

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
OCTOBER 26, 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 Susan Eblen, Trustee Jonathan Graber, Trustee David Humphreys, Trustee Art Jaros, President Wendee Greene. Absent: Trustee Ed Earl.

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 Doornbos, Resident Ed Pawlak.

3. **Welcome to visitors.** President Greene welcomed the visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. September 14, 2016 Super Retreat Meeting. Greene requested a change to the Minutes under the Officials Present section that the spelling of her name be changed from "Grene" to "Greene". It was moved by Humphreys and seconded by Eblen THAT the Minutes of the September 14, 2016 Super Retreat Meeting, including the requested change, be approved. Roll call: Ayes: Eblen, Humphreys, Greene. Nays: None. Abstentions: Graber, Jaros.
 - b. September 28, 2016 Regular Monthly Meeting. Jaros requested a change to the Minutes under Section 6B: update verbiage to reflect approval of "payment" of invoices, "acceptance" of credit memos, and "ratification" of payroll. It was moved by Jaros and seconded by Eblen THAT the Minutes of the September 28, 2016 Regular Monthly Meeting, including the requested changes, be approved. Roll call: Ayes: Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. September 2016 Financial Report. Milavec presented the report and distributed an annual invoice list. Katelyn Vabalaitis passed out an updated September 2016 payroll report. Milavec answered Board questions regarding vendors and revenue line specifics.

- b. Approval of October 2016 Invoices. It was moved by Jaros and seconded by Graber THAT the payment of October 2016 invoices totaling \$125,312.15, the acceptance of October 2016 credit memos totaling \$171.68, and the ratification of September payrolls totaling \$320,641.99 be approved. Roll call: Ayes: 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. 2017 Budget Revision. Milavec presented the revised 2017 Operating Budget. It was moved by Humphreys and seconded by Eblen THAT the 2017 modified budget be approved as presented. Roll call: Ayes: Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
 - b. 2017 Wage and Salary Schedule. Milavec presented the proposed 2017 schedule (attached), noting that it's the same as last year with the addition of two new position titles. It was moved by Jaros and seconded by Humphreys THAT the 2017 Wage and Salary Schedule be approved as published. Roll call: Ayes: Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
 - c. 2017 Employee Benefit Premium Plan. Milavec presented the premium plan (attached), noting that there will be no increase in benefits costs for 2017. It was moved by Jaros and seconded by Eblen THAT the 2017 Employee Benefit Premium Plan be approved as published. Roll call: Ayes: Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
 - d. 2017 Board Meeting Schedule. (Attached) Jaros requested the December 20, 2017 meeting date be moved to December 13, 2017 to accommodate Board member holiday schedules. It was moved by Jaros and seconded by Graber THAT the 2017 Board Meeting Schedule be approved as published, including the requested change. Roll call: Ayes: Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
 - e. 2017 Holiday Closings Schedule. (Attached) Greene corrected the Sunday, September 3, 2017 holiday as being the day before Labor Day, rather than the printed day before Memorial Day. It was moved by Jaros and seconded by Graber THAT the 2017 Holiday Closings Schedule be approved with the stated correction. Roll call: Ayes: Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

- f. Intergovernmental Agreement Draft. Milavec presented the first draft of the IGA that was created by the library's attorney. Board member discussion centered around payment logistics and conceptual problems including missing termination provisions. The following changes were requested by the Board to be sent back to the library's attorney:
 - i. In Section 4, change working to say that the Library will levy, beginning in 2017, to meet its operating expenses.
 - ii. In Section 6, strike "necessary" and after "expenses and liabilities", insert "approved by the Downers Grove Public Library Board of Trustees and payroll as approved by Library administration."
 - iii. Add Term and Termination provisions.
9. **Report of the Library Director**. Milavec presented her written report (attached). Milavec called on Melissa Doornbos to recap the library's 125th Birthday Celebration. She spoke about the impressive gate count of 1,628 for the day as well as the numerous positive comments received. Patrons enjoyed having events around every corner and the library had many past staff members and trustees in attendance. Graber commented that his kids had a great time and also left with books to read.

