

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
DECEMBER 12, 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 Carissa Dougherty, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Jennifer Morrow, Trustee Kim Stapleton, President Jonathan Graber. Absent: None.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Facilities Manager Ian Knorr, Friends of the Library President Joni Hansen, Downers Grove Public Library Foundation Director Robin Tryloff, Downers Grove Public Library Foundation Treasurer Ed Pawlak, Bob St. Mary of Elara Engineering, Resident Porus Dadabhoy, Resident David Haugen.

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 Carissa Dougherty for a six-year term.
5. **Approval of Minutes.** It was moved by Humphreys and seconded by Stapleton THAT the Minutes of the November 14, 2018 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
6. **Financial Matters.**
 - a. November 2018 Financial Report. Milavec presented the report. As of November 30, the library is 92% through the year and has received over 100% of revenue projections. Most expenditure lines are well below the 92% mark, especially in salaries and benefits.
 - b. December 2018 Invoices. It was moved by Humphreys and seconded by Gigani THAT the payment of December 2018 capital replacement invoices totaling \$36,958.91, the payment of December 2018 operating invoices totaling \$129,104.52, the acceptance of December 2018 credit memos totaling \$921.36, and the ratification of November 2018 payrolls totaling \$212,374.11 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Morrow, Stapleton, Graber. Nays: None. Abstentions: None.

7. **Public Comment on Agenda Items.** President Graber invited comment. David Haugen had numerical questions about the bid for the HVAC improvement. He could not make the numbers add up. The recommendation was to award Mechanical Concepts of Illinois the contract of \$534,000 unless they do not run into any unforeseen issues, which would make it \$15,000 less. Bob St. Mary of Elara Engineering clarified that once the bid is approved, the \$15,000 is added to the contract. He outlined the allowance process, which allows library staff to make change order decisions without having to wait for Board meetings. David Haugen questioned Ian Knorr's decision to not accept any alternate bids at the current time. Ian clarified that the library has up until the end of the two-year warranty to add the alternates back in. David also asked for clarification on bid alternate 2, which Bob St. Mary provided.

David Haugen also commented on the personnel policy, noting that he has been watching it improve month by month and he finds it superlative.

8. **Public Comment on Other Library Business.** President Graber invited comment. Porus Dadabhoy spoke about a meeting he attended a month ago in Elmhurst where an educator spoke of her troubles in providing books to schoolchildren who live in the local trailer park. Their parents could not afford library cards to give their children access to materials. Porus asked how this issue is handled in unincorporated DuPage or Downers Grove Township. He mentioned a charity called First Book, which provides free or discounted books. He would like to see all kids in unincorporated areas have library cards at rates based on their families' incomes. Milavec responded with the State of Illinois' rules regarding nonresidents and their access to library cards.

Joni Hansen, Friends of the Library President, noted that anyone living in unincorporated Downers Grove who cannot afford a card can sign a hardship statement and the Friends of the Library will cover half of the cost of a nonresident card. Joni also noted that the Friends of the Library's October book sale made over \$2,000 and the Friends appreciate the library's help.

David Haugen commented that he is a library volunteer who delivers books to homebound patrons. He thinks the new satellite stacks at local senior service centers is a great idea.

9. **New Business.**
- a. Election of Officers. Humphreys outlined the Board's bylaws regarding officer elections, reminding trustees that elections are for two-year terms. Humphreys nominated Jonathan Graber for President. Stapleton nominated David Humphreys for Secretary. It was moved by Gigani and seconded by Morrow THAT nominations be closed. It was moved by Dougherty and seconded by Morrow THAT the nominations for President and Secretary be accepted. Roll call: Ayes: Dougherty, Gigani, Humphreys, Morrow, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Acceptance of Donation to Art Collection. Milavec presented an offer of donated artwork that the library received in November. Matthew Mullen wanted to donate a Sergey Cherep painting to the library in honor of his parents, Don and Lorraine Mullen, who are long-time residents of Downers Grove. Milavec highly recommended the Board accept the donation. Dougherty inquired about the library's process of deaccessioning artwork and artwork appraisal. It was moved by Humphreys and seconded by Stapleton THAT the untitled Sergey Cherep painting from the Mullen Family, in honor of Don and Lorraine Mullen, be accepted into the artwork collection. Motion passed by voice vote.

10. Unfinished Business.

- a. 2019 HVAC, Boilers, and Controls Project Bid Award. The recommendation to award was for the base bid from Mechanical Concepts of Illinois. Bob St. Mary of Elara Engineering summarized the bid results, noting that there were nine bidders and the bids were incredibly tight. It was moved by Gigani and seconded by Morrow THAT the recommendation to award Mechanical Concepts of Illinois, Inc. the bid for the 2019 HVAC project be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Morrow, Stapleton, Graber. Nays: None. Abstentions: None.
- b. Personnel Policy. Milavec reiterated the three major changes to the proposed personnel policy, noting that Dennis Walsh and Tom Melody of Klein, Thorpe, and Jenkins reviewed the full draft. The Board discussed the portion of the policy on hiring family members and Milavec stated she is more than willing to look at updating that section of the policy in the future. Graber requested a wording change in section 3.37 regarding internal complaints. It was moved by Humphreys and seconded by Morrow THAT the Personnel Policy be approved as presented with a minor change in section 3.37. Motion passed by voice vote.

- 11. Library Director's Report.** Milavec presented the report. Ian Knorr gave a construction update that the project should be done in about two weeks. The Circulation Desk and hold shelves have been moved. The final punch list will take place next Wednesday and all that will be left are little fixes. Things are right on schedule. Milavec talked about the satellite stacks, which is the name of the deposit collections at six senior living centers in Downers Grove. The Foundation generously gave an \$11,500 donation to fund the first year of the program. The Foundation is working on a request for proposals for the donation of a work of art to live on the wall that used to house the hold shelves in the lobby. In January, Milavec will be creating an amended budget to account for staffing changes and donations that have been received. The Board decided that a full amended budget is not needed, but they would like a list of anticipated changes in budget lines for the year.

12. Trustee Comments and Requests for Information.

Trustee Humphreys commented on the library's art collection and how proud he is of what the library has built. The library had the first public art collection in the Village of Downers Grove and he is happy to continue growing the collection. Trustee Humphreys also mentioned the remote collections the library has placed in three local PADS shelters as well as the ability for homeless patrons to get a restricted use library card. He thinks the outreach has been wonderful and that we are more and more becoming a library without walls.

13. Adjournment. President Graber adjourned the meeting at 8:40 p.m.