

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
OCTOBER 25, 2017, 7:30 PM  
LIBRARY MEETING ROOM**

**MINUTES**

1. **Call to Order.** Secretary Humphreys 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 Jonathan Graber, Trustee David Humphreys, Trustee Kim Stapleton.  
Absent: None.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Public Relations Manager Melissa Fischer, Downers Grove Library Foundation President Genevieve Murphy, Downers Grove Library Foundation Vice President Ed Pawlak, Friends of the Library President Joni Hansen, Village Commissioner Bob Barnett, Resident Jenny Levine, Resident Bonnie Reid.

3. **Welcome to Visitors.** Secretary Humphreys welcomed visitors and thanked them for their interest in the library.
4. **Oath of Office.** Notary Public Katelyn Vabalaitis administered oaths to Trustee Swapna Gigani for a four year unexpired term and Trustee Kim Stapleton for a six year term (attached).
5. **Approval of Minutes.**
  - a. September 27, 2017 Regular Monthly Meeting. It was moved by Earl and seconded by Eblen THAT the minutes of the September 27, 2017 Regular Monthly Meeting be approved as published. Motion passed by voice vote.
6. **Financial Matters.**
  - a. September 2017 Financial Report. Milavec presented the report, noting that the library is 75% through the year and revenues and expenditures are on track.
  - b. October 2017 Invoices. It was moved by Graber and seconded by Eblen THAT the payment of October 2017 invoices totaling \$122,613.54, the acceptance of October 2017 credit memos totaling \$5.40, and the ratification of September 2017 payrolls totaling \$217,089.79 be approved. Roll call: Ayes: Earl, Eblen, Gigani, Graber, Humphreys, Stapleton. Nays: None. Abstentions: None.
7. **Public Comment on Agenda Items.** Secretary Humphreys invited comment. There was none.

8. **Public Comment on Other Library Business.** Secretary Humphreys invited comment. Friends of the Library President Joni Hansen reminded the Board that their used book sale is coming up this weekend and asked them to spread the word.

9. **New Business.**

- a. Election of Officers – President, 1 year unexpired term. Humphreys opened up the floor for nominations. Eblen nominated Jonathan Graber for President and Earl seconded the nomination. It was moved by Earl and seconded by Eblen THAT the nominations for President be closed. It was moved by Earl and seconded by Eblen THAT Jonathan Graber be appointed as President for a one year unexpired term. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Stapleton. Nays: None. Abstentions: Graber.
- b. 2018 Holiday Closing Schedule (attached). It was moved by Earl and seconded by Eblen THAT the 2018 Holiday Closing Schedule be accepted as presented. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.
- c. 2018 Employee Benefit Premium Plan. Milavec presented the proposed premium plan as well as the structure used by the Village of Downers Grove for comparison. The Village uses a percentage structure while the library uses a flat cost structure. Milavec noted that the benefit plan has been successful in keeping premiums at flat renewal rates because a number of Village employees use the high deductible VEBA plan. The Village is hoping the library will incentivize more staff to participate in the VEBA plan moving forward. The Board discussed changing the premium structure and what year would be appropriate to do so. It was decided to revisit this change at a meeting in early 2018 so that it can go into effect for the 2019 fiscal year.

It was moved by Graber and seconded by Earl THAT the library continue with the current Employee Benefit Premium Plan into 2018. Motion passed by voice vote.

10. **Unfinished Business.**

- a. Circulation Policy – Section 6.3 Fines and Charges. Graber suggested that rather than listing the vendor discount as 40% in Section 6.3.3, the policy should read “the then applicable discount” to allow for changes to the discount. It was moved by Eblen and seconded by Graber THAT the proposed Section 6.3 policy changes be approved with revisions. Motion passed by voice vote.
- b. 2018 Wage and Salary Schedule (attached). Milavec presented the proposed 2018 salary schedule with no changes from 2017. She also compared the schedule to other libraries to see if Downers Grove was in line with their salaries and ranges. Milavec proposed a performance based lump sum bonus for staff who are at the top of their salary range, as a performance incentive. It was moved by Graber and seconded by Eblen THAT the 2018 Wage and Salary Schedule be approved as published. Motion passed by voice vote.

- c. 2018 Budget Draft. Milavec outlined changes from last meeting's proposed version of the budget. There is a large increase in the benefit lines due to changes from single to family plans as well as placeholders for possible changes in 2018. The proposed operating budget shows a total increase of 2.4%. After discussion, the Board requested that Milavec run versions of the budget showing a levy increase of 2.5%, 2.75%, and 3% for the November 15, 2017 meeting.
- d. Architectural Services Proposal for 2018 Projects. It was moved by Eblen and seconded by Graber THAT the Board approve the proposal from Product Architecture + Design for 2018 projects. Motion passed by voice vote.

11. **Library Director's Report** (attached). Milavec presented the report. She finished the first round of interviews for Facilities Manager. Seven candidates were interviewed and three finalists were chosen. The building appraisal was received and the new insured values were sent to the insurance company. The Per Capita Grant application requires one trustee to review a continuing education webinar and all trustees to review chapters 1-5 in the Trustee Facts File. Eblen volunteered to watch the safety webinar. The Trustee Facts File will be distributed to Board members at the end of the meeting. Applications for Adult and Teen Services Manager have been coming in and staff are in the middle of a lot of interviewing and hiring. Jen Fredericks is the new Assistant Director and began her position on Monday.

12. **Board Member comments and requests for information**. There was none.