Milavec discussed the strategic planning timeline that was distributed and mentioned that it was an ambitious schedule that needs to be pushed back a bit to account for upcoming holidays and Board member schedules. Board members will receive a revised version of the timeline. Milavec reported that the Strategic Planning Committee was set today and includes 12 staff members. There will be an all-staff flip chart activity during Staff In Service Day on January 20, 2017 followed by public focus groups held beginning in January. The focus group questions will also be available on paper and online for all to participate.

Milavec also touched on the Special Reserve Fund Resolution, stating that passage of the resolution will not occur until the Intergovernmental Agreement has been passed. The goal is to have both documents passed by the end of fiscal year 2017.

It was noted that library statistics continue to rise.

10. **Board Member Comments and Requests for Information**. There were none.
11. **Adjournment**. President Greene adjourned the meeting at 8:19 p.m.

**Downers Grove Public Library
2017 Wage and Salary Schedule**

		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 1 Administrative Assistant Circulation Supervisor ILL Coordinator Lead Custodian	16.00	24.00	31,200	46,800
5	Executive Assistant Staff Artist Assistant Manager Technology Assistant 2	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			

DOWNERS GROVE PUBLIC LIBRARY MONTHLY HEALTH, DENTAL & VISION PREMIUMS 2017			
PPO HIGH DEDUCTIBLE \$1,500	EMPLOYEE	DGPL	TOTAL
Employee Only w/Screening	\$16.89	\$550.00	\$566.89
Employee Only w/o Screening	\$66.89	\$550.00	\$616.89
Employee & Spouse w/2 Screenings	\$158.83	\$1,145.00	\$1,303.83
Employee & Spouse w/1 Screening	\$208.83	\$1,145.00	\$1,353.83
Employee & Spouse w/0 Screening	\$258.83	\$1,145.00	\$1,403.83
Employee & Children w/Screening	\$45.46	\$1,145.00	\$1,190.46
Employee & Children w/o Screening	\$95.46	\$1,145.00	\$1,240.46
Family w/2 Screenings	\$254.03	\$1,560.00	\$1,814.03
Family w/1 Screening	\$304.03	\$1,560.00	\$1,864.03
Family w/0 Screening	\$354.03	\$1,560.00	\$1,914.03
VEBA PLAN \$2,500	EMPLOYEE	DGPL	TOTAL
Employee Only w/Screening	\$60.39	\$550.00	\$610.39
Employee Only w/o Screening	\$110.39	\$550.00	\$660.39
Employee & Spouse w/2 Screenings	\$260.35	\$1,145.00	\$1,405.35
Employee & Spouse w/1 Screening	\$310.35	\$1,145.00	\$1,455.35
Employee & Spouse w/0 Screening	\$360.35	\$1,145.00	\$1,505.35
Employee & Children w/Screening	\$137.28	\$1,145.00	\$1,282.28
Employee & Children w/o Screening	\$187.28	\$1,145.00	\$1,332.28
Family w/2 Screenings	\$399.12	\$1,560.00	\$1,959.12
Family w/1 Screening	\$449.12	\$1,560.00	\$2,009.12
Family w/0 Screening	\$499.12	\$1,560.00	\$2,059.12
DELTA DENTAL	EMPLOYEE	DGPL	TOTAL
Employee Only	\$0.00	\$44.95	\$44.95
Family	\$13.21	\$130.00	\$143.21
VISION	EMPLOYEE	DGPL	TOTAL
Employee Only	\$0.00	\$3.47	\$3.47
Family	\$0.00	\$8.86	\$8.86

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 26, 2016**

AGENDA ITEM 8D

2017 BOARD MEETING SCHEDULE

Fourth Wednesday of each month, except third Wednesday in November and December.
Additional meeting in September for work session on 2017 Budget.

