

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
NOVEMBER 16, 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, Friends of the Library President Joann Hansen, Resident Genevieve Murphy, Resident Ed Pawlak.

3. **Welcome to Visitors.** President Greene welcomed the visitors and thanked them for their interest in the library. Milavec announced that residents Genevieve Murphy and Ed Pawlak have both agreed to join the Downers Grove Public Library Foundation Board.
4. **Approval of Minutes.**
  - a. October 26, 2016 Regular Monthly Meeting. Humphreys noted a spelling correction in Section 4b, where "montly" should be changed to "monthly" in the heading. It was moved by Jaros and seconded by Eblen THAT the Minutes of the October 26, 2016 Regular Monthly Meeting, including the correction, be approved as circulated. Roll call: Ayes: Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
5. **Financial Matters.**
  - a. October 2016 Financial Report. Milavec presented the report and responded to questions regarding collection of property tax money and the definitions of specific revenue lines.
  - b. Approval of November 2016 Invoices. It was moved by Jaros and seconded by Eblen THAT the payment of November 2016 invoices totaling \$67,613.35 and the ratification of October payrolls totaling \$216,987.66 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. Officer Elections. Greene opened up the floor for President nominations. Eblen nominated Wendee Greene for President and Humphreys seconded the nomination. It was moved by Humphreys and seconded by Eblen THAT the nominations for President be closed. By voice vote, with Greene abstaining, the Board elected Greene as President for a two-year term.

Greene opened up the floor for Secretary nominations.

Graber nominated David Humphreys for Secretary and Jaros seconded the nomination. It was moved by Eblen and seconded by Greene THAT the nominations for Secretary be closed. By voice vote, with Humphreys abstaining, the Board elected Humphreys as Secretary for a two-year term.

- b. Cleaning Services Contract. O'Brien presented the library staff recommendation. It was moved by Humphreys and seconded by Eblen THAT library staff be authorized to sign a 3-year contract with ServiceMaster Clean at a cost of \$5,545.00 per month. Roll call: Ayes: Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
- c. 2017 Illinois Public Library Per Capita Grant Application Requirements. Milavec led the Board in a discussion regarding the impact of the EDGE Assessment on the library. There was also discussion on the library's ability to meet the needs of the community, integrate new technologies, and ways to increase resource sharing. Milavec will move forward with the completion of the 2017 Illinois Per Capita Grant application.
- d. General Leave of Absence Policy. Milavec talked through the proposed changes to the policy (attached). Staff are suggesting three paragraphs be added to the end of Section 3.3.5.2 as clarification on paid versus unpaid leave. The following changes were requested by the Board:
  - Paragraph 1, line 4 – fix spacing typo
  - Paragraph 1, line 5 – fix spacing typo
  - Paragraph 3 – information is redundant, remove paragraph
  - Paragraph 4, line 1 – Revise the first sentence to the following, "Failure to return from a leave of absence at the time agreed upon will be regarded as a voluntary resignation, unless otherwise agreed to in writing by the Director."

It was moved by Jaros and seconded by Eblen THAT the proposed additions to library policy 3.3.5.2, including Board changes, be approved. Roll call: Ayes: Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

- e. Intergovernmental Agreement Draft. Milavec presented the second draft of the Intergovernmental Agreement between the library and Village (attached). The following changes were requested by the Board:

- Page 2, first WHEREAS, sentence 1 – remove “s” from “recognizes” and add “s” to “interest”
- Page 2, fifth WHEREAS – change “Park District” to “Library”
- Section 2, sentence 1 – begin sentence with “In 2017,”
- Section 4 – add a period after “ad valorem tax revenues” and remove “but” to end sentence. Begin next sentence with new phrase, “The Library Board, for years beginning in 2017,”
- Section 6, last sentence – rearrange sentence structure to read, “The Library shall reimburse from the collections for the next installment of real estate taxes the amounts disbursed for the Library Fund.”
- Section 9, sentence 2 – After “Unless otherwise terminated,” add in the phrase “by mutual agreement,”

The Board decided that these changes should be submitted to the library’s lawyer and a third draft be submitted for Board review before any vote should occur. Milavec will send all changes to the lawyer tomorrow.

