

**REGULAR MEETING OF THE BOARD OF TRUSTEES
DOWNERS GROVE PUBLIC LIBRARY
JANUARY 23, 2013**

MINUTES

1. ROLL CALL

President DiCola called the meeting to order in the Library Conference Room at 7:30 p.m.
Trustees Present: Eblen, Greene, Humphreys, Loftus, Read, DiCola.

Also Present: Library Director Rick Ashton, Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, and Friends of the Library President Joann Hansen, Andrew Oliver, Cordogan Clark and Associates.

2. WELCOME TO VISITORS

President DiCola welcomed the visitors to the meeting and thanked them for their interest in the Board.

3. APPROVAL OF MINUTES OF REGULAR MEETING OF DECEMBER 12, 2012

Trustees reviewed the Minutes of the Regular Meeting of December 12, 2012. It was moved by Greene and seconded by Eblen THAT the Minutes of the Regular Meeting of December 12, 2012 be approved. Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: None. Nays: none. Motion carried.

4. APPROVAL OF PAYMENT OF INVOICES AND RELATED FINANCIAL REPORTS

The Board reviewed the list of invoices submitted for payment. It was moved by Greene and seconded by Eblen TO APPROVE payment of invoices for Calendar Year 2012 totaling \$81,819.88 and credit memos of \$677.21, invoices for calendar year 2013 totaling \$33,189.81, and to RECOGNIZE December 2012 payrolls of \$177,714.03. Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: none. Nays: none. Motion carried.

5. OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

6. OPPORTUNITY FOR PUBLIC COMMENT ON OTHER BUSINESS

None.

7. UNFINISHED BUSINESS

a. Year-end Financial Report for 2012

Ashton presented the Year-End Results, Cash Flow Analysis, and Fund Balance, Reserves, and Renovation Project Budget (attached).

8. NEW BUSINESS

a. Preliminary discussion of architectural firm proposals

The Board discussed the proposals received by the January 18 deadline. The discussion centered on an appropriate method for completing the review and selection in a timely fashion. The Board agreed to forward their individual evaluations, using an A-B-C scale, to Ashton by February 6. Ashton, conferring with President DiCola and Trustee Loftus, will compile the results and communicate them to the Board for their use in selecting three firms for a short list firms at a special meeting, February 13, 7:30 p.m., Library Meeting Room.

b. Review of Architect selection timetable.

The Board discussed and informally confirmed the timetable (attached).

c. Approval of architect selection interview process.

The Board discussed the possible questions that members would like to ask of the three finalist firms. Ashton agreed to circulate a list of proposed questions.

d. Approval of Library closing dates for Rotary GroveFest.

It was moved by Loftus and seconded by Read TO APPROVE the proposed Library Closing dates for Rotary GroveFest (attached). Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: none. Nays: none. Motion carried.

e. Approval of change to Circulation Policy regarding Reserves for cardholders at other SWAN libraries. (attached)

It was moved by Read and seconded by Greene TO APPROVE the propose policy change. Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: none. Nays: none. Motion carried.

9. REPORT OF THE DIRECTOR

Ashton summarized the written report (attached).

10. BOARD MEMBER COMMENTS AND REQUESTS FOR INFORMATION

None.

11. ADJOURNMENT

President DiCola adjourned the meeting at 8:37 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JANUARY 23, 2013
AGENDA ITEM 7A
2012 YEAR-END FINANCIAL REPORT AND ANALYSIS**

- 1. 2012 YEAR-END RESULTS**
- 2. 2010-2012 CASH FLOW ANALYSIS**
- 3. FUND BALANCE, RESERVES, AND RENOVATION PROJECT BUDGET**

2012 YEAR-END RESULTS

	Budget	Actual
Revenue	\$4,430,497	\$4,477,305
Expense	4,620,395	4,186,167
Net	(189,898)	291,138
Net Change in Fund Balance		\$481,036

Line-by-line details of revenue and expenditure will be available after final processing of 2012 invoices. This will be reported to the Board in February 2013.

2010-2012 CASH FLOW ANALYSIS

An important component of the Downers Grove Public Library's financial strategy is the development of reserve funds to cover a variety of needs, plans, and contingencies. Chief among the needs is the requirement that the Library have sufficient cash on hand to pay its expenses throughout the year, while most of its income (86% in recent years) is received in June and September. In order to determine the extent of this need, the Library's monthly cash flows throughout 2010-2012 have been analyzed, with the following findings:

The Library was in a deficit position, with year-to-date expenses exceeding year-to-date revenues, at the end of January, February, March, April, May, and August each year. The largest cumulative deficit was at the end of May each year, amounting to about 30% of the budget. June property tax collections were sufficient to eliminate the deficit and keep the Library in a positive position through July, with a small deficit occurring in August. September tax collections placed the Library in a positive position for the remainder of the year.

