

DOWNERS GROVE
ENVIRONMENTAL CONCERNS COMMISSION

Minutes

November 12, 2015

I. Roll Call

Present: Chairman Pelloso, Commissioner Getz, Commissioner Riley, Commissioner Salman

Absent: Commissioner Marron, Commissioner McCann, Commissioner Mlade,

II. Visitor Welcome

Dr. Gordon Goodman. Dr. Goodman introduced himself as a previous commissioner and said he was here to observe the meeting and would place an issue on a future agenda.

III. View and Approval of October 8, 2015 Meeting Minutes

Commissioner Getz commented on how she was going to write a letter to Council re: recycling. She drafted a letter, but learned per the Open Meetings Act it was not appropriate to do so. She then was going to write one herself, but did not due to illness. She did see the extension passed at the Oct. 13 meeting.

A motion to approve the minutes was made by Commissioner Salman, and seconded by Commissioner Riley. The motion passed with a voice vote.

IV. Staff update on ongoing projects

Ms. Miles updated the commission on the solid waste item; it did pass at the October 13 Council meeting. Both downtown recycling and amnesty day passed. An amnesty day would be chosen by Council with consult from Republic. Ms. Miles said minutes from that meeting are online for review as well. Ms. Miles mentioned downtown recycling was for residential use, and at the October 13 Council Meeting, the Mayor noted two issues for opening downtown recycling to businesses – everyone using the same hauler, and modifying the SSA.

Prescription Drug program recommendations -

Ms. Miles said to wrap up the discussion, the commission could concisely describe what they see as the issue and then make a recommendation which would be seen by Council through the minutes.

Ms. Miles also stated that regarding Council representation at meetings, the Council has discussed it, and the Mayor will be reaching out to the commission on that issue.

Chairman Pelloso asked if this was regarding Council representation at a commission meeting, and Ms. Miles said yes.

Chairman Pelloso then asked about the prescription drug discussion and what further discussion was needed since there has been so much already. Ms. Miles said they could restate their recommendations again. Commissioner Salman asked if they could come to the next meeting with suggestions and then make a collective recommendation as a commission, and also stated they should agree on something next month at the meeting.

V. New Business – Green Business Application Revisions

Ms. Miles had paper copies of the Green Business Application and would also pull it up on the projection screen for commission discussion. Ms. Miles explained the red edits were the edits made by Commissioner Mlade earlier in the year.

The commission discussed each part of the application. Chairman Pelloso suggested adding an “If no, why not” to all questions, and Commissioner Getz said her larger question is regarding the commissioners subjective review of the applications and thinks leaving the questions open-ended is better; giving the businesses an opportunity to describe their efforts. She said some of the questions are a bit intimidating or too technical for some businesses. Commissioner Salman agreed that explanation should be allowed for the questions.

Chairman Pelloso, Commissioner Getz and Commissioner Salman also suggested adding detail and examples to some questions so applicants understand each question. Also, there should be a place to ask applicants if they are willing to do some of these things asked in the application, and that a future review of their efforts by the ECC could be done.

Chairman Pelloso again stated many of the questions are very technical and some businesses are not going to have the resources for some of these green efforts. Commissioner Salman said because we have to either have a big umbrella to include all businesses, or make different applications, adding a summary before the application to explain that the questions are made for a range of business would be helpful. The summary could direct applicants to answer the questions that are relevant to their business.

Ms. Miles said she can research some green business audit examples to insert into the application. Commissioner Getz reinstated the idea of inserting a summary before the application so applicants know what to expect. Ms. Miles said she would make all revisions and create a summary paragraph to insert before the application.

Chairman Pelloso stated on the sections with checkboxes that some statements need to be more specific, but Commissioner Getz did like how it asked for a brief explanation at the end of those sections. Chairman Pelloso then asked if the statements in these sections could be numbered, and then applicants can more easily explain each of them by referencing the numbered statement.

Ms. Miles said she would add the numbers and remove repetitive statements if she saw them throughout the application.

Chairman Pelloso asked if the Conservation at Work piece should be made into its own question within the application. Commissioner Salman also suggested adding hyperlinks to some parts of the application to assist in explanation of some technical words and phrases.

Chairman Pelloso stated to add “Yes”, “No”, and “N/A” columns, and an additional cell to allow for explanation of each item. This would allow more discussion with the business when they come in for review. Chairman Pelloso also suggested adding composting. Commissioner Getz said to add that under the waste reduction section. Ms. Miles said she would follow the same format for “Yes”, “No”, “N/A” and an explanation cell for all applicable sections of the application. Chairman Pelloso asked to remove the question on solar power as it is really part of the renewable energy section and to add a statement on setting computer monitors to sleep.

Commissioner Getz asked to change the statement “We have participated, to we participate in Bike to Work week”. Chairman Pelloso said to remove the bike repair kit item as it was probably too specific for this application.

Chairman Pelloso said she does not know of any businesses that fund emergency transportation for those employees that use public transit, and said she was familiar with van pool programs, but that seemed too specific and not applicable to suburban businesses.

Commissioners discussed the concept of task-lighting and questioned if it is really necessary for this application and Chairman Pelloso suggested removing this along with the controlling the thermostat question.

Dr. Gordon Goodman asked if he could make a comment and said he thought it seemed the commission is trying to identify businesses that are already doing green things; their accomplishments. He said giving them a list of activities under different areas and asking them to specify what they are doing and how that makes them a green company rather than asking them to go through a series of “Yes” or “No” questions or checklists would be more beneficial.

Chairman Pelloso said this was discussed already by the commission but because they have so many varying businesses in the community it has been difficult. Commissioner Salman said providing an explanation opportunity is important, but the history of applicants has been so varied, and the commission is trying to make the application more uniform and measurable, and not as subjective. Dr. Goodman said there was such a diversity of businesses and greenness, and said the commission was very ambitious to have a checklist for people to use. He also stated it seems to him that to trigger applicants to explain what they are doing and then go back to them for more information or to say they have hit the mark and say they are a green business would be more beneficial. Dr.

Goodman mentioned there should be some give and take because the commission won't get enough suitable information when they get the applications back.

Chairman Pelloso also asked for page numbers to be added. Ms. Miles questioned the need of the employee health section. Commissioner Salman said it did not seem necessary for this application and Chairman Pelloso agreed. Commissioner Getz said it was part of LEED certification and that was likely why it was included. It was agreed to remove this section. Additionally, the commissioners said there is a question asking if the applicant has any certifications and LEED certification could be listed here. Chairman Pelloso said when the application was finished the commission could fill it out with an "ABC Corporation" with examples of everything to share with potential applicants. Commissioner Salman said it is important to make the application inviting. Commissioner Getz mentioned the application should state this is not the final round, and Chairman Pelloso said to add the commission may contact you in the future for more questions or review.

Ms. Miles said she can send the application to the commissioners when she is done making the revisions. There was discussion on Dr. Goodman's point of not making the application so long and having applicants answer so many "Yes" or "No" questions, but Chairman Pelloso said it was important to keep everything there to give applicants ideas. Also, Chairman Pelloso said after the first applicant completes this new application, the commission can ask for feedback on if the application was too tedious. There was also discussion on the length of the application, and Chairman Salman stated some points could be further combined as some were repetitive.

Tree Sale discussion -

Chairman Pelloso said last month she mentioned there are opportunities to work with the community on rain barrel sales and tree sales and wanted to get an agenda set for these in the spring. Chairman Pelloso said it could be a partnership with a number of entities. There could be a rain barrel or tree sale or native plant sale. Commissioner Salman said the Conservation Foundation would probably like to be involved with a sale of native plants. Chairman Pelloso asked to open a line of communication with the Conservation Foundation, and Ms. Miles said it could also potentially be in conjunction with a workshop similar to the stormwater workshop held last March. Ms. Miles said she can reach out to Jan at the Conservation Foundation, and Ms. Karen Daulton Lange, Village Stormwater Administrator about moving forward with that idea.

Dr. Goodman said Pierce Downers Heritage Alliance, specifically Ken Lerner has offered to volunteer efforts to help with a program like this. Commissioner Salman also stated she has noticed the tree line has changed dramatically in the Village.

Big Picture Topic Discussion –

Commissioner Salman said the improvements on the green business program was certainly a goal, but also improving the communications with the Council.

Chairman Pelloso then asked Ms. Miles how communications work between the commission and the Village Council. If the commission feels strongly about an issue, is it possible for any of us to go to a Council meeting and speak on behalf of the commission; is that appropriate? Ms. Miles said she was not sure, and would check with the Village Attorney on the correct answer to that question. Chairman Pelloso asked moving forward, the commission should be working on something that creates real value for the Village; to have buy-in from Council. Chairman Pelloso also stated the commission should figure out how to better work with Council to be effective as a commission and this is her main big picture issue.

Dr. Gordon Goodman said when he was on the commission under Mayor Krajewski, the commission had a member who was also a commissioner on the Village Council and was the chair of the Environmental Concerns Commission. At that time, the commission was to help with the education of the community, and to make the community more sensitive to composting and other practices. They fought to get budgeting and be more operational and suggested the commission should think about if they want to be operational or advisory. Dr. Goodman also said he sent to Commissioner Salman, Chairman Pelloso and Ms. Miles examples of other green business applications to see how useful and successful they were.

Commissioner Getz had a few small ideas. She mentioned talking with an employee of the Park District about goats eating the invasive species on Park District property. This employee mentioned there were some properties owned by the Village that could benefit from that as well. Chairman Pelloso said perhaps this Park District employee could come to a future meeting to talk about it. Commissioner Salman said it has been done in the Village before, she believed over by the golf course.

Chairman Pelloso said a similar topic she wanted to mention was something she found out about through the Willowbrook Park District. Owls have been getting caught in soccer nets. Chairman Pelloso said she contacted the Downers Grove Park District today to ask of any current policy on that issue, and ask for any reports of injured animals.

Commissioner Getz presented another idea. She asked what the Village involvement in Rotary Fest was. Ms. Miles said it is not a Village event, but the Village does help with traffic and other items. Commissioner Getz said there is a huge amount of trash generated and no recycling available, and thought the commission could help with that. Chairman Pelloso said with downtown recycling that could extend to that event and others. Dr. Gordon Goodman commented the Village issues licenses and provides traffic control and street closures, and charges the Rotary fees for services there so there is a relationship there. A similar process happens for other events in the Village as well. Chairman Pelloso asked if there was a specific person at the Village that handles these things. Ms. Miles said the emergency management coordinator and community development work with these events. Dr. Goodman said there are smaller events like the District 58 Oktoberfest that could be more manageable, and recommended the commission talk to the Village about all of the things they issue licenses for like Oktoberfest and Rotary Fest to see if

there is something that could be done as an introductory program that isn't as large as Rotary Fest.

Commissioner Riley said he was not at the last meeting so he would come prepared for the next meeting on any big picture ideas.

Commissioner Salman mentioned she was at an event and Erin at SCARCE told her about Lisle's Green Business Program because it has been very successful but Commissioner Salman had not had a chance to look at the application yet. Dr. Goodman posed a question, if we have support or a relationship with Chamber 360 or Downtown Management, because either of those groups could be helpful with the green business program. Dr. Goodman also said the hospital is a big component of the Village and if they could be a green business that would be helpful and it was mentioned by several commissioners they are already a green business award recipient. Dr. Goodman said he was pleased with that.

Chairman Pelloso said to add to the agenda next month to continue to work on the Green Business Application.

VI. Adjournment

Chairman Pelloso asked for a motion to adjourn. Commissioner Salman made a motion, seconded by Commissioner Riley and Commissioner Getz.

Meeting adjourned.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
NOVEMBER 18, 2015, 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 Ed Earl, Trustee Susan Eblen, Trustee David Humphreys, Trustee Art Jaros, Trustee Thomas Read, President Wendee Greene.