13. **Adjournment**. Secretary Humphreys adjourned the meeting at 8:48 p.m.



**DOWNERS GROVE  
PUBLIC LIBRARY**

1050 Curtiss Street  
Downers Grove, IL 60515  
(630) 960-1200  
www.dglibrary.org

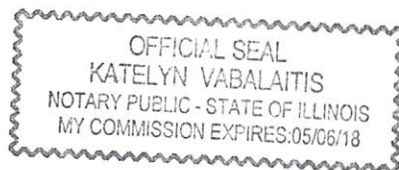
OATH OF OFFICE  
DOWNERS GROVE PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES

I, Swapna Gigani, 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.


  
Swapna Gigani  
Library Trustee

State of Illinois  
County of DuPage

Signed and sworn (or affirmed) before me on October 25, 2017  
(date) by Swapna Gigani (name/s of person/s making statement).



(Seal)

  
(Signature of Notary Public)



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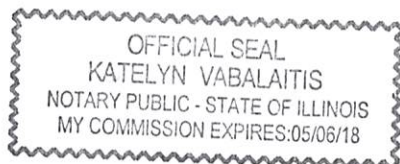
**OATH OF OFFICE  
DOWNERS GROVE PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES**

I, Kim Stapleton, 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.

Kim Stapleton  
Library Trustee

State of Illinois  
County of DuPage

Signed and sworn (or affirmed) before me on October 25, 2017  
(date) by Kim Stapleton (name/s of person/s making statement).



(Seal)

(Signature of Notary Public)

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
OCTOBER 25, 2017**

**AGENDA ITEM 9B**

**2018 Holiday Closing Schedule**

PAID HOLIDAYS

Monday, January 1, New Year's Day  
Monday, May 28, Memorial Day  
Wednesday, July 4, Independence Day  
Monday, September 3, Labor Day  
Thursday, November 22, Thanksgiving  
Monday, December 24, Christmas Eve  
Tuesday, December 25, Christmas

OTHER CLOSINGS

Friday, January 19, Staff In-Service Day (paid)  
Sunday, April 1, Easter (unpaid)  
Sunday, May 27, Sunday before Memorial Day (unpaid)  
Friday, June 22, 7:00 p.m. Rotary Grove Fest (unpaid)  
Saturday, June 23, 1:00 p.m. Rotary Grove Fest (unpaid)  
Sunday, June 24, Rotary Grove Fest (unpaid)  
Sunday, September 2, Sunday before Labor Day (unpaid)

**DOWNERS GROVE PUBLIC LIBRARY  
2018 WAGE AND SALARY SCHEDULE**

		<b>2018 Salary Schedule</b>			
		Hourly Minimum	Hourly Maximum	Annual Minimum	Annual Maximum*
1	Shelver Tech Services Clerk	10.20	15.30	19,890	29,835
2	Library Clerk Custodian Library Monitor	12.00	18.00	23,400	35,100
3	Computer Help Desk Associate	13.50	20.25	26,325	39,487
4	Library Assistant Technology Assistant Administrative Assistant Circulation Supervisor ILL Coordinator	16.00	24.00	31,200	46,800
5	Executive Assistant Staff Artist Assistant Manager Communications Coordinator Media Lab Coordinator	20.00	30.00	39,000	58,500
6	Librarian Trainer	23.59	35.38	46,000	69,000
7	Manager	31.79	47.69	62,000	93,000
8	Assistant Director	35.90	53.85	70,000	105,000
9	Director	Set by Board of Library Trustees			

\* Any individual at the maximum of their salary range may earn a performance bonus of up to the percentage of the across-the-board salary increase for that year. This bonus is paid in a lump sum at year end, upon approval of satisfactory performance by the individual's supervisor.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
OCTOBER 25, 2017**

**AGENDA ITEM 11**

**Library Director's Report**

Appraisal

The results of the updates appraisal of building and contents was received and sent on to the Libraries of Illinois Risk Agency (LIRA). The results were:

- Building Insurable Replacement Value: \$15,758,669
- Building Contents & EDP Replacement Value: \$5,175,000

2018 Illinois Public Library Per Capita Grant Requirements

The Illinois Public Library Per Capita Grant application requirements for 2018 include:

- **Trustees** — Will review chapters 1-5 of the "TRUSTEE FACTS FILE FOURTH EDITION"
- **Continuing Education** — Staff and trustees will complete at least one free online education opportunity focusing on safety in the library. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.
- **Outreach** — Library staff and trustees will familiarize themselves with services provided by the Illinois State Library Literacy program:

<http://www.cyberdriveillinois.com/departments/library/literacy/home.html>

Applications are due January 15, 2018. The application form has not yet posted, so the method of verification that Trustees and staff have completed these tasks is unknown at this time. In November, Reaching Across Illinois Library System (RAILS) is schedule to post an archived webinar that meets the continuing education requirement.

Management Team Hiring

The first round of interviews for Facilities Manager are scheduled for October 23 through October 25. Finalists will interview with Assistant Director Jen Fredericks and I, departmental staff, and management team. I hope to have a hiring decision prior to the November Board meeting. Applications for Adult and Teen Services Manager close on October 30. I hope to have the hiring decision on that position prior to the December Board meeting.

Libraries of Illinois Risk Agency (LIRA) Executive Board

I have applied for the vacant seat on the LIRA Executive Board. The election will be held at the November 8 full membership meeting. As a former board member and founding member of the organization, I believe my chances are good, despite Downers Grove Public Library joining the organization on October 1.