

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
WEDNESDAY AUGUST 28, 2013, 7:30 P.M.
LIBRARY MEETING ROOM**

MINUTES

1. Call to Order. President Kathleen DiCola called the meeting to order at 7:30p.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: Library Director Rick Ashton, Assistant Director for Public Services Bonnie Reid, Assistant Director for Support Services Sue O'Brien,
3. Welcome to Visitors. President DiCola welcomed visitors and staff and thanked them for their interest in the work of the Board.
4. Approval of Minutes.
 - a. Regular Monthly Meeting July 24, 2013. It was moved by Humphreys and seconded by Eblen THAT the Minutes of the July 24 meeting be approved. Roll Call. Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: None. Nays: None.
 - b. Special Meeting, August 14, 2013. It was moved by Read and seconded by Eblen THAT the Minutes of the August 14 meeting be approved with the correction THAT the name of Trustee Thomas Read be added to the Roll Call for the meeting. Roll Call. Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: None. Nays: None.
5. Approval of Invoices and Related Financial Reports. Ashton informed the Board that two invoices totaling \$34.53 had been omitted from the list of invoices. With this addition, the total list of invoices came to \$183,517.40. Discussion of the invoice list took place. Loftus inquired about staff time involved in creating a detailed report of staff credit card use. Ashton responded that the amount of time is modest, and the report helps to maintain control. It was moved by Greene and seconded by Eblen THAT August invoices totaling \$ 113,189.33 be approved and that July payrolls totaling \$183,517.40 be recognized. Roll Call. Ayes: Eblen, Greene, Humphreys, Loftus, Read, Di Cola. Abstentions: None. Nays: None.
6. Review of Proposed 2014 Operating Budget and Tax Levy. Ashton presented the proposed Operating Budget and Tax Levy, indicating that staff were still working on a number of details, including final personnel and health insurance figures. Because of the reclassification of a number of staff positions during 2013, computation of proposed 2014

compensation levels remains unfinished. Final figures for health insurance premiums and indications of the impact of the Affordable Care Act have not yet been incorporated, but staff is working closely with staff of the Village of Downers Grove on these matters.

As indicated in Ashton's memorandum accompanying the preliminary figures, the planned building renovation project will have a number of effects on the operating budget, including a major effect on the Operating Fund Balance.

Board member comments and questions:

Read distributed a document comparing 2013 projected expenditures and differences from budgeted amounts. He indicated that health insurance costs had not increased as much as anticipated. He requested that future budget proposals include an additional column of year-end percentage figures.

DiCola inquired about the category of cost recovery in the revenue budget. Ashton responded that this represents photocopying revenue, and that staff will reorganize the classification of revenues to reflect a more accurate picture.

Humphreys asked about the plans for public discussion of 3.5% to 4% salary increases and a proposed 4.9% increase in property taxes. He inquired about the connection between the 4.9% proposed increase and the construction project. DiCola responded that property taxes might be increased after several years of minimum increases.

Loftus requested further analysis of the proposed figures to indicate the distribution of increases within the budget. Ashton agreed to do further analysis for the information of the Board.

Greene requested that all budget proposal materials be distributed to the Board in both Excel and PDF formats.

Loftus expressed appreciation for the departmental-level budget information.

Ashton stated that considerable additional work by staff will be done to refine the proposals before presentation to the Board at the September 4 special meeting.

7. Public Hearing on Proposed 2014 Operating Budget and Tax Levy. President DiCola invited public comment.

No members of the public came forward.

President DiCola reminded the Board, staff, and public that final approval of the budget and tax levy will be considered by the Board at a special meeting on September 4, 2013, at 7:30 p.m.

8. Opportunity for Public Comment on Other Agenda Items and Items Not on the Agenda.

None.

9. Unfinished Business

- a. Approval of Proposed Contract for Construction Management Services with Shales McNutt Construction. Ashton presented the proposed contract. The Scope of Work and fee estimates were discussed in some detail. Because not all details of the contract, especially regarding an incorporated General Conditions document, had been finalized, Ashton requested that any Board action on the contract be made subject to legal review by the Library's counsel, with the understanding that if the completion of this review raised issues that could not be satisfactorily resolved, final approval would be delayed.

Loftus commented that he had discussed the Shales McNutt fee proposal with Tiffany Nash of Product Architecture + Design, and that she had indicated that the proposed fee was well within the normal range for similar projects. He requested that the contract include a provision for Shales McNutt to provide certified payroll information for its own personnel on the project.

It was moved by Loftus and seconded by Greene THAT the contract with Shales McNutt Construction be approved subject to further legal review. Roll Call: Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: None. Nays: None.

10. New Business.

- a. Approval of Proposed Schedule of Library Closings for 2014. (attached) . It was moved by Read and seconded by Eblen THAT the proposed schedule of library closings for 2014 be approved. Roll Call: Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: None. Nays: None.

11. Report of the Director. Ashton summarized his written report (attached). He added a brief report on renovation design progress, indicating that the architects and Children's Services staff have been working on an idea that would transform Miss Mouse's House into Miss Mouse's Restaurant, as a site for imaginative play for young children.

12. Board Member comments and requests for information.

Several Board members joined in congratulating Sara Pemberton and Bonnie Reid on their service anniversaries, 35 years and 30 years, respectively. Humphreys mentioned that he had recently found the parking lot north of the Library half full at 8:15 a.m. on a weekday. This reinforced his awareness that library customers who experience parking difficulties have a point.