Also present: Director Rick Ashton, Assistant Director for Public Services Bonnie Reid, Assistant Director for Support Services Sue O'Brien, Information Technology Services Manager Dale Galiniak, Friends of the Library President Joanne Hansen, Village Council Liaison David Olsen, Residents Ed Pawlak, Marge Earl, Violet Lalicon-Radwill.
3. **Welcome to visitors.** President Greene welcomed visitors and thanked them for their interest in the work of the Library.
4. **Approval of Minutes, Regular Monthly Meeting, October 28, 2015.** It was moved by Read and seconded by Jaros THAT the Minutes of the October 28, 2015 Regular Monthly Meeting be approved. Roll call: Ayes: Earl, Eblen, Humphreys, Jaros, Read, Greene. Nays: none. Abstentions: none.
5. **Financial Matters.**
 - a. October Financial Report. Ashton presented the report and responded to several detailed questions. Jaros inquired about the purchase of floor box covers. Ashton reported that this was a finishing detail of the renovation project, with installation performed by Library staff. Earl inquired concerning anticipated expenses in the final months of the year. Ashton responded that nothing out of the ordinary was expected.
 - b. November Invoices. It was moved by Read and seconded by Eblen THAT November invoices totaling \$92,790.35, be approved and October 2015 payrolls totaling \$303,393.85 be recognized. Roll Call: Ayes: Earl, Eblen, Humphreys, Jaros, Read, 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.

Resident Violet Lalicon-Radwill addressed the Board relating to her proposal to install a surveillance camera in the public computer area. She stated that she disagreed with Library staff's determination that such a camera is unnecessary. She stated her intent to inform all Downers Grove property owners of her concern.

Friends of the Library President Joanne Hansen reminded the Board of the FOL's upcoming Friday evening travel program on the Amalfi Coast of Italy.

8. **Unfinished Business.**

a. Proposed 2016 Wages and Salaries Plan. Requested Action: Approval.

The Board discussed the proposal at length. Discussion focused on the appropriateness of the proposed general wage and salary increase of 3.5%, relating to general marketplace trends, recruitment, retention, and turnover issues. Ashton supplied statistical information derived from the Library Survey performed by the Management Association of Illinois (attached), showing a comparison of the proposed DGPL wage and salary ranges with wages and salaries paid by peer institutions.

It was moved by Earl THAT the Board approve a general wage and salary increase of 3.0%. There was no second for the motion.

It was moved by Eblen and seconded by Humphreys THAT the proposed Wages and Salaries Plan, allocating a 3.5% across-the-board raise to all staff, be approved.

It was moved by Jaros THAT the motion be amended, using the Management Association of Illinois information, as follows:

Employees currently paid in Quartiles 1 and 2: 3.5% increase

Employees currently paid in Quartile 3: 2.25% increase

Employees currently paid in Quartile 4: 1.0%

There was no second for the motion to amend.

Roll call on the main motion. Ayes: Eblen, Humphreys, Read, Greene. Nays: Earl, Jaros. Abstentions: none.

b. Revised Personnel Policies, Sections 3.1-3.2. Requested actions: Continue discussion. The Board reviewed sections 3.1 and 3.2 and made several editorial changes. The Board did not reach consensus on the language of sections 3.1.3, Equal Opportunity Employer, and 3.1.7, relating to citizenship status. Jaros

offered to draft substitute language. On section 3.1.17, Jaros also offered to draft alternate language regarding freedom from harassment for employees.

The Board agreed to resume discussion at its next meeting.

9. **New Business.**

- a. “Serving Our Public 3.0. Standards for Illinois Public Libraries,” Chapter 5, Technology. As required by the Per Capita Grant regulations of the Illinois State Library, the Board, with the assistance of Information Technology Manager Dale Galiniak, reviewed the standard (attached). On the basis of the discussion and information provided by Galiniak, the Board concluded that the Downers Grove Public Library meets or exceeds all elements of the standard.

The discussion also touched on the following Information Technology topics: procedure manuals, external evaluation, wireless network capacity, operating systems, public instruction on operating systems, international standards and library compliance with them.

- b. Library Building Renovation. Proposed projects for replacement of acoustical panels and lighting improvements. Requested action: Discussion. Ashton reported on the progress of the current project to replace lighting in the adult fiction area on the second floor. In addition, he presented revised designs, fixture images, and lighting level reports for new lighting in Conference Room A and the southeast corner of the Children’s Services area. He also presented new design information for the replacement of soiled and damaged acoustical panels in the main staircase and second floor of the building. Along with the design and materials information, he presented preliminary cost information provided by Shales McNutt Construction.

The Board reviewed the material and asked Ashton to bring it forward for action at the December meeting.

10. **Report of the Director.** Ashton summarized his written report (attached).

In addition, he presented to the Board a letter, informing the Board of his plan to retire as Director of the Downers Grove Public Library, effective March 31, 2016 (attached).

11. **Trustee comments and requests for information.**

Trustee Earl inquired about the data sources for the Benchmarking Report that Ashton had distributed. Ashton responded that some of the data was derived from public information reported to the Illinois State Library. The opinion-based portion of the report was based on a survey conducted by the creators of the report.

Trustee Earl inquired about the availability of a drive-up book return. President Greene explained that the present book return on the east side of the Library building, installed in 1999, anticipated Village of Downers Grove action to reverse the traffic direction in the adjacent public alley. Since the alley directional change did not occur, the book drop, while functional, is less useful than it would otherwise be.

Trustee Jaros inquired about the status of the proposed purchasing policy. President Greene responded that it had been deferred for later consideration.

Trustee Jaros requested that Ms. Lalicon-Radwill's proposal be placed on a future Agenda for Board consideration. President Greene responded that further discussion would be postponed until after December.

President Greene distributed to the members of the Board a professional services proposal from Bradbury Associates, the executive search firm employed by the Board for the search conducted in 2011. She asked the Board to plan for a special meeting on Wednesday, December 2 to consider the proposal and discuss the upcoming Director search.

12. **Adjournment.** President Greene adjourned the meeting at 9:45 p.m.

DOWNERS GROVE PUBLIC LIBRARY**BOARD OF TRUSTEES****NOVEMBER 18, 2015****AGENDA ITEM 8A****ADDITIONAL INFORMATION****MANAGEMENT ASSOCIATION OF ILLINOIS LIBRARY SURVEY**

The Management Association of Illinois, a membership-based human resources consulting organization headquartered in Downers Grove, annually conducts an extensive survey of library salaries and benefits.

The Downers Grove Public Library has not participated in the survey. As a member of the Management Association, it has access to the survey reports.

A PDF of the 2015 survey report has been forwarded to all Library Board members on November 18.

In addition, a very brief summary of comparative findings is attached. For comparison purposes, using the survey participants with budgets from \$4,000,000 to \$6,999,999 as the peer group and the 25 job descriptions most closely resembling DGPL job descriptions, the following results can be seen:

The proposed DGPL 2016 salaries register in the second or third comparison quartile in 19 of 25 cases. The DGPL salary is in the bottom quartile in 4 cases and the top quartile in 2 cases.

More refined analysis will undoubtedly provide additional insights.

		Proposed 2016	DGPL	Mgt Association Survey Budget Peers		
				Percentile		
		DGPL	Quartile	25th	Median	75th
1	Director	129,000	3	108,231	117,333	136,916
2	Assistant Director	99,358	3	80,000	89,332	102,647
4	Circulation Dept Head	69,871	3	55,463	60,789	75,687
6	Technical Services Dept Head	72,435	3	62,441	66,399	77,472
7	Youth Services Dept Head	67,275	2	66,950	67,893	77,410
8	Adult Services Dept Head	69,851	2	68,587	74,939	92,801
10	Librarian	49,500-68,700	2-4	47,715	51,434	59,030
12	Library Assistant	33,300-47,600	1-4	33,571	38,698	43,416
14	Circulation Clerk	23,400-31,200	1-3	25,251	27,820	33,426
15	Shelver	19,890-25,837	2-4	17,742	19,187	21,507
18	Executive Assistant	44,400	2	42,858	48,651	53,581
19	Administrative Assistant	33,150	1	34,403	38,875	49,192
28	Graphic Designer	55,575	3	39,894	51,594	59,219
31	Janitor	28,275	3	23,920	25,979	29,765
32	Security Monitor	28,275	2	24,669	28,850	37,544
34	IT Manager	64,180	1	64,692	75,522	77,022
37	Webmaster	52,475	1	54,427	67,600	76,533
39	Computer Lab Assistant	26,325-29,835	3	24,253	26,312	32,074
40	ILL Assistant	42,331	4	29,172	36,202	40,352
42	Processing Clerk	24,375-29,250	1-2	25,459	29,858	33,218
43	Library Clerk	31,282	3	21,320	25,896	32,469
44	Maintenance Worker	39,000	3	31,958	36,660	39,399
45	Technical Services Assistant	48,438	4	28,163	38,397	43,285
48	Circulation Supervisor	48,438	3	46,675	48,375	50,565
49	IT Assistant	33,301	1	33,363	33,592	34,507

Chapter 5 [Technology]

Technology is ubiquitous and permeates most aspects of our lives, environments, and expectations. Twenty-first century libraries are no exception. Libraries are challenged to cope with the integration of technology solutions for all library services as well as to plan for and assess the impact of technology based on user's expectations. Technology, however, is only a tool that is interwoven into all aspects of library services, programs, and operations. The significant keys that serve as the catalyst to unlock technology, the tool, include:

- An informed, qualified, and trained staff whose direct interaction, insight, and instruction in the provision of quality patron services are imperative;
- An adequate budget to maintain and improve all aspects of the library's technological environment and services; and,
- A long-range/strategic technology plan that embraces integration of new technologies into library services, programs, and operations.

The multifaceted roles for technology in the library environment include but are not limited to:

- telecommunications conduit(s): telephone, fax, Internet, e-mail, library network;
- providing access to relevant digital content and enabling community members to create their own digital content (workstations, printers, use of software, Internet access, e-mail, makerspaces);
- access to resources within and beyond the local library's resources through the library's website (e-books, audio books, real time reference);
- expedited and enhanced patron services (automated circulation systems, self-checkout, e-commerce solutions);
- 24/7 library access (via the library's website); and
- improved staff efficiency in both serving patrons and in handling day-to-day routine library functions/operations (remote servers, Cloud, off-site servers).

APPLICABLE CORE STANDARDS – Please see Core Standards 11, 13, 16, 17, 18, 19, 22, 23, and 24 in Chapter 1.

TECHNOLOGY STANDARDS

1. Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
2. The library must have a(n):
 - telephone, with a listing in the phone book;
 - telephone voice mail and/or answering machine;
 - fax and/or scanner;
 - photocopier;
 - effective Internet access, with sufficient capacity to meet the needs of both the staff and the public;
 - library and/or departmental e-mail accounts for patron communication with the library (e-mail must be read and responded to during library hours.)
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - up-to-date computers with sufficient capacity to meet needs for staff and public access;
 - up-to-date printers with sufficient capacity to meet needs for staff and public access;
 - up-to-date anti-virus protection and Internet security software installed on every library computer;
 - up-to-date Internet browsers, web applications, and plug-ins;
 - telephone access for deaf/hearing-impaired patrons: TTY (text telephone), TDD (Telecommunications Devices for the Deaf), TRS (Telecommunications Relay Service), or other relevant technologies;
 - a valid e-mail address, accessible via the library's website, for the library director; and,
 - a website that includes basic library information such as hours, location, contact, official name of library, and content required by *Open Meetings Act*.
3. The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis. The wait time for patron-accessible workstations/devices is minimal and does not exceed 15 to 30 minutes.
4. The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness. Illinois libraries participate in the Illinois telecommunications network/backbone, i.e., the Illinois Century Network [www.illinois.net] when such participation is economically feasible.

