

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
NOVEMBER 14, 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 Swapna Gigani, Trustee David Humphreys, Trustee Jennifer Morrow, Trustee Kim Stapleton, President Jonathan Graber. Absent: Trustee Carissa Dougherty.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Friends of the Library President Joni Hansen.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Oath of Office.** Notary Public Katelyn Vabalaitis administered the oath of office to Trustee Jennifer Morrow for a two year, unexpired term.
5. **Approval of Minutes.** Milavec noted one minor change. Trustee Carissa Dougherty should have been listed on the Roll Call as absent. It was moved by Humphreys and seconded by Gigani THAT the Minutes of the October 24, 2018 Regular Monthly Meeting be approved as revised. Motion passed by voice vote.
6. **Financial Matters.**
  - a. October 2018 Financial Report. Milavec presented the report. The revenue is at 99.6% collected as of October 31. The expenditure budget is 83% spent through October 31. Expenditures are all on track and the lines over budget are planned and will be offset by other lines that will remain under spent.
  - b. November 2018 Invoices. It was moved by Humphreys and seconded by Stapleton THAT the payment of November 2018 capital replacement invoices totaling \$11,881.50, the payment of November 2018 operating invoices totaling \$127,159.23, the acceptance of November 2018 credit memos totaling \$115.07, and the ratification of October 2018 payrolls totaling \$208,753.72 be approved. Roll call: Ayes: Gigani, Humphreys, Morrow, Stapleton, Graber. Nays: None. Abstentions: None.
7. **Public Comment on Agenda Items.** President Graber invited comment. There was none.

8. **Public Comment on Other Library Business.** President Graber invited comment. There was none.
9. **New Business.**
  - a. Resolution 2018-1: Resolution of Appreciation for Milestone Anniversaries. President Graber read the resolution aloud to have it on record. It was moved by Morrow and seconded by Gigani THAT the 2018-1 Resolution of Appreciation for Milestone Anniversaries be approved. Motion passed by voice vote.
  - b. 2019 Closing Schedule. It was moved by Humphreys and seconded by Gigani THAT the 2019 Closing Schedule be approved as presented. Motion passed by voice vote.
  - c. 2019 Board Meetings. President Graber requested that the March 2019 meeting be moved up a week, from March 27 to March 20, to avoid scheduling conflicts with District 58's Spring Break. It was moved by Humphreys and seconded by Stapleton THAT the 2019 Board Meeting Schedule be approved as amended. Motion passed by voice vote.
10. **Unfinished Business.** There was none.
11. **Library Director's Report.** Milavec presented the report. The library is on track so far with the 2018 project. Crews are in the process of closing up the wall in Circulation and the service desk should be moved in the next week. The second floor lighting project is in progress. The plumbing inspection is scheduled for Monday. Communications Coordinator Cris Niels is keeping the website up to date with the progress of the project. The library's liability insurance renewal went well and Milavec was reelected to the LIRA Board at their last meeting. That meeting's presentation is included in the Board packet. The Foundation will be underwriting year one of the library's deposit collections for the senior service centers in Downers Grove. The DuPage Foundation gave the library \$2,000 for next summer's teen art program, View from the Artist's Studio. Staff toured the PADS shelter at First United Methodist and are moving forward with the planned shelter services at three shelter locations in Downers Grove. Community Engagement Coordinator Cindy Khatri started on November 5.
12. **Trustee Comments and Requests for Information.** Trustee Humphreys wanted to celebrate the off-site work that the library is doing, both at the senior facilities and the PADS shelters. He is thrilled the library is getting involved with both of these communities.
13. **Adjournment.** President Graber adjourned the meeting at 7:59 p.m.