9. **Report of the Library Director.** Milavec presented her written report (attached). Milavec announced that as of yesterday, staff completed the final round of interviews for the Circulation Manager position. The two final candidates each met with the management team, a group of circulation department staff, and ended with the administrative team. All three interview groups agreed on the best candidate for the job. Administration is now in the negotiation phase and is hoping for an early January 2017 start date.

Milavec has begun one-on-one meetings with each staff member and is happy to report that they are going very well. She thanked the Board for moving back the strategic plan timeline, which has been very helpful in allowing her time to complete these staff meetings. The February and March Board meetings will focus on trustee input for the strategic plan. Community focus groups will be held in February, and the specific dates are outlined in the attached written report.

It was noted that library statistics are well on track for the year and are producing amazing results.

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

Humphreys noted that he will not be in attendance at the December meeting.

11. **Adjournment.** President Greene adjourned the meeting at 8:35 p.m.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
NOVEMBER 16, 2016**

**AGENDA ITEM 8D**

**GENERAL LEAVE OF ABSENCE POLICY**

The General Leave of Absence is most commonly used by part time staff who do not qualify for Family Medical Leave Act leave of absence for illness or medical needs. The proposed language clarifies use of paid time off during this type of leave.

Proposed addition to existing policy is **bold**:

3.3.5.2 Leaves of Absence

3) General Leave of Absence

Occasionally, for personal or other reasons, an employee may need to apply for an unpaid general leave of absence when he or she does not qualify for a leave under another of the Library's policies. To qualify for this leave, the employee must have been employed by the Library for one year prior to the request for the leave and have worked at least 600 hours the previous 12 months. Under these circumstances, an employee may qualify for a leave of absence. This leave of absence is typically granted for a maximum of up to 30 calendar days.

The employee must apply in writing for this leave of absence and submit his or her request to the Director. The employee's request should include the reason for the leave, the date on which he or she wishes the leave to begin, the date on which the employee will return to active employment with the Library, and any documentation supporting his or her need for leave. The granting of a leave of absence, and the terms and conditions surrounding the leave of absence, are at the sole discretion of the Library. While the Library will make every effort to reinstate the employee to his or her previous position, there are no guarantees.

The employee must use any accrued paid vacation hours as part of the leave. The balance of the leave time will be unpaid.

Failure to return from a leave of absence at the time agreed upon is normally regarded as a voluntary resignation. Requests for an extension of a general leave of absence should be submitted in writing to the Director prior to the agreed upon return date.

**If the general leave of absence is due to the illness of an employee or an employee's family member, earned sick leave must be used, followed by earned vacation time. The balance of the leave will be unpaid. If the general leave of absence request is not due to illness, all earned vacation time must be used and the balance of the leave will be unpaid.**

**An employee may choose to use advanced sick and vacation time during the general leave of absence. If the employee leaves the library before earning the sick and vacation time advanced, the employee must repay the library for the unearned sick and vacation time.**

**The employee does not earn sick and vacation time during the unpaid part of a general leave of absence.**

**AN INTERGOVERNMENTAL AGREEMENT  
BETWEEN THE VILLAGE OF DOWNERS GROVE AND THE  
BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF DOWNERS GROVE  
IN REGARD TO THE CREATION OF A SPECIAL RESERVE FUND**

This Intergovernmental Agreement (“Agreement”), is entered into this \_\_\_\_ day of \_\_\_\_\_, 2016, by and between the VILLAGE OF DOWNERS GROVE, Illinois, an Illinois Municipal Corporation (hereinafter referred to as the "Village"), and the BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF DOWNERS GROVE, an Illinois Public Library (hereinafter referred to as the "Library Board"). The Village and the Library Board are hereinafter sometimes individually referred to as “Party” and collectively referred to as the “Parties.”