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5. The library provides 24/7 remote access to library services and resources through:
 - a web-accessible library catalog;
 - *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - appropriate regional, state, national, and international bibliographic databases;
 - other authenticated electronic resources that are available for direct patron use; and,
 - virtual reference service, and/or instant or text messaging services, and/or library e-mail account.
6. The library staff must be:
 - computer literate;
 - trained to use and assist patrons in the use of electronic resources and materials; and,
 - accessible via e-mail and/or through messaging services.
7. The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, e-mail, productivity software, and the Internet.
8. The library provides web links and access to regional and/or statewide initiatives including:
 - regional library system consortial web-based catalogs;
 - the CARLI academic library catalog (I-Share);
 - Illinois State Library-sponsored databases/e-resources;
 - other electronic collections as available; and,
 - virtual reference service.
9. As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
10. The library has a board-adopted Internet acceptable use policy that is reviewed annually.
11. The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
12. The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
13. The library develops and updates at regular intervals a long range/strategic plan for its future technology needs based on community needs and priorities. The plan includes the date of implementation, the planned review schedule, and addresses, at a minimum, the areas noted below as required in the School and Libraries Program of the Universal Service Fund [www.universalservice.org/sl/applicants/step01/default.aspx]
 - goals and realistic strategy for using telecommunications and information technology;
 - a professional development strategy;
 - an assessment of telecommunications services, hardware, software, and other services needed;
 - budget resources; and,
 - ongoing evaluation process.
14. The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies, community feedback about library technology, and service enhancements including but not limited to:
 - wireless access (Wi-Fi);
 - Internet connectivity upgrades sufficient for patron and staff use;
 - networking (local vs. wide area);
 - library Intranet;
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, and is interactive and mobile compatible;
 - patron self-checkout functionality;
 - new technologies/potential services; for example, social networking, makerspaces, and mobile apps.
 - current and functional meeting room technology;
 - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and,
 - ongoing staff continuing education/training related to all aspects of technological services.

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15. The library protects the integrity, safety, and security of its technological environment via:
 - anti-virus software and other Internet security software;
 - firewalls;
 - authentication;
 - routine installation of upgrades, patches, etc;
 - scheduled data backup; and,
 - remote/off-site storage of data backups.
16. The library's automated catalog and its components comply with current state, national, and international standards including, for example, but not limited to:
 - Illinois Statewide Cataloging Standards [www.cyberdriveillinois.com/library/libraries/cataloging_standards.html]
 - MARC 21 (Machine Readable Cataloging) formats [www.dublincore.org/]
 - ANSI (American National Standards Institute);
 - NISO (National Information Standards Organization);
 - ISO (International Organization for Standardization); and,
 - Specific standards including ANSI/NISO Z39.50 protocol, the Bath Profile, and ISO 16160, 10161.
17. The library applies for E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). [www.universalservice.org/sl]

Chapter 5 [Technology]

TECHNOLOGY CHECKLIST

- Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
- The library must have a(n):
 - telephone, with a listing in the phone book;
 - telephone voice mail and/or answering machine;
 - fax and/or scanner;
 - photocopier;
 - effective Internet access with sufficient capacity to meet the needs of both the staff and the public;
 - library and/or departmental e-mail accounts for patron communication with the library;
 - the library e-mail account is reviewed daily when the library is open;
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - up-to-date computers for staff and public access with sufficient capacity to meet needs;
 - up-to-date printers for staff and public access with sufficient capacity to meet needs;
 - up-to-date antivirus and Internet security software protection installed on every library computer;
 - up-to-date Internet browsers, web applications, and plug-ins;
 - telephone access for deaf/hearing-impaired patrons: TTY (text telephone), TDD (Telecommunications Devices for the Deaf), TRS (Telecommunications Relay Service), or other relevant technologies;
 - a valid e-mail address, accessible via the library's website, for the library director; and
 - a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.
- The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
- The wait time for patron workstations does not exceed 15 to 30 minutes.
- The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.
- The library provides 24/7 remote access to library services and resources through:
 - a web-accessible library catalog;
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - appropriate regional, state, national, and international bibliographic databases;
 - other authenticated electronic resources that are available for direct patron use; and,
 - virtual reference service, and/or text messaging services, and/or a library e-mail account.
- The library staff must be:
 - computer literate;
 - trained to use and assist patrons in the use of electronic resources and materials; and,
 - accessible via e-mail and/or through messaging services.
- The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, e-mail, productivity software, and the Internet.
- The library provides web links and access to regional and/or statewide initiatives including:
 - regional library system consortial web-based catalogs;
 - the CARLI academic library catalog (I-Share);
 - Illinois State Library-sponsored databases/e-resources;
 - other electronic collections as available; and,
 - virtual reference service.
- As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
- The library has a board-adopted Internet acceptable use policy.
- The Internet acceptable use policy is reviewed annually.
- The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.

Chapter 5 [Technology]

- ❑ The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
- ❑ The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on current state, national, and international standards.
- ❑ The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:
 - wireless access (Wi-Fi);
 - Internet connectivity upgrades sufficient for patron and staff use;
 - networking (local area vs. wide area);
 - library Intranet;
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
 - patron self-checkout functionality;
 - new technologies/potential services; for example, social networking, makerspace, and mobile apps;
 - current and functional meeting room technology;
 - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and,
 - ongoing staff continuing education/training related to all aspects of technological services.
- ❑ The library protects the integrity, safety, and security of its technological environment.
- ❑ The library's automated catalog and its components comply with current state, national, and international standards.
- ❑ The library applies for E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

Chapter 5 [Technology]

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WEBSITES

Americans with Disabilities Act
www.ada.gov/

ADA Best Practices Tool Kit for State and Local Governments
www.ada.gov/pcatoolkit/chap5toolkit.htm

ADA Compliancy
www.csub.edu/els/WEB/accessibility/

What Makes a Great Web Site?
www.webreference.com/greatsite.html

Illinois Information Technology Accessibility Act (IITAA) Implementation Guidelines for Web-based Information and Applications 1.0
 (formerly Illinois Web Accessibility Standards)
www.dhs.state.il.us/IITAA/IITAAWebImplementationGuidelines.html

International Center for Disability Resources on the Internet
www.icdri.org/CynthiaW/is_%20yoursite_ada_compliant.htm

W3C/Web Accessibility Initiative
www.w3.org/WAI/eval/Overview.html

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
NOVEMBER 18, 2015**

**AGENDA ITEM 10
REPORT OF THE DIRECTOR**

- a. Unbound programming. This programming is an effort to present participatory off-site Library activities, in partnership with local businesses, for adults. The most recent program was a wine tasting evening, held at Cellar 406, on October 28, with about 20 people. Three educational objectives were achieved. The participants now know more about wine. They know that Cellar 406 exists. And they know that the Library is a resource for all kinds of learning and enjoyment.
- b. Comments on tours. When a new DGPL patron signs up for a library card, the staff member doing the sign-up offers a quick tour of the building. This orientation opportunity is universally well-received. Attached are a few comments from patrons who took tours in October.
- c. Bookology Fair. On Sunday November 8, 200-250 people participated in the first-ever Bookology Fair. Bookology is a personalized approach to reading, featuring the interests and expertise of individual staff members. Online, in print, and person-to-person, a variety of librarians and other staff share their knowledge and enthusiasm with readers. The feedback received at the Fair was uniformly positive.
- d. October statistics. Attached.
- e. Recent media coverage. Attached.
- f. Other.



Rick Ashton <rashton@dglibrary.org>

Customer comments from tours

1 message

Melanie Mertz <mmertz@dglibrary.org>

Tue, Nov 10, 2015 at 3:50 PM

To: All Staff <staff@dglibrary.org>

Hi everyone,

Circ staff enjoyed giving 20 tours to 23 customers during the month of October. Here are some customer comments:

- Customer kept repeating how awesome everything was and couldn't wait to get home and tell his wife about everything the library has to offer for their whole family.
- Customer came in because he is taking a few classes, and he thought it would be a good idea. He loved the fact that we offer much more than books.
- Can't get over how big this library is!
- Customers had so many questions and were so amazed at how advanced the library is.
- A mom and her child were very impressed by the Kids Room.
- A mom and her older son with a child...they focused mainly on computer support/the scanner, etc. They were also very impressed with the Kids Room.
- She said that I did a wonderful job for my first tour (I let her know it was my first tour prior to giving it).
- Husband and wife were new to the area and they wanted to see everything. They thought our library was beautiful and open. They were very impressed with all that we have to offer. They thanked me for a wonderful tour.
- Customers loved our technology - media lab - selfcheck out and check in and all the online things we offer.
- Customers were from the Schaumburg area - they loved our New Books and Book Club areas and the automated check in.

--

Melanie

Circulation Statistics -- October

	A	B	C	D	E	F	G
		OCT 15	%	OCT 14	%	OCT 13	%
1							
2	Circulation Statistics						
3	Checkouts						
4	Selfchecks	48,084	76%	46,550	75%	40,697	62%
5	Staff desk	15,393	24%	15,422	25%	24,972	38%
6	Total checkouts	63,477		61,972		65,669	
7							
8	Renewals						
9	Selfchecks	1,539		386		357	
10	Staff desk (incl. phone)	2,716		3,811		3,696	
11	Patron online renewals	9,317		7,003		4,921	
12	Total renewals	13,572		11,200		8,974	
13							
14	Total item checkout and renewals	77,049		73,172		74,643	
15	Ebooks - Overdrive	3,774		3,675		2,896	
16	Ebooks - 3M	2,253		853		562	
17	Emagazines - Zinio	541		727		1,000	
18	Hoopla	384					
19	Total circulation	84,001		78,427		79,101	
20							
21	Reference Questions (Info Desk)	152					
22							
23	Reserves Processed						
24	Received from ILL	7,326		6,843		7,022	
25	ILL sent	4,483		5,374		5,378	
26	OCLC requests processed	827		876		1,015	
27							
28	Gate count						
29	North	28,134		28,944		26,142	
30	South	15,233		15,051		15,560	
31	Total	43,367		43,995		41,702	
32							
33	Registrations						
34	New resident cards	186		226		180	
35	New fee cards	4		4		16	
36							
37	Current borrowers	32,610		29,165		29,239	
38	Active fee cards	245		142		154	
39							
40	REVENUE	Fines	Fees	Book	Fee	Meeting	Total
41				Sales	Cards	Room	
42	Cash	\$3,054.17	\$680.58	\$371.25	\$840.00	\$160.00	\$5,106.00
43	Credit cards at service desks	\$1,687.89	\$527.00	\$95.00	\$280.00	\$120.00	\$2,709.89
44	Credit cards at selfchecks	\$2,629.35	\$275.00				\$2,904.35
45	Totals	\$7,371.41	\$1,482.58	\$466.25	\$1,120.00	\$280.00	\$10,720.24

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OPINIONS

DGR Suburban Life • mysuburbanlife.com • Wednesday, November 11, 2015 • SD

Friends of the Library hosts annual used book sale

You gotta have Friends, as the old Bette Midler song goes.

And it's true. The Downers Grove Public Library is fortunate indeed to have an active Friends of the Library group.

These public-spirited citizens are committed to the support of the library and the encouragement of great library services for the community. The Friends are well-known for their monthly travel and adventure programs, drawing large and enthusiastic audiences to see and hear about inter-



COMMUNITY VOICE

Rick Ashton

esting parts of the world, far and near.

Over the weekend of Oct. 23, our Downers Grove Friends hosted their annual used book sale at the library. They offered thousands of books that had been donated by generous members of the community or retired from the library's collections. In addition

to an array of hardback and paperback books in many subject areas, there were DVDs and Blu-ray discs of Hollywood movies and other movies. Bargain prices were the rule, with most items at \$1 or \$2.

On Oct. 25, the final day of the sale, the Friends offered ultra-bargain prices: A bag of books (meaning a typical paper grocery bag) for a buck. One shopper asked if he could supply his own bag. When the Friends agreed that he could, he pulled out a huge yard-waste bag and filled it up. A bag for a buck!