	Revenue	Expense	Largest deficit	% of Budget
2010	\$4,295,340	\$3,826,727	\$1,347,405	31.4
2011	\$4,326,496	\$3,862,197	\$1,288,510	29.9
2012	\$4,477,305	\$4,186,167	\$1,327,464	28.7

FUND BALANCE, RESERVES, AND RENOVATION PROJECT BUDGET

	Budget 2012	Actual 2012	Budget 2013
Beginning Fund Balance	\$3,710,361	\$3,710,361	\$4,001,499
Revenue	4,430,497	4,477,305	4,553,380
Expense	4,620,396	4,186,167	4,903,900
Ending Fund Balance	3,520,462	4,001,499	3,650,979
*Cash Flow Need	2,079,178	1,524,730	1,618,287
Available Reserve	1,441,284	2,476,769	2,032,692

*Note on Cash Flow Need: This is estimated at 45% of Expense for 2012 Budget and at 33% of Expense for 2012 Actual and 2013 Budget.

Renovation Project Budget Estimate \$1,800,000

Available from Construction Fund 244,000

Available Reserve Contribution 1,556,000

Available Reserve Balance \$476,000

After further review, policy discussion, and careful management of 2013 operational spending, the Library Board may be able to increase the Renovation Project Budget by a modest amount.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JANUARY 23, 2013
AGENDA ITEM 8B**

ARCHITECT SELECTION TIMETABLE

1. January 18, 5:00 p.m., Proposal Deadline
2. January 19, 10:00 a.m., Distribution of Proposals to Board
3. January 19-23, Individual Board Member review of proposals
4. January 23, 7:30 p.m., Monthly Board Meeting, discussion of proposals
5. January 24-February 13, Further individual Board Member review of proposals
6. February 13, 7:30 p.m., Special Board Meeting to choose short list of 3 finalists
7. February 16, 9 a.m., Special Board Meeting to interview finalists
8. February 18-27, Reference calls
9. February 27, 7:30 p.m., Monthly Board Meeting, Ranking of 3 finalists
10. February 28-March 26, Contract negotiations
11. March 27, 7:30 p.m., Approval of Contract and Notice to Proceed
12. April 1, Project Kickoff

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JANUARY 23, 2013
AGENDA ITEM 8D**

APPROVAL OF LIBRARY CLOSING DATES FOR ROTARY GROVEFEST

The Downers Grove Public Library has customarily reduced its schedule during the weekend of GroveFest. Dates for the 2013 event have been confirmed by agreement between the Village of Downers Grove and the Downers Grove Rotary Club. Accordingly, the following schedule adjustments are proposed:

Thursday June 20, Library open but no Meeting Room bookings

Friday June 21, Library closes at 7:00 p.m.

Saturday June 22, Library closes at 1:00 p.m.

Sunday June 23, Library closed

6.2.4 Loan of Materials to Teachers

No special circulation provisions are made for the use of materials by teachers. Teachers are subject to the same loan periods and limits on material from a single subject that apply to all other patrons.

6.2.5 Interlibrary Loan

Interlibrary loan service is available only to Downers Grove Public Library cardholders. Interlibrary loans of material are subject to all restrictions and fees required by the agency lending the material to Downers Grove.

6.2.6 Reserves

~~A Downers Grove Library cardholder may request an item that is not available in Downers Grove from another SWAN library by placing a reserve on it. Staff will place reserves only for Downers Grove Library card holders. Only Downers Grove cardholders may have a reserve delivered to Downers Grove for pickup.~~

Cardholders from any SWAN member library may request any circulating item owned by any SWAN library by placing a reserve through the SWAN automated system. The reserve may be placed by the cardholder directly or by a staff member. Downers Grove Public Library cardholders may have the reserved items delivered to the Downers Grove Public Library for pickup. Cardholders from other SWAN member libraries must have the reserved items delivered to their home libraries.