January 25

February 22

March 22

April 26

May 24

June 28

July 26

August 23

September 13

September 27

October 25

November 15

December 13

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 26, 2016**

AGENDA ITEM 8E

2017 SCHEDULE OF HOLIDAYS AND CLOSINGS

PAID HOLIDAYS

*Sunday, January 1, New Year's Day
Monday, May 29, Memorial Day
Tuesday, July 4, Independence Day
Monday, September 4, Labor Day
Thursday, November 23, Thanksgiving
*Sunday, December 24, Christmas Eve
*Monday, December 25, Christmas

*Full-time staff receive an alternate paid day off. Part-time staff may be rescheduled to make up time lost because of closings.

OTHER CLOSINGS

Friday, January 20, Staff In-Service Day (paid work day)
Sunday, April 16, Easter (not paid)
Sunday, May 28, Sunday before Memorial Day (not paid)
Friday, June 23, 7:00 p.m. Rotary Grove Fest (not paid)
Saturday, June 24, 1:00 p.m. Rotary Grove Fest (not paid)
Sunday, June 25, Rotary Grove Fest (not paid)
Sunday, September 3, Sunday before Labor Day (not paid)

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 26, 2016**

AGENDA ITEM 9

REPORT OF THE DIRECTOR

a. 125th Birthday Celebration

The 125th birthday celebration was a huge success. Gate count for the day was 1,628, well over double the average Sunday attendance in October. Kudos to the staff for their hard work in making the day a fun, family-friendly event for all of our Downers Grove residents!

b. Special Reserve Fund Resolution

A draft of the Resolution Establishing a Special Reserve Fund is included in your packet. This Resolution will be an action item on a future agenda, following approval of the Intergovernmental Agreement.

c. Strategic Planning Timeline

See attached.

d. Trustee Orientation Summary

See attached.

e. Recent media coverage

See attached.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 26, 2016**

AGENDA ITEM 8D

<u>Activity</u>	<u>Deliverable</u>	<u>Responsibility</u>	<u>Start Date</u>	<u>Completion</u>
Gather documentation (2012-2014 and January-February 2015 work) and disseminate to Department Managers	Packet for Managers	Administration	10/1/2016	10/15/2016
Management team evaluates 2012-2014 and January-February 2015 work, discuss process and deliverables, review key stakeholders list and Strategic Planning Committee appointments	Report to Board & Staff	Managers	10/26/2016	11/2/2016
Gather documentation (Strategic Plan samples, purpose/values/mission, local issues) and disseminate to Department Managers	Packet for Board & Staff	Administration	10/1/2016	10/15/2016
Appoint staff Strategic Planning Committee (SPC)		Administration	10/26/2016	10/26/2016
Discuss and reach consensus on key stakeholders interview process and deliverables, review key stakeholders list	Preliminary List of Key Stakeholders for Interview	Director & SPC	10/15/2016	11/1/2016
Review/train SPC members on interview techniques, review and assign key stakeholders list	Final List of Key Stakeholders for Interview & Interviewers	Director & SPC	11/1/2016	11/15/2016
Conduct interview-based inquiry process - each SPC member conducts interviews and reports back	Compiled Notes document	Director & SPC	11/15/2016	12/31/2016
Set and advertising group-based inquiry events	PR pieces	PR Dept	12/1/2016	2/7/2017
Conduct group-based inquiry process - facilitator conducts and reports back	Flip charts/stars	Director	1/15/2017	2/7/2017
SPC reviews interview and group-based results for trends and themes	Summary Results document	Director & SPC	2/8/2017	2/28/2017
Board participates in Values and Purpose statement exercises	Flip charts/stars for each	Director & Board	12/21/2016	12/21/2016
Staff participates in Values, Purpose, Core Services and Strategic Focus statement exercises	Flip charts/stars for each	All Staff	1/16/2017	1/16/2017
Management team reviews results of Values, Purpose Core Services and Strategic Focus statement exercises for trends and themes to create draft statements	Draft Values, Purpose Core Services and Strategic Focus statements for Board approval	Managers	1/17/2017	2/15/2017