Special help for the Friends was supplied by members of the Downers Grove North High School National Honor Society.

These student volunteers provided a great deal of capable assistance. They carried shoppers' purchases out to their cars, worked the cashier's desk, stocked and straightened tables, and helped clean up. They contributed a nice mix of youthful enthusiasm and energy.

See LIBRARY, page 22

• LIBRARY

Continued from page 16

Backing up the adult and teen volunteers were members of the library staff, who collected and stored the books, managed the publicity, and set up the tables in the meeting room where the sale was held. This was an excellent example of the ways in which we and our supporters can collaborate fruitfully for the benefit of the community.

The net proceeds of the sale after three days was about \$2,000. Every-

thing helps. Many hundreds of readable books found new homes on the shelves and nightstands of readers all over town.

Along with friends, you gotta have books!

For those who missed the weekend sale, there is a continuing small sale of donated and retired items in the library's lobby area every day. This stock changes daily, reflecting the arrival of new items on the shelf. You can be a friend any time.

Rick Ashton is the director of the Downers Grove Public Library.

NEWS BRIEFS**Library offering free online language learning tool**

DOWNERS GROVE - Downers Grove Public Library cardholders can utilize Mango Languages, an online language learning resource, according to a library news release.

Mango Languages includes courses on more than 60 languages, with a focus on real-life application and cultural nuance.

The program is available at www.dglibrary.org/research or by downloading it from an app store on a mobile device.

November 18, 2015



**DOWNERS GROVE
PUBLIC LIBRARY**

1050 Curtiss Street
Downers Grove, IL 60515
(630) 960-1200
www.dglibrary.org

Board of Trustees

Downers Grove Public Library

Ladies and Gentlemen,

I plan to retire as Director of the Downers Grove Public Library on March 31, 2016.

When I joined you in September 2011, we agreed on a long To Do List. It included the development of a strategic plan, a strong emphasis on active customer service, support of an engaged staff, improvement of the Library building, and adoption of current technology.

A little more than four years later, we have checked off everything on the list. The quality and consistency of service are high and highly prized. The staff is skilled, happy, and committed to the Library's mission. The collection is current and dynamic. The building is an object of community pride. Ever-evolving technology supports learning and growth.

Now it is time for a new To Do List. You deserve to build this new list with a new Director who will be present to see it through to completion. I will depart with the satisfying knowledge that the work we have done has enriched and empowered the community.

I am very proud of what we have accomplished together. You took a great leap of faith when you hired a 66-year-old retiree for an encore performance. I too felt a daunting challenge, stepping into a role with new expectations. We have learned to work together well, and I am very grateful for both the experience and the results.

As you organize the search for a new Director and make the necessary transitional arrangements, I will support your work as effectively as I can. I am confident that your leadership will attract excellent candidates and inspire outstanding performance as you move ahead.

It has been a delightful adventure. Many thanks.

Sincerely,

Rick J. Ashton

**REVISED
DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING
WEDNESDAY, DECEMBER 2, 2015, 7:30 P.M.
PROGRAM ROOM, CHILDREN'S SERVICES AREA, DOWNERS GROVE PUBLIC
LIBRARY**

MINUTES

1. **Call to order.** President Wendee Greene called the meeting to order at 7:30 p.m.
2. **Roll call:** Members Present: Trustee Ed Earl, Trustee Susan Eblen, Trustee David Humphreys, Trustee Art Jaros, Trustee Thomas Read, President Wendee Greene.

Also present: Director Rick Ashton, 4 Downers Grove residents.

3. **Public comment on Agenda items.** President Greene invited comment.

Resident Sara Pemberton addressed the Board concerning the appropriateness of using an executive search firm for the Director search. As a former Library staff member, she appreciated the Bradbury Associates approach during the search in 2011. While the Library was doing an excellent job in the context of its local experience, the search firm brought into the Library's awareness the perspectives of candidates with experience gained in other settings. She regarded this as a very valuable service.

4. **Public comment on other Library business.** President Greene invited comment. There was none.
5. **New Business.** Executive search proposals. Requested action: acceptance of selected proposal.

The Board discussed a proposal from Bradbury Associates dated November 13, 2015 (attached) and information provided by John Keister (attached).

The Board agreed that it would not invite a proposal from John Keister, who was currently employed to conduct a Director search for the Woodridge Public Library. The Board agreed that it would not be desirable to have a single consulting firm conducting Director searches for two neighboring libraries at the same time.

Regarding the Bradbury proposal, the Board discussed methodology, process, fees, and schedule.

The Board met in closed session and discussed the possibility of promotion from within the present Library staff and the need for an interim arrangement between March 31 and

the next Director's starting date. This discussion addressed the performance and potential appointment of specific Library employees.

The Board reconvened in open session.

The four Board members who had had previous experience with Bradbury Associates encouraged the two recently-appointed Board members to contact Bradbury Associates directly with any questions or concerns within the next few days.

It was moved by Eblen and seconded by Jaros THAT the Board authorize the President to enter into an agreement with Bradbury Associates based on their November 13, 2015 proposal, no later than December 4, 2015, provided that no objections to this action were raised by Board members up to that time.

Roll Call: Ayes: Earl, Eblen, Humphreys, Jaros, Read, Greene. Nays: none. Abstentions: none.

6. Board Member comments and requests for information.

President Greene announced that she would call a special meeting in January, preferably on January 13. This will be a brainstorming meeting in which all Board members will be invited to discuss what they would like to see the Library do in the next several years, what skills and experience the next Director should have, and what opportunities the Library may have to grow and improve its service to the community. Further details for this meeting will be discussed at the regular Board meeting on December 16.

Trustee Earl commented that he had noticed that the second floor men's restroom was in poor condition on a previous visit. He emphasized the need for a high standard of condition and cleanliness in the public restrooms. Ashton agreed to reinforce this with staff and bring to the Board a report on the Library's tactics for handling this challenging issue.

7. Adjournment. President Greene adjourned the meeting at 8:45 p.m.

Bradbury Associates/Gossage Sager Associates
4545 Wornall Road, Ste. 805 Kansas City, MO 64111
816.531.2468

November 13, 2015

Wendee Greene, President, Board of Trustees
Downers Grove Public Library
1050 Curtiss Street
Downers Grove, IL 60505

Proposal: Library Director Search

Thank you for contacting us about the possibility of Bradbury Associates/Gossage Sager Associates assisting the Downers Grove Public Library in its search for your new Library Director. We are pleased to submit the attached proposal for the Board's consideration.

We think you will find us a great match for your Library Director search. In order to help you quickly evaluate our services and the services you are seeking, I have addressed key search components below. Our full proposal outlines our services much more completely.

Market your position, the Library, & the community

- Each search is tailored to the specific library and its community-first site visit to meet with staff, Board, Search Committee & community constituents
- Recruit and build the candidate pool from scratch
- Design announcement and post position in 55+ professional sites
- Create a website on our page devoted to the Library and the Downers Grove community
- Develop a pool of 15-20 qualified candidates meeting criteria

Evaluate & Recommend the List of Qualified Candidates

- Candidates must submit a cover letter, resume and completed questionnaire
- Phone conversations with each qualified candidate
- Share all candidate documents on Dropbox with Search Committee
- Meet with Search Committee to discuss candidates/select 6-8 semifinalists for first round of interviews

Reference Checks & Background Check

- Three reference checks/finalist
- Phone conversations with each reference; full report to the Search Committee
- Electronic/Internet searching
- "Street reconnaissance"
- Offer is contingent on successful background check

4545 WORNALL ROAD, SUITE 805 ♦ KANSAS CITY, MISSOURI 64111 ♦ PHONE 816.531.2468

Coordinate & Assist with Interview Process

- Bradbury Associates is your staff team
- Facilitate logistics of semifinal interviews & final interviews
- Schedule interviews, prepare draft questions, evaluation tools
- Notify candidates of where they are in the process
- Media contact if needed

Coordinate & Assist with Offer & Negotiation

- Consultant fee is a flat fee; no conflict of interest
- Assist with establishing a hiring range at the beginning of the search
- Offer letter, background waivers, final acceptance

Coordinate & Assist with Post-Hire Support

Our proposal is intended as a starting point only. It summarizes our experience and qualifications, describes our typical services and methodology for a standard search, explains our fee structure, and includes recent references. We have outlined our full service search, but we can usually tailor our services and fees to meet the needs and budget of most libraries. The search schedule outlined is illustrative only to give you a sense of the time frame required to complete a successful search.

This proposal is the quoted fee for the outlined scope of service including advertising costs and a single background check and is valid for a period of one hundred twenty (120) days from the date of this letter.

Thank you again for the opportunity to submit the attached proposal for your consideration. Please feel free to contact us at your convenience to discuss how our firm can best serve your needs.

Sincerely,

Jobeth and Dan Bradbury (Electronic Signature■)

jobethbradbury@gossagesager.com; danbradbury@gossagesager.com

Bradbury Associates/Gossage Sager Associates
4545 Wornall Road, Ste. 805 Kansas City, MO 64111
816.531.2468

LIBRARY DIRECTOR SEARCH-

DOWNERS GROVE PUBLIC LIBRARY

FIRM BACKGROUND AND QUALIFICATIONS:

Bradbury Associates/Gossage Sager Associates (Bradbury Associates LLC dba Gossage Sager Associates) is owned and operated by Dan and Jobeth Bradbury. The firm was originally established as Gossage Regan Associates in 1983 and became Gossage Sager Associates, LLC (an Illinois corporation) in July of 2000. During the last quarter of 2006, Dan and Jobeth Bradbury assumed ownership of the firm and reorganized as a Missouri LLC. Legally, the firm qualifies as a WBE (Woman-owned Business Enterprise). Since 1983, the firm has successfully completed more than 160+ national executive searches for academic, special, and public libraries.

Current Clients:

- LibraryLinkNJ (NJ)
- Champaign Public Library (IL)
- Marion Public Library (IA)
- Hartford Public Library (CT)
- Daviess County Public Library (KY)
- Natrona County Public Library (WY)
- York County Libraries (PA)

In each of these engagements, we have performed a scope of work similar to that which is proposed for the Downers Grove Public Library.

PARTIAL LIST OF RECENT PAST CLIENTS

New Haven Free Public Library (CT)
 Denver Public Library (CO)
 Las Vegas Clark County Library District (NV)
 Berkeley Public Library (CA)
 Metropolitan Library System (OK)
 Providence Public Library (RI)
 Public Library of Youngstown & Mahoning County (OH)
 Stark County District Library (OH)
 Crown Point Community Library (IN)
 Ohio Township Public Library (IN)
 Indianapolis-Marion County Public Library (IN)
 Sonoma County Library (CA)
 Henderson Libraries (NV)
 Tulsa City-County Library District (OK)
 Des Moines Public Library (IA)
 New Canaan Library (CT)
 Wilton Library (CT)
 Fairfield Public Library (CT)
 Crandall Public Library (NY)
 Mid-Hudson Library System (NY)
 Boulder Public Library (CO)
 Muskegon Area District Library (MI)
 Kent District Library (MI)
 Omaha Public Library (NE)
 Gwinnett County Public Library (GA)
 Winter Park Public Library (FL)
 Mobile Public Library (AL)
 East Baton Rouge Parish Library (LA)

SCOPE OF SERVICES & METHODOLOGY:

If Bradbury Associates/Gossage Sager Associates is selected to assist you in your search for a new Library Director, our first step is to understand your needs as thoroughly as possible.

- Board/Search Committee Attributes Survey
- Initial meeting on site with the search committee, Board, staff & key stakeholders to understand the Library's distinctive organizational culture, mission and present concerns
- Review and recommend updates/revisions to existing job description
- Self-directed tour of the library and the community

SEARCH SCHEDULE:

Our second step is to review our process with you to determine whether any changes to our initial proposal may be needed to satisfy your specific requirements.

