library Associations and Institutions (IFLA) and United Nations Educational, Scientific and Cultural Organization (UNESCO):

A public library is an organization established, supported and funded by the community, either through local, regional or national government or through some other form of community organization. It provides access to knowledge, information and works of the imagination through a range of resources and services and is equally available to all members of the community regardless of race, nationality, age, gender, religion, language, disability, economic and employment status and educational attainment.

Vision

An aspirational description of what an organization would like to achieve or accomplish in the mid-term or long-term future. It is intended to serve as a clear guide for choosing current and future courses of action. It is a statement of what the Library strives to be.

Mission

A written declaration of an organization's core purpose and focus that normally remains unchanged over time. Properly crafted mission statements (1) serve as filters to separate what is important from what is not, (2) clearly state what will be delivered and how, and (3) communicate a sense of intended direction to the entire organization. It is a statement of how we will work toward achieving the vision.

A mission is different from a vision in that the former is the cause and the latter is the effect; a mission is something to be accomplished whereas a vision is something to be pursued for that accomplishment.

Values

Important and lasting beliefs or ideals shared by the members of a culture about what is good or bad and desirable or undesirable. Values have major influence on a person's behavior and attitude and serve as broad guidelines in all situations. They inform the way in which the organization delivers service. It is a statement of who we are.

Purpose

A statement about an organization, what influences it, its service philosophy, and plan for the future. Purpose and mission statements are often used interchangeably. It is a statement of why we exist.

Core Services

A list or description of services to which library users are entitled, including those in the purpose of the organization. It is a statement of what we do, what our main activities are.

Strategic Focus

A statement of the areas to be addressed to achieve the overall aim. It is a statement of the community impact we want to have – how we will apply core services, in keeping with our values and purpose, to meet community needs.

Action Plan

A document that lists what steps must be taken in order to achieve a specific goal. The purpose of an action plan is to clarify what resources are required to reach the goal, formulate a timeline for when specific tasks need to be completed and determine what resources are required. It is a list of the activities to be undertaken, with measurable outcomes and a timetable, that address Strategic Focus.

Downers Grove librarian receives 2016 Davis Cup

Posted on September 1, 2016 by Staff

A well-known children's librarian at the Downers Grove Public Library was recently awarded the 2016 Davis Cup Award by the Illinois Library Association Youth Services Forum.

Sharon Hrycewicz will be presented the annual Davis Cup Award at ILA's annual conference on Oct. 18. The award, which honors Marion Davis and her service to children at the Des Plaines Public Library, recognizes individuals who have made outstanding contributions in library services for kids.

Hrycewicz has done just that. As reference and technology coordinator at the Downers Grove Public Library for 20 years, Hrycewicz was an early adopter of computer and online technologies. Her important work in this area continues.

Former children's services manager Sara Pemberton nominated Hrycewicz based on her ability to "share her enthusiasm for learning about and experimenting with new technologies."

"Her enthusiasm is infectious," Pemberton said.

At a time when new devices are being introduced, apps are updated daily and coding knowledge is becoming the norm, Hrycewicz's enthusiasm has been essential at the library. "There's not always time for all staff to learn every new thing when it comes out," Hrycewicz said. "So, I take the time, I learn it, and I hope it shows others that, if I can do it, they can too."

Hrycewicz may not be science-minded, but she enjoys the challenge of figuring out various gadgets. More importantly, she aims to see lightbulbs go off in the minds of young library visitors.

"I set a girl up with Bee-Bots, explained the goal, and let her try," Hrycewicz said. "Shortly after, I heard her yell 'I did it', and I realized she might not have had that opportunity for success if I hadn't introduced her to that tool. That's really cool, really special."

Hrycewicz is most proud of her involvement in the library's partnership with Downers Grove Grade School District 58. Hrycewicz and her team regularly visit local schools with these gadgets in hand.

"We let the kids, teachers and parents learn these new skills in a fun, informal way," she said. "It's perfect for the public library."

After 20 years at Downers Grove Public Library, Hrycewicz said she still enjoys coming to work each day.

“My first storytime kids are in college now,” she said. “It’s very satisfying to see how they’ve grown and who they’ve become. Their families are a part of my life. It’s great. It’s all great.”

Hrycewicz will also be recognized during the Oct. 19 Youth Services Author Breakfast.