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 26, 2016**

AGENDA ITEM 8D

<u>Activity</u>	<u>Deliverable</u>	<u>Responsibility</u>	<u>Start Date</u>	<u>Completion</u>
Board participates in Strategic Focus statement exercises	Flip charts/stars for each	Director & Board	1/25/2017	1/25/2017
Board approves, or provides direction for changes to, Values, Purpose Core Services and Strategic Focus Statements	Values, Purpose Core Services and Strategic Focus statements	Board	2/22/2017	3/22/2017
Management team reviews directions for changes to Values, Purpose Core Services and Strategic Focus statements	Draft Values, Purpose Core Services and Strategic Focus statements for Board approval	Managers	2/23/2017	3/15/2017
Determine criteria and metrics for program/service evaluation	Guidelines for Evaluation	Managers	3/15/2017	3/31/2017
Evaluate existing programs/services according to Strategic Focus and Core Services statements, identifying hard costs and estimating soft costs for each program/service.	Priority List	Department Staff	3/22/2017	4/15/2017
Brainstorm prioritize and recommend programs/services to address Strategic Focus areas, including outcome measures	Priority List	Department Staff	3/22/2017	4/15/2017
Use Priority Lists to create Action Items and Timeline, including outcome measures for each Action Item	Action Items and Timeline	Managers	4/16/2017	5/15/2017
Strategic Plan is compiled and disseminated to Board - Values, Purpose, Core Services and Strategic Focus statements, Action Items and Timeline, with background documentation	Strategic Plan	Managers	5/16/2017	5/18/2017
Board approves, or provides direction for changes to, Strategic Plan	Strategic Plan	Board	5/24/2017	6/28/2017
Management team reviews directions for changes to Action Items and Timeline	Strategic Plan	Managers	5/25/2017	6/21/2017
Strategic Plan is compiled and disseminated - Values, Purpose, Core Services and Strategic Focus statements, Action Items and Timeline, with background documentation	Strategic Plan	Staff	5/25/2017	6/29/2017

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 26, 2016**

AGENDA ITEM 8E

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
ORIENTATION SUMMARY**

With more than 125 years of library service to the community of Downers Grove, the Downers Grove Public Library is well-established. The purpose and role of the Board of Library Trustees is supporting and maintaining facility and services of this public library. The Board, as whole, bases its work in community needs and demand for library service, using community feedback and use statistics to drive decision-making. It adopts policies and plans for library operations that are responsive to community needs and service demand. It sets goals for library service based on needs and use, seeking funding to achieve those goals. It authorizes budgets and payment of bills to provide for those services. Trustees make an effort to maintain awareness of library issues and legislation. They act as library advocates. The Board as a whole hires the library administrator and empowers that administrator as chief executive officer for the library to ensure that its policies and plans are enacted and goals achieved.

Materials provided:

- *Serving Our Public 3.0: Standards for Illinois Public Libraries*
- *Trustee Facts File* (also available for check out at the library)
- *Financial Manual for Illinois Public Libraries*
- *Illinois Library Laws and Rules*
- Bylaws, Policies and Guidelines Manual
- Strategic, Facilities Sustainability and Long Range Financial Plans¹

Serving Our Public 3.0: Standards for Illinois Public Libraries includes Core and Supplemental standards for all aspects of public library service. Guiding principles of libraries can be found in its appendices, such as the Library Bill of Rights and Freedom to Read Statement. Some of these documents are included in the Bylaws and policies of the Downers Grove Public Library.

REQUIRED Open Meetings Act (OMA) Public Body Member Training²

1. Go to <http://foia.ilattorneygeneral.net/>
2. Register as an Open Meetings Act (OMA) Public Body Member.
3. Complete required OMA training.
4. Download or print Certificate of Completion.
5. Provide Library Director with copy of Certificate of Completion.

¹ Currently under development.

² This is required within 90 days of joining a public body subject to the Open Meetings Act.

For general Trustee training:

1. Go to <http://librarylearning.info>
2. Create an account.
3. Use that account to sign into <https://www.railslibraries.info/>
4. Navigate to Services >> Continuing Education >> Trustee Training to view in-person training opportunities. Scroll down to “Always Available” section and click on Trustee Academy for links and login information for online training, consisting of a series of 8 short videos.