- Review & finalize a search schedule listing key tasks & completion dates
- Standard full search takes 3-4 months to complete

Assuming that selection of the search firm is finalized, a contract awarded and a preliminary meeting with the Library occurs in January 2016, a realistic date for the successful completion of the process under the standard search process would be April 2016 with the new Library Director reporting four to six weeks later. However, we can generally customize the search schedule to have your new Director "on board" at the appropriate time. A **sample schedule** illustrating the major steps conducted over the proposed time frame is attached.

MARKETING:

Once the search schedule is determined, we will finalize an advertising/ marketing plan to stimulate greater awareness of the opening. We begin each search as a blank canvas and generate a fresh list of prospective candidates.

The **advertising/marketing plan** includes:

- Preparation of a detailed position announcement
- Strategies for using electronic media, social media and networking
- Advertising on 55+ professional library and nonprofit sites
- A dedicated page for the position on Bradbury Associates/Gossage Sager Associates with a supplemental page of links to library documents & information about Downers Grove
- Distribution to 1000+ library colleagues through our professional newsletter

RECRUITMENT STRATEGY:

More important than attracting candidates through electronic advertising, we will carry out a regional and national networking effort to identify outstanding candidates who do not normally respond to ads or announcements. Many excellent people in the library and non-profit professions ARE interested in challenging jobs when approached by a respected recruitment

DIVERSIFYING THE APPLICANT POOL

Bradbury Associates/Gossage Sager Associates knows the library profession and we realize that both females and minorities are under-represented in senior management positions. Consequently, we make strenuous efforts to assure that both females and minorities are represented in our candidate pools. We place announcements in a number of culturally diverse library-related websites and/or ListServes—BCALA (Black Caucus of the American Library Association) website, REFORMA, APALA (Asian Pacific American Librarians Association), CALA (Chinese American Librarians Association), etc. and actively seek leads and recruit both minorities and females. We are typically successful in producing a pool that includes both females and minorities.

For each engagement, we work very closely with the Affirmative Action Officer (or equivalent), participate in discussion of the importance of the EEO compliance requirements with the Board/Search Committee and cooperate with the Library or City's Equal Employment Opportunity/Affirmative Action Office as needed and distribute candidate intake forms for statistical reporting, if this is part of the Library's process.

firm. We start with a network of outstanding members of the library profession whom we know; and based on their suggestions and nominations, we broaden our search.

If a prospective candidate declines our invitation to apply, we will ask him/her to identify other individuals who have the required qualifications. We have found this process is important regardless of the size or type of library organization—and it is particularly important for identifying and attracting culturally diverse candidates.

Announcements in the library media start the process, but the best candidates usually must be

asked. In our previous searches, we have personally contacted 350+ potential applicants for positions resulting in 15-20 qualified candidates for each position.

COMMUNICATION:

Throughout the search—and especially during the candidate identification phase—we will send regular, complete updates on our progress to the Search Committee. We'll share candidate feedback, adjust our search strategies as needed, convey challenges and share any additional information gleaned during the process.

PRELIMINARY INTERVIEW SCREENING:

- Bradbury Associates/Gossage Sager Associates interviews all qualified candidates via Skype or phone as part of the initial screening process.
- The results of these interviews shared with the Search Committee—we consider it essential to being able to stand behind every individual we refer to you for a semi-finalist or finalist interview.
- All candidate documents (cover letter, resume, and questionnaire) are uploaded to Dropbox for the Search Committee.
- Other documents include a complete candidate list and a qualifications comparison matrix for the Search Committee's review.
- Bradbury Associates/Gossage Sager Associates meets with the Search Committee (**second site visit by consultants**) and presents a list of recommended candidates and a discussion of each individual.
- Working with the Search Committee, 6-8 semi-finalists are selected and invited to interview via Skype for the preliminary round of interviews.
- We advise our clients to see as many as feasible (generally 6 to 8) so that they have a sense of the scope and diversity of candidates actively interested in their position.

CANDIDATE ASSESSMENT—SEMI-FINALIST AND FINALIST INTERVIEWS:

As noted earlier, we recommend a two-step interviewing process; the first round usually consists of the Search Committee interviewing six to eight semi-finalist candidates and then selecting three or four finalist candidates to be interviewed again by those involved in the final decision making process. The finalist interviews usually occur two or three weeks following the semi-finalist interviews. The inclusion of two rounds of interviews represents our standard search process; however, if the Search Committee wishes to move more quickly based on the strength of the pool, the semi-finalist round of interviews may be eliminated and only a single round of finalists' interviews can be held on-site.

Bradbury Associates/Gossage Sager Associates provides customized support during the semifinal (**third site visit by consultants**) and final interview (**fourth site visit by consultants**) sessions:

- Draft of interview questions for both sets of interviews
- Types of questions to avoid for legal or quasi-legal reasons, and hints regarding approaches, techniques and possible pitfalls.

- We are present as technical search experts during interviews, contributing to discussion of candidate strengths and weaknesses relative to the client's perceived needs and making suggestions from experience in respect to negotiating salary, benefits, and relocation expenses with the chosen finalist.

In short, we interact with you in whatever ways you find helpful during the critical time when key decisions need to be made. Selecting your new Library Director is a crucial decision that could well affect the Downers Grove Public Library and the Downers Grove community for many years to come.

CHECKING REFERENCES:

Once the finalists are selected to be interviewed by the final decision-making body, we conduct reference checks for the finalist candidates.

- We interview up to three references by phone for up to four finalist candidates. We believe that oral interviews with a candidate's references are far superior to letters of reference.
- We prepare brief reports paraphrasing reference-derived information. Nuances and "reading between the lines" gives our clients more realistic impressions of the strengths, and possible weaknesses, of finalist candidates.
- Because we maintain active contacts within the profession and many of our associates are working professionals, we are often able to provide less formal assessments (street reconnaissance) of a candidate's strengths and weaknesses and any areas still in need of development. Such informal reports are often vital to the decision-making process.

BACKGROUND CHECKS

If you wish to have a pre-employment background check conducted on a finalist, we will engage an experienced investigative firm to verify academic credentials, and review driving records, and research county and federal district court records for prior or current criminal or civil cases. This will require a release by the candidate(s). Generally, background checks cost \$350-\$450 per person, depending upon the period and the number of jurisdictions to be researched. We will work with the agency and provide a written report of the research findings for the Library. Our flat fee includes a single background investigation.

HANDLING THE DETAIL WORK:

Throughout the recruitment and selection process, Bradbury Associates/Gossage Sager Associates handles almost all of the detail work—and there is a substantial amount, considering that there are commonly 20 to 30 or more potential candidates for an attractive position.

- We are your staff team throughout the process.
- We recommend that all application materials be addressed to Bradbury Associates/Gossage Sager Associates so that consistency and comparability can be established and any omissions can be identified—we assume the responsibility to see that everything is done completely and correctly.
- We will acknowledge receipt of all applications and provide copies of all the documents to you at a scheduled time.
- As noted above, we will schedule and conduct screening interviews with all candidates who meet the basic requirements determined by the Search Committee
- We coordinate with Library staff to make arrangements for semifinalist and finalist interviews and are a part of that final process.
- We are also frequently asked to conduct final negotiations on behalf of the Library -- and we are pleased to do so.

We notify candidates not selected at the appropriate time(s) during the process and we keep in touch periodically with your designated contact person so that you know where we are in the process. We also submit written progress reports throughout the process and at the end of major stages in the search—after the intake closing date; after the interviewing/screening work has been accomplished and after a preliminary list of the most viable candidates is determined.

OUR GUARANTEE

Once the new Library Director is selected and appointed, if he or she leaves the position—either voluntarily or non-voluntarily—within the first year after appointment, Bradbury Associates/Gossage Sager Associates will, on a one-time basis, reactivate the search if you request it, and will screen at least three well-qualified finalist candidates. You will assume all expenses for a reactivated search, but we will expect no additional fee. Such a reactivation of the search must assume that the search firm will be allowed to pursue its own methodology to achieve the reasonable results that you want.

ABOUT THE CONSULTANTS AND OFFICE LOCATIONS:

One of the major advantages in engaging Bradbury Associates/Gossage Sager Associates is that we bring a team of library professionals with search firm expertise to the process. If selected to assist the Downers Grove Public Library in its search for a new Library Director, the following consultants would be engaged in the project. Their roles and a summary of their qualifications follow:

Dan Bradbury, [Managing Partner](#), serves as project co-director and primary contact for the engagement assisting with identifying qualified candidates and conducting pre-screening interviews and, depending on scheduling, may assist during site visits. Dan has worked as a search consultant for the past eleven years and previously has over 30 years of successful experience as a library director, including nineteen years as Director of the Kansas City (MO) Public Library District. During his tenure in Kansas City he reorganized/rebuilt the branch system, established two public/private partnerships for the creation of new facilities and initiated a successful capital campaign and construction projects for a new Central Library. Prior to coming to Kansas City, he served as Director of the Janesville (WI) Public Library and the Rolling Hills Consolidated Library (a two county system) in St. Joseph, Missouri; he also served as Associate Director for Branch and Extension Services at the Waco-McLennan County Library in Waco, Texas. He received a Distinguished Graduate Award from Emporia's School of Library and Information Management in 1985; *Library Journal* named him as Librarian of the Year for 1991; the University of Missouri-Kansas City granted an Alumni Achievement Award to him in 2001; and the Greater Kansas City Council on Philanthropy named him Non-Profit Executive of the Year in 2003.

Jobeth Bradbury, [President/Owner](#), serves as project co-director and primary contact for the engagement assisting with identifying qualified candidates and conducting pre-screening interviews and, depending on scheduling, may assist during site visits. She has worked as a search consultant for the past seven years, and was, most recently, the Library Director at the North Kansas City Public Library/High School Media Center. During her ten years at North Kansas City, she was the project co-lead in the Library's Building Project and also one of the Project Managers in facilitating the Combined Public Library/High School Media Center Project. She also worked closely with elected officials and with the business community. Prior to coming to North Kansas City, she served as Library Consultant, Northeast Kansas Library System; Adult Services Department Chair, Kansas City, KS Public Library and Associate Director, Rolling Hills Consolidated Library, where she participated in a successful tax levy campaign. In addition to her public library experience, Jobeth taught for the University of Missouri's Masters in Library Science program—courses included Collections Management, Public Libraries, and Reference.

Karen E. Miller, [Managing Consultant](#), serves alternate contact for the engagement, developing the search proposal, identifying qualified candidates and conducting pre-screening interviews and participating in site visits. Karen most recently worked as Associate Director at Stark County (Ohio) District Library and served as Interim Executive Director for SCDL in 2012. Karen has over 20 years of wide-ranging public library experience, from rural library directorships to branch management to

administrative responsibilities in a county district library and in an urban metro library. Karen has demonstrated excellence in strategic planning, staff management and development, successful levy campaigns, event planning, fundraising, and public speaking. She is a member of the Ohio Library Council, American Library Association, and Public Library Association, as well as a member of the Plain Township Rotary, and a volunteer for the Pro Football Hall of Fame Enshrinement Festival held each year in Canton, Ohio.

ASSOCIATE CONSULTANTS:

One or more of the following consultants (depending on the final schedule and availability) will be utilized to help support specific tasks during the project or utilize their special skills:

Thomas Dillie serves as **associate consultant** assisting with identifying qualified candidates and conducting pre-screening interviews and, depending on scheduling, may assist during site visits. Tom is currently Director of the Minerva Public Library (Ohio). Tom's earlier experience as a book store employee in Urbana, IL led to the completion of a Master's in Library Science at the University of Illinois at Urbana-Champaign. His first professional library position was as Adult Services Librarian, Wadsworth Public Library in Ohio. He was subsequently hired as a branch manager for the Greene County Public Library, Xenia, Ohio and became Assistant Director in 2006. Tom joined the Minerva Public Library in 2008 as Director. Tom is a member of the SEO (Serving Every Ohioan) Library Consortium Advisory Committee. He brings a variety of experience in both single-building and multi-branch libraries in both rural and urban settings.

