

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
WEDNESDAY APRIL 24, 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, Secretary Thomas Read, President Kathleen DiCola. Absent: None.

Also Present: Library Director Rick Ashton, Assistant Director for Public Services Bonnie Reid, Assistant Director for Support Services Sue O'Brien, Information Technology Manager Dale Galiniak, Children's Services Manager Sara Pemberton, and Friends of the Library President Joanne Hansen.

- 3. Welcome to Visitors.** President DiCola welcomed the staff members and visitors and thanked them for their interest in the work of the Board.

**4. Approval of Minutes**

Regular Monthly Meeting, March 27, 2013. It was moved by Read and seconded by Greene THAT the Minutes of the Regular Monthly Meeting of March 27, 2013, be approved. Ayes: Eblen, Greene, Loftus, Read, DiCola. Abstentions: Humphreys. Nays: None. Motion carried.

**5. Approval of Payment of Invoices and Related Financial Reports**

The Board reviewed the list of invoices submitted for payment and other financial reports. It was moved by Greene and seconded by Eblen TO APPROVE payment of Invoices of \$125,710.15, budget journal entries of \$50.00, and to recognize March 2013 payrolls of \$278,572.57. Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: None. Nays: None. Motion carried.

**6. Opportunity for Public Comment on Agenda Items**

None.

**7. Opportunity for Public Comment on Other Business**

None.

## 8. Unfinished Business

### a. Report from Product Architecture + Design regarding Project Work Plan.

Tiffany Nash and Dan Pohrte presented their firm's work plan and schedule. They invited Board members to provide further comment regarding the building renovation. Board members responded, with the following major points:

- Some Board members are interested in attending design team meetings.
- Nothing should be off the table at an early stage; make no small plans.
- The building needs more natural light.
- Windows should allow people to see what is going on inside the Library.
- Administrative offices do not have to be at the front door.
- Many electrical outlets are needed.
- Entrances should be improved to be more welcoming.
- Children's Program Room should be improved and featured.
- Restrooms need total renovation.
- The Meeting Room should be useable when the Library is closed.
- The June 26 Board meeting should feature opportunity for public viewing and comment on plans, but not be an extensive brainstorming session.

### b. Approval of Portions of Proposed Policy on Library Finances.

It was moved by Humphreys and seconded by Eblen THAT the Portions of the Proposed Policy (attached) be approved. Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: None. Nays: None. Motion carried.

In addition, the Board discussed some of the portions of the Proposed Policy that have not yet been submitted, particularly the policy on Reserves and the policy on the Library's financial relationship with the Village of Downers Grove. Board members made several suggestions for guidance of staff. Board members expressed a strong reluctance to expand the financial relationship with the Village of Downers Grove.

Regarding financial reserves:

- Purposes and uses of funds should be defined.
- Guidelines for setting amounts should be established.
- Reserves should cover operating expense cash flow needs, possible emergency needs, and planned capital improvements.

Regarding the financial relationship with the Village of Downers Grove:

- A written agreement regarding the current arrangements is needed.
- Any consideration of possible future short-term borrowing should be confined to emergency situations such as extreme weather events or other catastrophes.

## **9. New Business**

None.

## **10. Report of the Director**

Ashton summarized his written report (attached).

- a. Library Mini Golf Wrap-up
- b. Summer Reading plans
- c. State of Illinois Per Capita Grant Notification
- d. Recent media coverage
- e. Other items: Library staff response to April 18 weather disruption

## **11. Board Member Comments and Requests for Information**

None.

## **12. Adjournment**

President DiCola adjourned the meeting at 8:59 p.m.