Useful web sites for Illinois Library Trustees:

- American Library Association (ALA) <http://www.ala.org/>
- United for Libraries (Association of Trustees, Friends, Advocates and Foundations, a division of ALA) <http://www.ala.org/united/>
- Illinois Library Association (ILA) <https://www.ila.org/>
- Reaching Across Illinois Library System (RAILS) <https://www.railslibraries.info/>
- Open Meetings Act/Freedom of Information Act <http://foia.ilattorneygeneral.net/>

Downers Grove library celebrates 125th birthday with party Oct. 16

By NATHAN LURZ

nlurz@shawmedia.com

DOWNERS GROVE – The Downers Grove Public Library is eager to celebrate its 125-year history with the community with a birthday party Oct. 16.

The library was originally founded in 1891 by the Ladies Library Association as a small reading room on the corner of Main and Curtiss streets.

While the library isn't exactly sure when it was formally founded as a brick-and-mortar location – the fact may have been lost, despite library researchers – Downers Grove Library public relations manager Melissa Doornbos said the date was selected to commemorate the 2014 renovation party.

"It's going to be a very typical birthday party, minus a pinata," she said. "Everybody's welcome. Sunday is actually our busiest day of the week ... so it's a good way to reach a larger amount of people, with normal library services going on for those people who want to grab an item or work on something."

If you go

- **WHAT:** Downers Grove Public Library's 125th birthday party
- **WHEN:** 1 to 4:30 p.m. Oct. 16
- **WHERE:** Downers Grove Public Library, 1050 Curtiss St.
- **COST:** Free
- **INFO:** dglibrary.org/125th

The free, all-ages party is filled with games, crafts, music and food from 1 to 4:30 p.m., including Mario Kart, scavenger hunts, a birthday card signing and more. Most activities run through the entire party, although several have limited availability, including balloon animals from 1:30 to 3:30 p.m., face painting from 2:30 to 4:30 p.m., speeches at 1:15 p.m. and music by the Legacy Girls 2 to 3 p.m.

"It's a party – it should be a very informal, fun afternoon," Doornbos said. "People should feel free to bring friends, family, neighbors – though it definitely may not be the best day to get a ton of work done at the library."

Downers Grove Friends of the Library annual book sale returns Oct. 21 to 23

By NATHAN LURZ
nlurz@shawmedia.com

DOWNERS GROVE – Book lovers of books of all kinds will be able to find something to enjoy at the annual Downers Grove Friends of the Library book sale fundraiser.

The event, titled “Cooks, Crooks and Other Books Sale,” is running from Oct. 21 through 23 at the Downers Grove Public Library, 1050 Curtiss St. The sale is the nonprofit group’s lone annual fundraiser in an ongoing effort to provide auxiliary resources to the local library.

“All the money we raise is used for the library,” Downers Grove Friends of the Library President Joni Hansen said. “We try to provide the library with the things they don’t have in their budget.”

For years, Hansen said, the sale featured only travel books and cookbooks to align with the Friends’ monthly travel education programs and to leverage the popularity of cookbooks, but in recent years it has grown to encompass books of all genres, from biographies to science fiction to gardening.

Last year, funds raised at the sale

went toward new televisions in the library’s study rooms, furniture and toys for the children’s department and prizes for the library’s annual summer reading program. The 2015 sale raised about \$7,000.

This year’s sale will be at the library’s meeting room, and it will include a variety of hard and soft-back books as well as DVDs and Blu-Ray movies. All available items were donated by the community through mid-October.

To learn more about the annual event and other information about the Downers Grove Friends of the Library, visit dglibrary.org/event-types/friends-library.

If you go

- **WHAT:** Downers Grove Friends of the Library book sale
- **WHEN:** Oct. 21 to 23
- **WHERE:** Downers Grove Public Library meeting room, 1050 Curtiss St.
- **INFO:** dglibrary.org/event-types/friends-library