Susan McBeth serves as an **associate consultant** assisting with identifying qualified candidates and conducting pre-screening interviews and, depending on scheduling, may assist during site visits. Susan has been the Library Director for eight years at the Nevada (MO) Public Library. Prior to that appointment, Susan had twelve years of progressively responsible experience as Executive Director of a large non-profit organization, The National Conference of Christians and Jews—currently known as The National Conference for Community and Justice. Susan has demonstrated excellence in executive board development, staff management and development, seminar design, grant writing, fund development, event planning, and public speaking. She has twenty years of experience in training and development in human relations.

OFFICE LOCATIONS AND CONTACT DETAILS:

Bradbury Associates/Gossage Sager Associates has consultants and offices in the following cities:

Bradbury Associates/Gossage Sager Associates
4545 Wornall Road, Suite 805; Kansas City, MO 64111

Bradbury Associates/Gossage Sager Associates
3513 E. Harvard Blvd.; Canton, OH 44709

FEE PROPOSAL AND OPTIONAL BILLABLE EXPENSES:

Bradbury Associates/Gossage Sager Associates' total fee for executive search services (including all consultant expenses) in traveling to Downers Grove is a flat fee of \$18,000. A retainer of \$3,000, which helps defray our up-front expenses, will be paid to us upon approval of the agreement and subtracted from the invoice at the end of the search. This amount will be invoiced upon completion of the search, payable within 30 days of the selected candidate's acceptance of the client's offer.

- **Expenses included within our fee:** (1) All transportation, including lodging and meals, for the assigned consultant(s) to travel to Downers Grove for meetings with the Library staff and others (up to four trips for assigned consultants, depending on scheduling and availability); (2) all consultant pre-screening interview expenses including travel; (3) phone/videoconferencing charges; (4) all standard office expenses (clerical support, local telephone, supplies, etc.); (5) advertising costs based upon our marketing plan which provides excellent exposure to the library community; and (6) a single background check (\$350-\$450) on the chosen candidate.
- **Optional billable expenses—Additional Consultant Services:** In some prior executive searches, Bradbury Associates/Gossage Sager Associates have been called upon to facilitate staff or community forums for candidates, conduct surveys or focus groups, coordinate informal meetings between candidates and Search Committee members, participate in conducting tours, etc. Any and all such services are available, but to the extent that they are outside the normal scope of services as outlined in the proposal and/or cannot be accomplished within a scheduled overnight stay, such additional time is billable at a rate of \$1000 per day per consultant inclusive of travel expenses.
- **Adjustments/Discounts:** The proposed fee covers the outlined scope of services and deliverables contained in this proposal. If you do not wish to have Bradbury Associates/Gossage Sager Associates' participation in either the semi-final or finalist interviews, or if you decide not to conduct a semi-final round of interviews, then the final fee will be reduced by \$1,000 per interview round. We would, however, recommend that you include the full scope of services outlined, as this has proven to produce the most satisfactory results in previous engagements. Other modifications to the scope of services are possible and negotiable with fee adjustments being made accordingly.
- **Candidate expenses:** It shall be the client's responsibility to reimburse candidates they have selected for an interview(s) in Downers Grove for their travel expenses. Candidate expenses will vary considerably depending on point of origin, length of stay and the amount of lead time allowed for booking airfare—a reasonable estimate might be \$800-\$1,200 per candidate inclusive of airfare, meals, hotel expenses, and rental car.

ADDITIONAL INFORMATION

Bradbury Associates/Gossage Sager Associates is devoted exclusively to executive searches in the library field and utilizes library professionals with strong backgrounds in library administration and human resources. Five consultants are regularly engaged in the executive search work of the firm and special consultants are utilized to respond to the requirements of a specific engagement.

In all engagements, Bradbury Associates/Gossage Sager Associates works exclusively for the client library/system, never on behalf of a candidate. No known conflicts of interest exist with respect to the firm, management, agents of the firm, or other persons relative to the services to be provided. If any such actual, apparent, or potential conflicts arise, they will be immediately disclosed.

Bradbury Associates/Gossage Sager Associates carries Recruiters Professional Liability insurance, Business Liability (including Hired/Non-Owned Auto Liability) and Workers Compensation coverage sufficient to satisfy most municipal and state vendor requirements for executive search services.

We believe, by our site visits, learning about the community and the institution, and working closely with the key stakeholders, we bring value to the search process and have achieved a very high success rate. Our consultants remain active in the American Library Association and the Public Library Association and routinely work with ALA, PLA, and ACRL (American College and Research Libraries) leadership. Because our firm is known and respected—as are our consultants—our library colleagues respond and return our calls and emails when we start prospecting on behalf of a client. We have a specialized knowledge of libraries and an entrée to library leaders that generalist firms simply cannot provide.

FORM OF FINAL AGREEMENT:

When we receive word that an engagement has been awarded, we allow our proposal to stand as the basis of our agreement, and then amend any of the details that need to be changed with the simple agreement addendum (see Attachment III).

In addition to specifying any changes in scope or approach a client may desire, our professional liability insurance carrier requires us to include paragraphs 4, 5, and 6 in any agreements or contracts we execute—and paragraph 7 should give ample assurance to the client that the Library is in the driver's seat. (As a point of information, paragraphs 4-7 have never been invoked on any prior engagement.) Our client's satisfaction is our bottom line—and we are willing to stake our reputation and our fee on ensuring that level of satisfaction.

CONCLUSION:

We look forward to the possibility of working with the Downers Grove Public Library to help you find your next Library Director. If you have questions or need clarification on any aspect of the proposal, please let us know.

BRADBURY ASSOCIATES/GOSSAGE SAGER ASSOCIATES

Daniel J. Bradbury (Electronic Signature ■)
Managing Partner

Jobeth Bradbury (Electronic Signature ■)
Owner

We hereby accept the foregoing proposal (pages 2 – 11).

By _____

Title _____

Date _____

**The final schedule and specific details of this engagement may be modified
by an addendum to this agreement.**

**ATTACHMENT I:
TENTATIVE SEARCH SCHEDULE TIMELINE
DOWNERS GROVE PUBLIC LIBRARY**

Please see below our estimated timeline for your Library search process. If we are selected to help you find your next Library Director, we will establish a firm search schedule during our first meeting with the Search Committee. It is our intent to conduct the search within an appropriate timeframe to allow us to find high-quality candidates for you. Our standard search takes approximately 120 days once we begin the process.

The following timeline represents an illustrative search schedule based on approving the contract in December 2015. The actual target dates will be determined and approved by the Downers Grove Public Library Search Committee.

Activity	Target Date:
Consultants make first visit to Downers Grove; meet with Search Committee and staff; establish definitive work schedule and marketing plan	January 19 & 20 2016
Advertisement is approved by Search Committee	January 29 2016
Post ads, actively recruit candidate pool	Jan. 29-Mar. 20 2016
Applications Close	March 20 2016
All candidate documents sent to Search Committee	March 21 2016
All pre-screening interviews (by consultants) completed	March 23 2016
Meet with Search Committee and present the pool of candidates; select 6-8 semifinalists-2 hour meeting (consultants present in Downers Grove)	March 28 2016
Semi-final Interviews on Site or via Skype w/search committee- (consultants present in Downers Grove)	April 4 & 5 2016
Reference Reports to Board	April 18 2016
Final Interviews on Site (consultants present in Downers Grove)	April 20 & 21 2016
Negotiations Completed	April 27 2016
New Director Start Date	TBD

ATTACHMENT II-REFERENCES

Denver (CO) Public Library (2015)

10 W. Fourteenth Ave. Pkwy.
Denver, CO 80204
Jay Mead, Commission President
jaymead@yahoo.com

Northeast KS Library System (2015)

4317 W. 6th St.
Lawrence, KC 66049
Thad Hartman, Executive Chair
thartman@tsclp.org
Laura DeBaun, System Director
ldebaun@nekls.org

Muskegon (MI) Area District Library (2014)

4845 Airline Road, Unit 5
Muskegon, MI 49444
Doug Hughes, Board Chair
doughughes@williamshugheslaw.com
Kelly Richards, Director
krichards@madl.org

Berkeley (CA) Public Library (2014)

2090 Kittredge Street
Berkeley, CA 94704
Abigail Franklin, Chair
abigail.franklin@gmail.com
Jeff Scott, Director of Library Services
jdscott50@gmail.com

Las Vegas Clark County (NV) Library District (2014)

7060 West Windmill
Las Vegas, NV 89113
Jerilyn Gregory, gregoryj@lvccld.org
Ron Heezen, CEO
bookdoc@gmail.com

New Haven (CT) Free Public Library (2014)

133 Elm Street
New Haven, CT 06510
Dave Greco, Search Committee Chair
arteinc@comcast.net
Martha Brogan, City Library Director
marthabrogan@sbcglobal.net

Metropolitan (OK) Library System (2014)

300 Park Avenue
Oklahoma City, OK 73102
Hugh Rice, Search Committee Chair
hughrice8@gmail.com
Tim Rogers, Director,
timothyrogers@gmail.com

State Library of Iowa (2014)

1112 East Grand Avenue
Des Moines, IA 50319
Dale Vandehaar, Search Chair
dale.vandehaar@dmschools.org
Michael Scott, State Librarian,
msscott1970@gmail.com

Pierce County (WA) Library System (2014)

Linda Ishem, Board Chair
lishem@comcast.net
Georgia Lomax, Director,
glomax@piercecountylibrary.org

Boulder (CO) Public Library (2014)

1001 Arapahoe Ave.
Boulder, CO 80302
Jane Brautigam, City Manager
brautigamj@bouldercolorado.gov
David Farnan, Library & Arts Director
farnandavid@hotmail.com

Ohio Township (IN) Public Library (2014)

4111 Lakeshore Dr.
Newburgh, IN 47629
Blake Larson, Search Committee Chair
WBLarson@ptsb-in.com
Trista Smith, Director, tristan13@gmail.com

Greenwich (CT) Library (2014)

101 West Putnam Avenue
Greenwich, CT 06830
Barbara Omerod-Glynn, Executive Director
bglynn@greenwichlibrary.org

Providence (RI) Public Library (2013)

150 Empire Street
Providence, RI 02903
Rob Taylor, President, rkt@PSH.com
Jack Martin, CEO; hillias@gmail.com

Sonoma County (CA) Library (2014)

211 E. Street
Santa Rosa, CA
Tim May, Commissioner/Search Committee
Chair; mityam@sonic.net
Brett Lear, Director, brettwadelear@gmail.com

Mid-Hudson (NY) Library System (2013)

103 Market St.
Poughkeepsie, NY 12601
Tom Sloan, System Director
tsloan@midhudson.org

Southern Tier (NY) Library System (2013)

9424 Scott Road
 Painted Post, NY 14870
 Maija DeRoche, Search Committee Chair
jderoche@stny.rr.com
 Brian Hildreth, Executive Director
hildrethb@stls.org

Crandall (NY) Public Library (2013)

251 Glen Street
 Glens Falls, NY 12801
 Kathy Naftaly, Library Director
naftaly@crandalllibrary.org

Rye (NY) Free Reading Room (2013)

1601 Boston Post Road
 Rye, NY 10580
 Fran Rodilosso, Search Chair & Board President
frodilosso@gmail.com
 Chris Shoemaker, Director
cinf0master@gmail.com

New Canaan (CT) Library (2013)

151 Main Street
 New Canaan, CT 06840
 Lydee Conway Hummel, Search Chair
Lyds540@aol.com
 Christine Yordan, Board President
Thyme1140@aol.com
 Lisa Oldham, Director
Lisa.oldham1@gmail.com

The Mobile (AL) Public Library (2013)