Revised 01/23/2013

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JANUARY 23, 2013
AGENDA ITEM 9**

REPORT OF THE DIRECTOR

- a. **Coffee with the Council, January 19. Details available after January 19.**
- b. **Recent press coverage. Three pages are attached.**
- c. **RFID project update. Tagging of all Children's books has been completed. As of January 16, remaining items to be tagged included half of Adult Mystery books, all magazines, most DVDs, a portion of the CD collection. Excellent progress continues.**

Vendor selection for the self-checkout equipment and automated material handling equipment will be completed by January 31. Purchasing activity will begin immediately.
- d. **E-books pricing information. A recent report with price comparisons from the Douglas County Libraries is attached. This information illustrates some of the present problems libraries are facing in the e-books marketplace.**
- e. **Mini Golf sponsorship progress report. As of January 16, commitments for seven golf course hole sponsorships have been secured. Discussions with other prospective sponsors are in progress. Board members needing additional information or materials for the sponsorship development effort can request assistance from Public Relations staff.**
- f. **Library bonds refunding project. This undertaking is moving forward, as earlier reported to the Board. The first property tax impact of the reduced interest rates will be felt in the 2013 tax bills payable in 2014.**
- g. **Other items.**

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES**

**SPECIAL CALLED BOARD MEETING
WEDNESDAY, FEBRUARY 13, 2013, 7:30 P.M.
LIBRARY MEETING ROOM**

MINUTES

1. Call to order. President Kathleen DiCola called the meeting to order at 7:30 p.m.
2. Roll call. Present: Trustee Susan Eblen, Trustee Wendee Greene, Trustee David Humphreys, Trustee Daniel Loftus, Trustee Thomas Read, President Kathleen DiCola. Absent: None. Also present: Director Rick Ashton, Assistant Director for Support Services Susan O'Brien, Assistant Director for Public Services Bonnie Reid, Downers Grove Public Library Foundation Board Member John Mochel, Cordogan and Clark Associates Representative Anthony Oliver.
3. Welcome to guests. President DiCola welcomed the staff members and guests and thanked them for attending.
4. Public comment period.

None.
5. Architect Selection Process for Library Renovation Project: Selection of no more than three firms, from among 19 firms submitting proposals, to be interviewed by the Board on February 16, 2013.

The Board discussed the various proposals.

Upon motion of Loftus, seconded by Read, the Board selected the following firms for interview:

1. Dewberry, Elgin, IL
2. Engberg Anderson, Milwaukee, WI
3. Product Architecture and Design, Chicago, IL

Roll call: Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Nays: None. Abstentions: None.

The Board directed the staff to inform all the firms submitting proposals of the Board's decisions and to make arrangements for interviews to be held Saturday, February 16,

2012, 9 a.m. to 12 noon. The Board requested that Ashton draft and circulate a few interview questions for their consideration and use.

6. Board announcements and requests for information.

None.

7. Adjournment. President DiCola adjourned the meeting at 8:50 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
SPECIAL CALLED BOARD MEETING
SATURDAY, FEBRUARY 16, 2013, 9:00 A.M.
LIBRARY MEETING ROOM**

MINUTES

1. Call to order.
2. Roll Call. Present: Trustee Susan Eblen, Trustee Wendee Greene, Trustee David Humphreys, Trustee Daniel Loftus, Trustee Thomas Read, President Kathleen DiCola. Absent: None. Also present: Director Rick Ashton, Assistant Director for Support Services Susan O'Brien.
3. Welcome to guests. President DiCola welcomed the staff members and guests from the architectural firms and thanked them for attending.
4. Public comment period.

None.

5. Architect Selection Process for Library Renovation Project: Interviews
 - a. 9:00-9:50 a.m. Product Architecture and Design, Chicago, IL
 - b. 10:00-10:50 a.m. Engberg Anderson, Milwaukee, WI
 - c. 11:00-11:50 a.m. Dewberry, Elgin, IL

The Board conducted the three interviews as scheduled. It took no action concerning any of the firms interviewed.

6. Board announcements and requests for information.

The Board requested that Ashton report to them on professional references for the three firms by February 25.

7. Adjournment. President DiCola adjourned the meeting at 12:05 p.m.

VILLAGE OF DOWNERS GROVE
ZONING BOARD OF APPEALS
JANUARY 23, 2013 MINUTES

Call to Order

Chairman White called the meeting to order at 7:35 PM.

Roll Call

Present: Ms. Earl, Mr. McCann, Ms. Souter, Ch. White

Absent: Mr. Domijan, Mr. Enochs, Ms. Majauskas

A quorum was established.

Staff: Stan Popovich, Jeff O'Brien

Also Present: Ann & Michael Montefinese, Downers Grove

Minutes of November 28, 2012 meeting

Ms. Earl moved to approve the minutes of the November 2012 meeting as presented. Mr. McCann seconded the Motion.