**WITNESSETH**

WHEREAS, the Village is an Illinois municipal corporation operating pursuant to the Illinois Municipal Code; and

WHEREAS, the Downers Grove Public Library (“Library”) is an Illinois public library operating pursuant to the Illinois Local Library Act (75 ILCS 5/1-0.1, *et seq.*); and

WHEREAS, pursuant to 75 ILCS 5/4-10 of the Illinois Local Library Act, the Library Board provides an annual statement of financial requirements of the Downers Grove Public Library for each fiscal year for inclusion in the budget of the Village, and a statement of the amount of money which, in the judgment of the Library Board, will be necessary for the Village to levy in its annual Tax Levy Ordinance, said Levy to be made pursuant to 75 ILCS 5/3-5 and pursuant to the provisions of the Illinois Municipal Code; and

WHEREAS, the Library Board currently has a sufficient Operating Fund balance on deposit for cash flow purposes to meet all of its necessary expenses and liabilities, which cash flow need was created by the prior change of the fiscal year of the Village from May 1 to January 1; and

WHEREAS, the Library Board and the Village Board of Trustees recognizes that it is in the best interest of both Parties and the benefit of the taxpayers residing within the boundaries of the Village of Downers Grove for the Library Board to reduce its Operating Fund balance by transferring a portion of the Operating Fund balance to a Special Reserve Fund to address the Library's capital needs and certain emergency expenditures; and

WHEREAS, the Village Board of Trustees agrees that it will use its General Fund balance to cover any Library temporary cash flow deficit and to eliminate any negative balances or shortages in the Library's Operating Fund; and

WHEREAS, the Village and the Library Board have determined and find that it is in the overall best interests of the Village, the Library Board, their residents, taxpayers and the public, to facilitate this Agreement regarding the Library Board's annual tax levy needs and its Operating Fund; and

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, authorize units of local government to contract or otherwise associate among themselves to obtain or share services, and to exercise, combine or transfer any power or function, in any manner not prohibited by law; and

WHEREAS, the Village and the Park District are public agencies as that term is defined in the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and

WHEREAS, the Library Board and the Village are authorized to enter into this Agreement pursuant to the intergovernmental cooperation powers provided by Section 10(a) of Article VII of the Constitution of the State of Illinois of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and

NOW, THEREFORE, in consideration of the foregoing, and the mutual covenants and agreements contained herein, the Village and the Library Board agree as follows:

SECTION 1: The Library Board agrees to establish a Special Reserve Fund for use for any or all of the purposes authorized by 75 ILCS 5/5-8 or for emergency expenditures for the repair of the Library District's existing buildings or equipment.

SECTION 2: The Library Board agrees to direct that One Million Four Hundred Thousand Dollars (\$1,400,000.00) of the unexpended balances of the Library's Operating Fund be transferred to the Special Reserve Fund thereby lowering its Operating Fund balance by that amount.

SECTION 3: The Library Board shall, within two (2) years from the effective date of the Ordinance and/or Resolution establishing the Special Reserve Fund, develop a plan as described in 75 ILCS 5/5-8 to guide the expenditure of monies held in the Special Reserve Fund.

SECTION 4: The Library Board shall levy in 2017, in a manner that eliminates the need to adopt a levy that contributes to the Special Reserve Fund from the proceeds annually received from 2017 ad valorem tax revenues but will continue to levy to meet its other operating expenses.

SECTION 5: The Library Board may keep in the Library's Operating Fund operating cash balance year to year for emergency purposes, as provided in the Library's Finance Policy.

SECTION 6: Upon any shortage or cash flow deficits in the Library's Operating Fund, the Village shall disburse the amount from its General Fund balance to meet all of the Library's expenses and liabilities approved by the Downers Grove Public Library Board of Trustees and the payroll as approved by Library administration. The disbursement shall be made to the Library Board's Treasurer in a timely manner and without interest. The Library shall reimburse the amounts disbursed from the collections for the next installment of real estate taxes for the Library Fund.