700 Government St.
 Mobile, AL 36602
 Helene Hassell, Board Chair
helenehassell@aol.com
 R. Scott Kinney, Director
skinneywy@gmail.com

East Baton Rouge (LA) Parish Library (2012)

Stanford O. Bardwell, Board of Control
 Member/Search Committee Chair;
sobjr@cox.net
 Mary Stein, Interim Co-Director,
mstein@ebrpl.com;
 Spencer Watts Director, swatts@mplonline.org;

The Wilton (CT) Library (2012)

137 Old Ridgefield Road
 Wilton, CT 06897
 Judy Higby, President-Board of Trustees
judyhigby@mac.com
 Kathy Welling, Search Chair, kathwell@aol.com

Stark County (OH) District Library (2012)

715 Market Ave. North
 Canton, OH 44702
 Steve Pittman, Search Committee Chair
Steve.Pittman@brunercor.com
 Tena Wilson, Director,
Tenawilson1@yahoo.com

**Public Library of Youngstown & Mahoning
CO (OH) (2012)**

305 Wick Ave.
 Youngstown, OH 44503
 David Ritchie, Board Chair and Search
 Committee
dritchie@zoominternet.net
 Heidi Daniel, Director,
heidi.m.daniel@gmail.com

The Indianapolis (IN) Public Library (2011)

2450 North Meridian Street
 Indianapolis, IN
 Tom Shevlot, President-Board of Trustees
tomshevlot@yahoo.com
 Jackie Nytes, jnytes@indypl.org

ATTACHMENT III:**SAMPLE ADDENDUM AGREEMENT BETWEEN BRADBURY ASSOCIATES/GOSSAGE SAGER ASSOCIATES AND THE DOWNERS GROVE (IL) PUBLIC LIBRARY**

By signed proposal dated _____, 2015 and acceptance by the Downers Grove Public Library (hereinafter called Library), the Library has entered into an agreement with Bradbury Associates/Gossage Sager Associates (hereinafter called Consultant) to perform an executive search for a new Library Director. That agreement is hereby amended to contain the following provisions, which shall, to the extent they are inconsistent with the terms of the _____, 2015 proposal, supersede the prior provisions:

1. All work performed under this contract shall be performed by or under the direct supervision and control of Dan Bradbury and Jobeth Bradbury as project co-directors.
2. The search schedule as outlined in the original proposal dated _____, 2015 will be superseded by a final schedule to be developed after the _____ 2016 meeting with the Library and mutually agreed to by both the Library and the Consultant.
3. (Add other relevant elements you wish to specify or change and adjust numbers accordingly.)
4. Regardless of which party hereto retains responsibility for conducting criminal and financial background checks on prospective candidates under the agreement, the Library and Consultant will defend and indemnify each other from all claims, lawsuits, administrative actions, and other causes of action arising from the negligence or misconduct of a party hereto in conducting such background checks and/or from the misuse of information obtained from such background checks by either party, its officers, directors, agents, servants, or employees.
5. The Library and Consultant each agree and warrant to each other that (1) any such background checks will be conducted solely for the purposes of evaluating prospective candidates' suitability for employment; (2) before a background check is conducted, the prospective candidate will be provided with and sign a clear and conspicuous written disclosure informing him/her that a criminal and/or financial report may be obtained for employment purposes; and (3) information obtained as a result of such background checks will not be used in a manner that violates any state or federal employment laws or regulations.
6. If a dispute arises between the parties relating to this Agreement, the parties agree to participate in good faith negotiations to resolve the dispute for a period of up to thirty (30) days. If the dispute is not settled during such period, the parties agree that the matter shall be settled by non-binding arbitration held in accordance with the commercial rules of the American Arbitration Association, by a panel of three (3) arbitrators. The parties shall each choose an arbitrator who will then agree on a neutral arbitrator.
7. The Library may terminate this contract at any time with 30 days of advance notice. If the Library terminates the contract as a result of being dissatisfied with the quality or amount of services provided by the Consultant, the Consultant will rely on the collective good judgment of the Library to determine what represents a fair and appropriate level of refund/rebate/discount for the work performed under the agreement.

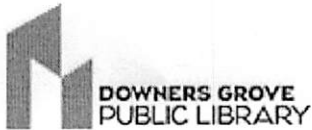
WHEREFORE, the parties have set their hand this _____ day of _____ 2015.

BRADBURY ASSOCIATES/
GOSSAGE SAGER ASSOCIATES

DOWNERS GROVE
PUBLIC LIBRARY

By _____

By _____



Rick Ashton <rashton@dglibrary.org>

Executive Search for Libraries

1 message

john@johnkeister.com <john@johnkeister.com>
Reply-To: Keister John <john@johnkeister.com>
To: libraryboard@dglibrary.org

Fri, Nov 20, 2015 at 2:07 PM

Dear Ms. Greene,

We understand that there may be a need to conduct a search for a new Library Director. We'd like to let you know about our services and how we might be able to help.

My wife, Beth, and I are executive search consultants, with a specialty in community libraries. We work with library boards to recruit and hire executive directors. Besides executive search, I have first-hand experience in libraries, serving for many years as a library board trustee and board President (on multiple boards), consultant, and facilitator. Beth, too, has considerable experience consulting with libraries and a thorough understanding of current trends and issues.

Hiring a new director is one of the most important decisions the board will make and we would be pleased to provide advice and assistance. We pride ourselves on having a smooth process, from learning about a library's strengths and weaknesses, to conducting the search and presenting the board with a slate of excellent candidates. One of our strengths is our ability to work within tight timeframes and budgets. We are very nimble at customizing our searches to fit the needs of our clients. One size does not fit all, especially when it comes to libraries, and we tailor our work to a library's unique needs and goals.

We welcome any questions you may have about our services. Additional information can be found on our website: www.johnkeister.com.

Sincerely,

John Keister

John Keister & Associates
Executive Search: Library Directors
p: 847-955-0540
Vernon Hills, IL (Chicago)
johnkeister.com
www.linkedin.com/in/johnkeister
twitter @JKALibrary

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You received this message because you are subscribed to the Google Groups "Board of Trustees" group. To unsubscribe from this group and stop receiving emails from it, send an email to board-of-trustees+unsubscribe@dglibrary.org. For more options, visit <https://groups.google.com/a/dglibrary.org/d/optout>.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
DECEMBER 16, 2015**

NOTES ON ILLINOIS OPEN MEETINGS ACT AND THE DGPL BOARD

The Illinois Open Meetings Act (5 ILCS 120/) applies to the work of the Board of Trustees of the Downers Grove Public Library. These notes are a brief guide to the issues most likely to be encountered by the Board. Information about more extensive training relating to the Open Meetings Act is attached.

- 1. Definition of a meeting.** A meeting is any gathering of a majority of a quorum of the Board (three or more members) for the purpose of discussing or transacting DGPL business. This definition extends to meetings of the Downers Grove Public Library Foundation Board, if three or more Library Board members are present.
- 2. Votes in meetings.** Voting on any issue must be preceded by a public recital of the matter being considered.
- 3. Action on items not included in the posted Agenda.** The Board may discuss any matter, but it may take action only on items included in the posted Agenda.
- 4. Board packets.** The Board is not required to distribute Board meeting packets to the public. The packet and the documents in it are, however, subject to release under the Illinois Freedom of Information Act.
- 5. Annual schedule of meetings.** At the beginning of each year the Board must post and publish on its web site a schedule of regular meetings for the year.
- 6. Notice of regular meetings.** At least 48 hours before a regular meeting, the Board must post and publish on its web site the Agenda for the meeting. The Agenda may not be changed less than 48 hours before the meeting. The Board may not act on any matter not on the Agenda.
- 7. Limits of special and emergency meetings.** For special or emergency meetings, the Board may only discuss and act upon items included in the Agenda. It may not discuss items not on the Agenda.
- 8. Public comment.** The Board must provide an opportunity for public comment at all meetings. The Board may adopt rules concerning public comment, including time limits for speakers.
- 9. Recording.** Any member of the public may record an open meeting by film, tape, or other means.
- 10. Minutes.** The Board must create minutes of all meetings. These minutes must record the date, time, and place of the meeting, the attendance of members present and absent, a summary of matters discussed, and a record of any votes taken. The Minutes must be

made available to the public for physical inspection and on the web site within 7 calendar days of approval by the Board.

11. Closed sessions. The Board may meet in closed session only when it is considering a matter specifically enumerated in section 2(c) of the statute. About 26 matters are named. Of these, 9 are potentially of interest to the Downers Grove Public Library Board of Trustees:

- a. The appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel.
- b. Collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees.
- c. Purchase or lease of real property.
- d. Setting of a price for sale or lease of property.
- e. Sale or purchase of securities, investments, or investment contracts.
- f. Security procedures.
- g. Pending or probable litigation against, affecting, or on behalf of the Library.
- h. Discussions regarding self-evaluation, practices and procedures or professional ethics with representatives of statewide associations.
- i. Discussion of the minutes of a meeting that was lawfully closed under the Open Meeting Act.

12. Mechanics of closed sessions:

- a. The closed session must be included in the published agenda of an open meeting. The open meeting must be convened in routine fashion.
- b. The Board must vote to go into closed session.
- c. The agenda and the vote must cite the specific exemption in the Open Meetings Act that allows the meeting to be closed.
- d. Only the members of the Board and others who are directly involved in the matter under consideration may attend a closed session.
- e. In the closed session the Board may discuss only the matter for which the closed session was approved.
- f. The Board may not take action in closed session. To take action, it must reconvene in open session, recite the matter being acted upon (see 2, above) and vote on the matter.

- g. The Board must make a verbatim record by audio or video and take minutes of any closed session. Semi-annually, the Board must review the minutes of any closed session and determine the need for continued confidentiality of the minutes. If the Board determines that confidentiality is no longer necessary, it must make the minutes available to the public.

13. Attendance at a Board meeting by phone or videoconference. The Board may allow a member to attend by video or telephone only if a quorum is physically present and the member is absent because of personal illness or disability, personal employment purposes or the business of the Board, or family or other emergency.

Open Meetings Act

Elected and Appointed Members

OMA Electronic Training

Effective January 1, 2012, elected or appointed members of a public body subject to OMA must complete the electronic training once during their term of election or appointment as follows:

- Any person who is an elected or appointed member of a public body subject to the Act on January 1, 2012, must complete the electronic training between January 1, 2012, and January 1, 2013.
- Any person who becomes an elected or appointed member of a public body subject to the Act after January 1, 2012, must complete the electronic training no later than the 90th day after taking the oath of office or, if not required to take an oath of office, after otherwise assuming responsibilities as a member of the public body.

Elected or appointed members need not complete the electronic training on an annual basis thereafter unless they are also designated to receive training on compliance with the Open Meetings Act.

The Public Access Counselor's Office's OMA electronic training is available free of charge at:
http://foia.ilattorneygeneral.net/electronic_foia_training.aspx.

APPROVED 12/7/15

VILLAGE OF DOWNERS GROVE
PLAN COMMISSION MEETING
PUBLIC HEARING

NOVEMBER 2, 2015, 7:00 P.M.

Chairman Rickard called the November 2, 2015 meeting of the Downers Grove Plan Commission to order at 7:03 p.m. and led the Plan Commissioners and public in the recital of the Pledge of Allegiance.