AYES: Ms. Earl, Mr. McCann, Ms. Souter, Ch. White

NAYS: None

The Motion passed.

Meeting Procedures

Chairman White explained the function of the Zoning Board of Appeals, and reviewed the procedures to be followed during the public hearing, verifying with Staff that all proper notices have been published with regard to Case ZBA-11-12. He called upon anyone intending to speak before the Board on the Agenda item to rise and be sworn in, as the public information portion of the meeting is an evidentiary hearing. Chairman White explained that members of the Zoning Board of Appeals all have had the opportunity to review the documents for the petition prior to the meeting. In order for a requested variation to be approved there must be a majority of four votes in favor of approval. Chairman White added that the Zoning Board of Appeals has authority to grant petitions without further recommendations being made to the Village Council.

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ZBA-11-12 A petition seeking a front yard setback variation for an accessory structure. The property is zoned R-4, Single-Family Residential. The property is located at the southwest corner of the intersection of 7th Street and Florence avenue, commonly known as 5400 Florence Avenue, Downers Grove, IL (PIN 09-09-306-020); Ann and Michel Montefinese, Petitioners and Owners.

Petitioner's Presentation

APPROVED 02/27/2013

Mr. and Mrs. Michael (Ann) Montefinese presented their petition. Mrs. Montefinese said they decided to put up a carport at the end of the summer of 2011. In the fall of 2011 a Code Enforcement Officer from the Village came by to say that they were building without a permit and had to cease construction immediately. They waited to hear from the Village and expected to hear that they would have to pay a fine. After several months they had heard nothing, so they moved forward and put the carport up. They now realize they should have come to request a variance before because the carport was close to the sidewalk when they started building it. Because of the existing landscaping, it would cost close to \$10,000 to move the plants and trees to build a conforming carport. So they completed their construction. Mrs. Montefinese noted that neighbors have come by and remarked about how good the property and carport looked. Shortly thereafter they received a letter from the Village telling them that they should take the carport down.

Mr. McCann said he did not see dimensions of the roof in their plan. Mr. Montefinese said it was 15 feet x 22 feet. He also said there is about five feet from the edge of the carport to the south curb of the driveway. Mrs. Montefinese described a photo that was shown on the overhead. She added that there is a drop off at the end of the driveway of about 30 inches. Mr. Montefinese described what would have to be done to bring the carport into compliance, and it would require removal of plant materials and trees to extend the driveway. Mrs. Montefinese said that they consider that portion of the yard as their back yard.

Ms. Earl said she walked the property and thought it was very well done. She is struggling with why they moved forward even though they knew they needed a permit after the Code Enforcement Officer came to talk with them. Mr. Montefinese said he spoke with the officer and explained that he wanted to put a roof on the carport, and the officer said he would get back to Mr. Montefinese. Mr. Montefinese said after hearing nothing, he decided to finish the project and it was a bad judgment call on his part. Mrs. Montefinese said they didn't want to have to do all the work and spend all the money that would be required. They understand if they are denied a variation by the Board that they will have to move forward and have the carport installed properly.

Mr. McCann asked if there was anything preventing them from moving the carport back eight feet to the end of the driveway. It would shorten the carport from 16 feet to 14 feet. Mrs. Montefinese replied that the quotes they received said they would have to include a retaining wall. Mr. McCann said that his recommendation would be simply to move the carport back sufficiently to meet the requirements. Mr. Montefinese said he would have to open up the deck if they did that. If they have to have the carport rebuilt they would have to make the carport smaller.

Ms. Souter asked how much time passed between the time that the Code Enforcement Officer came by and they were finally notified of the decision by the Village. Mr. Montefinese said it was about one year. Mrs. Montefinese said they had expected to get a reply sooner with a fine in the mail. They suspended construction for a while, then moved forward.

Staff's Report

APPROVED 02/27/2013

Mr. Stan Popovich, Planner with the Village, explained the petition before the Board. He said that the carport is located 15 feet from the front property line where 25 feet is required. The property is a corner lot with two front yards, which is why the 25 feet front setback is required.

After receiving a complaint about construction occurring without a permit, a Village Code Enforcement Officer visited the site and met the petitioner. Mr. Popovich explained that the Code Enforcement Officer informed the petitioners that this type of construction requires a permit and that all work had to cease until a permit was approved by the Village. In this situation Mr. & Mrs. Montefinese moved forward with the construction and completed the carport several months later.

Mr. Popovich indicated the petitioner was ticketed in the fall of 2012 and informed that drawings of the carport were required. The petitioner then submitted building plans for staff review. He showed photographs of the current condition of the property. Instead of the 25 feet required setback, the carport is setback 15 feet. He also showed how changes would have to be made in order to place the structure in compliance.