SECTION 7: This Agreement shall be executed simultaneously in two (2) counterparts, each of which shall be deemed an original, but both of which shall constitute one and the same Agreement.

SECTION 8: This Agreement contains the entire understanding between the Parties and supersedes any prior understanding or written or oral agreements between them respecting the subject matter herein. There are no representations, agreements, arrangements or understandings, oral or written, between and among the Parties hereto relating to the subject matter of this Agreement which are not fully expressed herein.

SECTION 9: This Agreement shall be effective as of the date it is executed by authorized officials of Village and the Library Board, as approved by the corporate authorities of the Parties. Unless otherwise terminated, this Agreement shall remain in effect perpetually until either Party notifies the other Party in writing that this Agreement shall be terminated on a date not less than two full tax years after the effective date of the service of the notice to terminate this Agreement.

IN WITNESS WHEREOF, each Party, pursuant to authority granted by the adoption of a Resolution by its governing Board, has caused this Agreement to be executed by its President and attested by its Clerk or Secretary.

VILLAGE OF DOWNERS GROVE

BOARD OF LIBRARY TRUSTEES OF THE  
VILLAGE OF DOWNERS GROVE

By: \_\_\_\_\_  
Village President

By: \_\_\_\_\_  
President

ATTEST:

ATTEST:

BY: \_\_\_\_\_  
Village Clerk

BY: \_\_\_\_\_  
Secretary

DATED: \_\_\_\_\_

DATED: \_\_\_\_\_

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
NOVEMBER 16, 2016**

**AGENDA ITEM 9**

**REPORT OF THE DIRECTOR**

a. Strategic Planning timeline

The updated Strategic Planning timeline provides for Trustee input in February and March of 2017, with final plan approval in June or July, depending on the number of drafts needed prior to Board approval. The Strategic Plan Outreach Committee of staff will begin key stakeholder interviews in January. Staff input will be the focus of In-Service Day on January 20. Community focus groups are scheduled for:

- Thursday, February 9, 7:00 p.m.
- Saturday, February 11, 10:00 a.m.
- Tuesday, February 21, 7:00 p.m.
- Thursday, February 23, 10:00 a.m.
- Friday, February 24, 2:00 p.m.
- Sunday, February 26, 2:00 p.m.

This will allow the management team to draft the final plan, including actions and metrics, in March, April and May, prior to Summer Reading. Overall, the shift is a positive one for the process timing.  
See attached.

b. One-on-one meetings with staff

I met with all management team and Administration staff individually and attended departmental staff meetings of each department. I have begun my final push to meet individually with each Library staff member with whom I have not yet met. In each meeting, I'd like to learn a little bit about each staff member and their background, what they do at the Library, what they like about their job and if there anything they would change if they could.

c. My first 90 days

It's hard to believe it's just over 90 days since I started at Downers Grove Library! Every day, I am discovering more about our community, our fabulous staff and the good work that they do. Since I arrived, I have completed the budget process with the Board, oriented a new Trustee, hired an IT Manager, presented at the Super Retreat, created and started a process for Strategic Planning and will likely have a job offer pending for Circulation Manager by Board meeting day. I am getting to know my fellow administrators in the other government entities, which will foster stronger partnerships in the future. I'm getting involved with Chamber630 and the Downtown Business Association. I'll be attending my first Rotary meeting just before the Board meeting. It's been a whirlwind start, but a good one. Trustee feedback is appreciated any time!

d. Recent media coverage

See attached.

## Library celebrates 125 years



Families in the community visit the Downers Grove Public Library on Oct. 16 for its 125th birthday party. Cake, games and more helped celebrate the century and a quarter of service and books. For more on the celebrations, read previous coverage at [mysuburbanlife.com/downersgrove](http://mysuburbanlife.com/downersgrove).

Photo provided