13. Adjournment. President DiCola adjourned the meeting at 8:31 pm.

VILLAGE OF DOWNERS GROVE
Stormwater and Flood Plain Oversight Committee Meeting
August 15, 2013 7:00 p.m.

Downers Grove Public Works Facility
5101 Walnut Avenue, Downers Grove, Illinois

I. CALL to ORDER

Vice Chair Gorman called the meeting to order at 7:00 p.m. A roll call followed and a quorum was established.

II. ROLL CALL

Members Present: Mr. Crilly, Mr. Ruyle, Mr. Scacco, Mr. Schoenberg, Chairman pro tem Gorman

Members Absent: Mr. Austin

Staff Present: Karen Daulton Lange – Stormwater Administrator

Public Present: None

Mr. Gorman announced that he will be serving as Chairman pro tem, as the village council has not officially announced him as chairman of this committee. He expressed his sadness on the passing of Chairman Eckmann and asked for a moment of silence.

III. APPROVAL OF JUNE 13, 2013 MINUTES

The June 13, 2013 meeting minutes were approved, with changes noted on Page 5 relating to specific commissioner names, on motion by Mr. Scacco, seconded by Mr. Crilly. Motion carried by voice vote of 5-0.

IV. NEW BUSINESS

A. Open House - Stormwater Admin. Daulton Lange reported over 100 residents participated in three open houses held recently by the public works department on July 29, 30, and August 1st at the Downers Grove Public Works facility. Per Daulton Lange, residents were providing staff with their input regarding the April 2013 flooding event, which input would be used to finalize the storm report. Some of the new comments received were more “localized.” Updates would be forthcoming to this committee. Daulton-Lange expected to have the final report completed by month’s end with recommendations going into the budget process.

Chairman pro tem Gorman reminded staff of the issues raised in prior discussions, i.e., the gates around town, safety (keeping persons and animals out of pipes), the need for regular inspections/maintenance of storm sewers, and to advocate for good budgeting. In a previous review of the Stormwater Master Plan (the “Plan”), Daulton Lange shared that at current staffing levels, the maintenance would not get to the levels stated in the Plan. She believed more routine inspections were necessary versus being reactive were key. Chairman pro tem Gorman asked that staff keep the

committee informed on this issue and if such maintenance could not be done by staff, then contract work could be considered.

B. Ordinance Updates - Daulton Lange reminded members that the county's and the village's stormwater ordinances had been in effect for the past year. Since that time, refinements to the county's ordinance were made (mainly through text amendments) to address certain stormwater issues raised over the past year. The largest changes to the ordinance included indirect impact to wetlands and post-construction/best management practices (BMP) requirements, which were better clarified. In addition, changes were made to allow developers to take credit for volume control/BMPs -- for instance -- on an existing naturalized subdivision basins rather than constructing on a per lot basis. Per Daulton Lange, Du Page County would be assessing BMPs to determine how they are working in about three years.

A comment was made by Mr. Schoenberg that it would have been much easier for the village (and staff) to have just adopted the county's stormwater ordinance; similar to how Chapter 7 adopts the International Building Code and just references the changes, since building officials were accustomed to looking at the ordinance in that regard. Daulton Lange indicated that there were challenges to the village's software for code changes and offered to investigate with the Legal Department if this could be done.

Mr. Ruyle reiterated that the average person should have access to the code which directly affects them, and was assured that all of the stormwater codes are on the village's website.

Members then proceeded to point out some of the changes and/or differences made in the county's ordinance versus the village's ordinance, including accessory buildings protected in the flood plain, their associated monetary value, and guidelines for substantial improvements and/or damage and its value. Minor typographical errors and references were noted as well as reformatting of paragraphs under Section 26.901 "Soil Erosion and Sediment Control..."

Mr. Scacco made a motion to recommend that the Village Council amend the Stormwater ordinance as reflected with stated changes. Seconded by Mr. Crilly. Motion carried by voice vote of 5-0.

V. STAFF REPORT

Per staff, a Stormwater Utility presentation is scheduled for Tuesday, August 20, 2013 at the Village Council meeting. Members were invited to attend the meeting or watch the local television channel. Daulton Lange provided an update on the county's stormwater utility efforts stating the bill has yet to be signed by the governor. It was also pointed out by Chairman pro tem Gorman that the county actually had on-line packets of information on this issue which could be found at www.DuPageCo.org.

Staff was asked to provide, in the future, a maintenance schedule of the various stormwater programs the village was working on, as listed in the village's Stormwater Master Plan, and as previously recommended by former Chairman Eckmann.

VI. PUBLIC COMMENTS - None

VII. OLD BUSINESS

Mr. Scacco asked to see more female representation on the committee, wherein Daulton Lange suggested that members direct individuals interested in serving on the committee to go to the village's web site and fill out the on-line form. Re-appointments were briefly discussed.

VIII. ADJOURN

Mr. Scacco made a motion to adjourn the meeting at 7:48 p.m., seconded by Mr. Schoenberg. Motion carried by voice vote of 5-0.

Respectfully submitted,

Celeste Weilandt
Recording Secretary
(as transcribed from MP3 digital recording)