Mr. Popovich further enumerated the reasons why staff finds no physical hardships or unique circumstances associated with the property and recommends denial of the request for a variance:

- 1) The petitioner is seeking relief from a self-created hardship that was brought about by constructing the carport without a permit after being informed that a permit was required;
- 2) The petitioner has the ability to construct a carport in the rear yard and meet all setback requirements; and
- 3) There is no physical hardship or practical difficulty associated with the property that warrants granting the request.

Staff sees no unique circumstances associated with the petition, as noted in the report dated January 23, 2013. The carport can be moved further back to the south. There is no physical hardship to the land.

With regard to the nine standards for approval, staff believes that eight of the standards have not been met, as noted on pages three and four of staff's report dated January 23, 2013. When the petitioner was initially told to stop construction, construction was at a phase where, if the petitioner had sought a permit, they could have completed the project to meet the code requirements.

Staff recommends denial of the requested variation; however, staff requested that if the Board decides to grant the variation that it would be subject to the conditions listed within the staff report.

Mr. McCann asked for the definition of an accessory structure, and Mr. Popovich responded that it is any structure that is not a principal structure, such as a deck, garage, shed, carport, etc. Accessory structures are an ancillary use secondary to the primary use of the property. Most any construction requires a setback of some type, including anything that has a permanent foundation or slab associated with it.

APPROVED 02/27/2013

Mr. Jeff O'Brien said that the Zoning Ordinance defines structure as anything with a permanent anchoring to the ground. An accessory subject is defined as subordinate to a primary structure that contributes to the comfort and convenience of the principal structure.

Ms. Earl asked if the carport meets the current building code standards. Mr. Popovich said he spoke with the Chief Building Inspector this morning about this project. The foundation is 6 inches less than is generally required. The structural engineer is however willing to document that the foundation installed is appropriate for this structure. In addition, there is some cross-bracing may be needed on some of the posts to provide stability.

There being no further questions from the Board, Chairman White inquired if the petitioner's had any further comments. The petitioners offered no further comments.

There being no further comments or questions, Chairman White closed the opportunity for further public comment.

Board's Deliberation

Chairman White called for comments from the Board.

Chairman White said that staff notified the petitioner that a permit was necessary, and the petitioner should not receive any sympathy for moving forward with its construction. However, this fact should not alter the Board's assessment on whether the Board should grant the variation. He will be looking at the merits of the petition as if this was a request prior to construction. Chairman White does see a hardship with having to add concrete but does not see a hardship on why they can't go back to the edge of the existing concrete. He noted he's inclined to support a variation of five feet. This would still require them to rebuild the carport. He noted the existing house is 10 feet from 2nd Street and is non-conforming.

Ms. Earl said she walked the property and commented on how the lot was well-landscaped. She understands why they wanted to minimize this, though they didn't set it back as far as they could. She is not willing to go ten feet or five feet. If it has to be moved it should be done the way it should have been from the beginning. She thinks that the Code Enforcement Officer told them about the permit situation, yet they moved forward with the construction anyway. The Board does not look favorably about asking for forgiveness after the fact. She would have not given the variation whether or not they violated the code by not getting a permit.

Mr. McCann said his main concern is that the setback applies to every single house in the Village. He doesn't see how they can draw a line between what the petitioner did or what anyone else might want to do. This Board is here to create exceptions to the rule in unique situations. This is not a unique situation. He thinks the work that was done on the site was done well. He thinks it looks great; however, the ordinance specifies what they should have done for a variation.

Ms. Souter said she appreciated Chairman White's opening remarks in terms of the fact that it will have to be a new build. However, looking at the code and the fact that they would have to move it back, she would still have to go with the code requirements. Given those parameters, she would have to deny the request.

Mr. McCann commented further that he wanted to have work done on his house, but his house is 23.5 feet instead of 25 feet and he could not do what he wanted to do because of the requirements.

Mr. McCann made a motion to deny the variation associated with case #ZBA 11-12 as requested.

Ms. Souter seconded the motion.

AYES: Mr. McCann, Ms. Souter, Ms. Earl

NAYS: Ch. White

The Motion to deny passed with a vote of 3-1, and the Petitioner's request for a variation is denied.

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Mr. O'Brien said there are no items for the February meeting at this time.

Upon voice vote, Chairman White adjourned the meeting at 8:08 PM.

Respectfully submitted,

Tonie Harrington
Recording Secretary