

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
NOVEMBER 15, 2017, 7:30 PM
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 Ed Earl, Trustee Susan Eblen, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Kim Stapleton, President Jonathan Graber.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Resident Christine Banaszak, Resident Ed Pawlak.
3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. October 25, 2017 Regular Monthly Meeting. It was moved by Earl and seconded by Eblen THAT the Minutes of the October 25, 2017 Regular Monthly Meeting be approved as published. Motion passed by voice vote.
5. **Financial Matters.**
 - a. October 2017 Financial Report. Milavec presented the report and distributed an updated invoice list. The library is doing great on the revenue side and is in excess of 97% of anticipated revenue for the year. Investment income was received along with unexpected back property tax revenue. Expenditures are running as expected.
 - b. November 2017 Invoices. It was moved by Earl and seconded by Humphreys THAT the payment of November 2017 invoices totaling \$105,207.21, the acceptance of November 2017 credit memos totaling \$1,036.12, and the ratification of October 2017 payrolls totaling \$210,706.69 be approved. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.
6. **Public Comment on Agenda Items.** President Graber invited comment.
Ed Pawlak commented that as a resident for 32 years, he believes the best thing the Board can do for the taxpayers is to fully fund the budget. It bothers him that the budget seems very arbitrary and that there is no reason behind the numbers chosen. The library has been a very good steward of public money and has a tradition of not spending money just because it is budgeted but instead when it is needed. That is why he does not want any arbitrary cuts. Circulation looks to be increasing by 8% per year, which is going up faster than the budget has been going up. The tax rate has been going down over the last few years and will continue to do so with the numbers presented at tonight's meeting. It does not speak to the need for cuts and it seems like the library staff is doing a good job of being responsible with the money. He looked at the ratio of circulation figures to the

budget, to get a measure of efficiency. Out of 26 other libraries, Downers Grove is in the top 4, which shows that this library is very efficient in its use of money. He also looked at the ratio of circulation to population for this library as well as the 26 other libraries, and Downers Grove falls in the middle of the pack. When comparing ratios of EAV to population, Downers Grove once again falls in the middle. He looked at the average tax rate and it is 50% higher, with Downers Grove successfully in the bottom third. There are three times the number of residents using the library then voting in Village elections, which shows residents are speaking with their feet. He believes that this high usage shows how residents value the library and thinks the budget should be fully funded as presented.

7. **Public Comment on Other Library Business.** President Graber invited comment. There was none.

8. **New Business.**

- a. Circulation Policy Sections 6.1.1.3, 6.2.5, and 6.3.2. Milavec presented three revisions to the Circulation Policy. Graber revised the proposed second sentence of 6.1.1.3 by changing teen ages to 13-17 years old and striking the second half of the sentence. The third sentence was revised to begin with “The restricted use card holder” and the final sentence was reorganized for clarity.

It was moved by Humphreys and seconded by Eblen THAT the proposed Section 6.1.1.3, 6.2.5, and 6.3.2 policy changes be approved as presented and modified. Motion passed by voice vote.

- b. Board Development. Milavec met with community member and library consultant Kathryn Deiss to discuss additional Board training opportunities. Consensus was to try an hour session before or after a Board meeting early next year and see if Kathryn is a good fit with the Board.
- c. Illinois Public Library Per Capita Grant Requirements. Eblen volunteered to watch the safety webinar and complete the required reading. The rest of the trustees must read chapters 1-5 of the Trustee Facts File and focus on the bylaws chapter. Trustees should email Julie Milavec when their reading is complete.

9. **Unfinished Business.**

- a. 2018 Budget and Levy. Milavec presented the current draft of the budget and levy. There were no modifications made since last meeting with the exception of the salary and benefit lines to reflect recent hires. The Board first discussed the cost of living increase for staff salaries to decide between a 2.5% and 3% increase. Discussion moved on to the levy and centered on keeping the rate flat versus a slight increase.

It was moved by Humphreys and seconded by Eblen THAT the Board approve a 2018 cost of living increase of 2.5% and levy increase of 2.75%, bringing the 2018 expenditure budget to \$5,416,658.23 and the levy to \$5,182,314.41. Roll call: Ayes: Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: Earl. Abstentions: None.

10. **Library Director's Report.** Milavec presented the report. December 4th is going to be a big day at the library with two new staff members starting. Ian Knorr is our new Facilities Manager and Christine Niels is our new Communications Coordinator. The Friends of the Library book sale surpassed last year's record sales by making \$3,200 and having very little material left over. In early 2018, Milavec and Jen Fredericks will be presenting an updated action plan portion of the Strategic Plan that includes date adjustments.

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

Gigani attended the Bookology Fair with her kids and had a great time collecting booklists and interacting with the librarians. It was a great community event.

Graber commented that when coming to the library while working from home, he is amazed to see how busy it is during the weekday. Staff are doing a great job.

Humphreys has found himself in the building more frequently in the last month and feels really good about what he sees. He has never felt so optimistic about the quality and direction of the library. Humphreys thinks the Board did a good job tonight and has been doing a good job as trustees thinking and communicating with one another.

12. **Adjournment.** It was moved by Eblen and seconded by Earl THAT the Regular Meeting of the Board of Trustees be adjourned. Motion passed by voice vote. President Graber adjourned the meeting at 9:08 p.m.