ROLL CALL:

PRESENT: Chairman Rickard, Mr. Cozzo, Mr. Cronin, Ms. Hogstrom, Mrs. Rabatah, Mr. Thoman

ABSENT: Mr. Bassler, Mr. Quirk

STAFF: Community Development Director Stan Popovich; Senior Planner Rebecca Leitschuh, Planner Patrick Ainsworth

VISITORS: Mr. Greg Gaus and Kathleen Goepfinger with Midwestern University, 555 31st Street; Mr. Thomas McCormick, 4506 Oakwood; Keith Neumann, Greenscape Homes, 4355 Weaver Parkway, Warrenville; Art Dobbel, Midwestern University, 555 31st Street; Dwight Todd, DL Architects, 2333 N. Central, Phoenix, AZ; Mary Ann Atkins, 6204 Janes; Sandy Richards, 1925 Bending Oaks Ct.; Deborah Hamilton, 5969 Janes Ave.; Judy Bergh, 6142 Janes Ave.; John Fritz, 2S749 Avenue Orleans, Oak Brook; James Egan, 19W160 Avenue La Tours; Jason Holy, 6144 Janes Ave.; Matthew Nichols and Edwin Holloway, Diocese of Joliet, 16555 Weber Rd., Crest Hill; Ken Giere, Architect, 725 W. Wrightwood Ave., Chicago.

APPROVAL OF OCTOBER 5, 2015 MINUTES

MINUTES OF THE OCTOBER 5, 2015 MEETING WERE APPROVED ON MOTION BY MR. COZZO. SECONDED BY MR. THOMAN. MOTION CARRIED BY VOICE VOTE OF 6-0.

APPROVAL OF OCTOBER 12, 2015 MINUTES

MINUTES OF THE OCTOBER 12, 2015 MEETING WERE APPROVED ON MOTION BY MR. THOMAN. SECONDED BY MRS. RABATAH. MOTION CARRIED BY VOICE VOTE OF 5-0-1 (MR. COZZO ABSTAINS).

PUBLIC HEARINGS:

Chairman Rickard explained the protocol for the public hearings and swore in those individuals that would be speaking on the petitions listed below.

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FILE 15-PLC-0038: A petition seeking approval of a Planned Unit Development Amendment to revise the master plan for Midwestern University. The property is zoned R-1, Single Family Residence District and is located on the south side of 31st Street, approximately 1,280 feet west of Meyers Road, commonly known as 555 31st Street, Downers Grove, IL (PINs 06-32-200-015, 06-32-400-026). Midwestern University, Petitioner/Owner.

Senior Planner Rebecca Leitschuh reviewed the Midwestern University's (the "University") application as outlined in her staff report, noting it was an amendment to the University's master plan, for the construction of a maintenance building and the College of Optometry's office and classroom building. Location, surrounding uses, and the site plan followed as well as bulk standards and parking figures.

Staff recommended approval of the application subject to the conditions listed in staff's report.

Chairman Rickard asked for an explanation of the site data summary, stating it reflected a net reduction in total site impervious area by 6,000 square feet. Ms. Leitschuh explained it was due to the removal of the dormitories. As to staff seeking additional landscaping as one of the conditions, Ms. Leitschuh explained it was being proposed but said further site conditions needed to be resolved first before landscaping could take place and best management practices would be utilized under the direction of the village's stormwater engineers. Ms. Hogstrom suggested removing two invasive species from the University's landscaping plan – the *Pyrus calleryana* and *Liriope spicata*.

Dr. Kathleen Goepfinger, President and CEO of Midwestern University, introduced herself. Per a question regarding the "reflective nature" of the building, she stated that matte materials would be used on the building to prevent reflection from the building. She was not aware of any garage issues. Regarding the installed traffic signal at 31st Street, Dr. Goepfinger believed the signal was functioning well; it provided a smooth flow of traffic and the additional lane into the campus helped traffic for the students and neighbors. She stated that access to Lyman Woods would continue, since the University had a very good relationship with the park district. As far as future plantings around the building, an assessment would have to take place first due the existing woods.

Per the chairman's question, Director Popovich confirmed that the proposed landscaping plan met the village's requirements but staff would have to understand what the park district's exact concern was regarding plantings.

Chairman Rickard opened up the meeting to public comment.

Mr. John Fritz, 2749 Orleans, Oak Brook, said he liked the new signal on 31st Street but had some concerns about traffic issues, as did some of his neighbors. He distributed photographs to the commissioners. Specifically, vehicles exiting during peak hours were using the hashed lane as a two-lane exit onto 31st Street. He provided details and recommendations. Regarding the traffic study, Mr. Fritz clarified that Avenue LaTours was owned and maintained by York Township.

Dr. Goepfinger voiced that she had not heard about the student's creating a two-lane exit but stated she would send a notification to her faculty/staff/students about the matter. For the record, she stated the University paid \$1.3 M for the signal and hatched line to direct traffic.

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Mr. Cronin suggested constructing an island in the hatched lane to deter traffic from using the area. Dr. Goeppinger stated she would place a security guard on-site and sent out a communication.

Mr. Kevin McCormick, Midwestern University, explained what was occurring when students exited the campus. He explained the students did not form two lines to exit campus, but once onto 31st Street, students would veer over the dashed line directing traffic to 31st Street to merge early into the right westbound lane.

General dialog followed from Ms. Leitschuh on how students were not following the rules of the road and staying in their correct lane when exiting the campus.

No further comments were received; public comment was closed.

Overall, positive comments about the proposal were voiced by the commissioners and any outstanding issues that were a concern appeared to be reconciled by the University.

WITH RESPECT TO FILE 15-PLC-0038, MR. COZZO MADE A MOTION THAT THE PLAN COMMISSION FORWARD A POSITIVE RECOMMENDATION TO THE VILLAGE COUNCIL, SUBJECT TO THE FOLLOWING CONDITIONS:

- 1. THE BULK REQUIREMENTS OF THE PROPOSED BUILDINGS SHALL SUBSTANTIALLY CONFORM TO THE CAMPUS MASTER PLAN PREPARED BY DWL ARCHITECTS & PLANNERS, INC., DATED SEPTEMBER 2, 2015;**
- 2. THE PROPOSED BUILDINGS AND SITE DEVELOPMENT ARE SUBJECT TO MEETING ALL APPLICABLE VILLAGE CODES, ORDINANCES AND POLICIES DURING THE BUILDING PERMIT PROCESS;**
- 3. ADDITIONAL LANDSCAPING SHALL BE PURSUED ALONG THE WESTERN EDGE OF THE MAINTENANCE BUILDING TO SHIELD THE STRUCTURE FROM RECREATIONAL ACTIVITIES AT THE NEIGHBORING LYMAN WOODS;**
- 4. NO DEVELOPMENT IS TO OCCUR WITHIN THE CURRENT FEMA FLOODWAY OR PRELIMINARY FLOODWAY. ADDITIONALLY, BEST MANAGEMENT PRACTICES SHALL BE INSTALLED NEAR THE PROPOSED MAINTENANCE BUILDING TO ENSURE STORMWATER IS TREATED PRIOR TO LEAVING THE PROPERTY;**
- 5. ALL PROPOSED AND RECOATED BUILDINGS SHALL BE REQUIRED TO LOCATE A FIRE HYDRANT WITHIN 100 FEET OF EACH NEW FIRE DEPARTMENT CONNECTION; AND**
- 6. THE PROPOSED BUILDINGS SHALL BE EQUIPPED WITH AN AUTOMATIC SUPPRESSION SYSTEMS AND A FIRE ALARM SYSTEM.**

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SECONDED BY MS. HOGSTROM. ROLL CALL:

**AYE: MR. COZZO, MS. HOGSTROM, MR. CRONIN, MRS. RABATAH, MR. THOMAN,
CHAIRMAN RICKARD**

NAY: NONE

MOTION CARRIED. VOTE: 6-0

15-PLC-0040: A petition seeking approval for a zoning map amendment from R-1, Residential Detached House 1, to R-4, Residential Detached House 4. The property is located on the north side of Elmore Avenue approximately 150 feet east of Challen Place, commonly known as 1940 Elmore Avenue, Downers Grove, IL (08-12-410-027 & -028). Keith Neumann, Greenscape Homes, LLC, Petitioner and Owner.

Planner Patrick Ainsworth reviewed the application for a zoning map amendment, as outlined in his staff report. He summarized the uses surrounding the existing property, reviewed the plat of survey, and the requirements for R-4 zoning. He noted the standards for rezoning were met.

Petitioner, Mr. Keith Neumann, Greenscape Homes, 4355 Weaver Parkway, Warrenville, summarized he was seeking to go from R-1 zoning to R-4 zoning and put the property into compliance.

No commissioner questions followed. The chairman opened up the meeting to public comment. No comments were received from the public. Public comment was closed. No real concerns or questions were raised by the commissioners except to note the setbacks were changing, but the application was not out of place, given the characteristics of the neighborhood.

WITH RESPECT TO FILE 15-PLC-0040, MS. HOGSTROM MADE A MOTION THAT THE PLAN COMMISSION FORWARD A POSITIVE RECOMMENDATION TO THE VILLAGE COUNCIL, AS PRESENTED.

SECONDED BY MR. THOMAN. ROLL CALL:

**AYE: MS. HOGSTROM, MR. THOMAN, MR. COZZO, MR. CRONIN, MRS. RABATAH,
CHAIRMAN RICKARD**

NAY: NONE

MOTION CARRIED. VOTE: 6-0

15-PLC-0041: A petition seeking approval for a zoning map amendment from R-1, Residential Detached House 1 to INP-1, Neighborhood-scale Institutional and Public District, obtain a Special Use to permit a cemetery. The property is on the southeast side of Hobson Road approximately 50 feet south of Wolfe Drive, commonly known as 2501 Hobson Road, Downers Grove, IL (08-13-314-001 & -002). Michael Jackiewicz, Roman Catholic Diocese of Joliet, Petitioner and Owner.

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Planner Patrick Ainsworth reviewed the application for a zoning map amendment from R-1 to INP-1, and for a special use, as outlined in his staff report. A review of the site plan, bulk standards, elevations of the crypt, and landscaping plan were reviewed as well as comments received from the October 21, 2015 neighborhood meeting. He noted all standards for approval for both the rezoning and special use were met.

Staff recommended that the commissioners forward a positive recommendation to the village council along with the conditions listed in staff's report.

On behalf of the Joliet Diocese, Civil engineer Matthew Nichols, V3 Companies, 7325 James Avenue, Woodridge, appeared. He described the site in more detail and the diocese's need for more burial plots and crypts, i.e., to upgrade the site for the community. Setbacks were reviewed, noting the closest resident to the east was 165 feet away.

Architect, Mr. Ken Giere, described the garden crypt building in detail and indicated the center chapel would be an open-air chapel used for grave side services and a meditation area for visitors. The chapel would be 28 and one-half feet in height with a pitched roof. The remainder of the building would be Ashler limestone with granite fronts. The building was designed to fit into the neighborhood and to provide a warm and inviting setting for the services that would take place.

Per questions about the property being fenced off, Mr. Giere explained that the north Hobson Road entrance gate would have two limestone pillars on either side of the entry with six-foot fencing stepping down to four feet. A monument sign would identify the property on the north side. The southern entry would include a single six-foot pillar on either side, but no other fencing would be installed. Mr. Cronin voiced concern that there was no fencing around the property, seeing that many other cemeteries had fencing. Director Popovich stated the Plan Commission could consider that option as a recommendation.

Mr. Giere summarized that some of the burials that exist along the east were very close to the eastern property line and any obstructions would have to take those burials into account.

Mr. Nichols reported the cemetery will contain a 10-foot easement from the property line just for that same concern. Regarding the fence, Mr. Nichols stated that a six-foot fence would not deter kids from the site. In addition, on the east side property many of the homeowners there had fences currently and the petitioner did not want to block their views. Natural landscaping would be better.

Mr. Thoman asked if the petitioner spoke to staff regarding the swales, Mr. Nichols stated he did. He proceeded to explain how the swales would be used as retention ponds, matching the existing drainage patterns and would include natural plantings. Mr. Giere proceeded to explain what was planned for the cremation garden. The concerns raised at the neighborhood meeting included the position of the building, proximity to the homes to the east; and the overall height of the building. Mr. Giere confirmed for Mr. Cozzo that there was no current lighting at the cemetery. However, he was proposing to use small landscape lighting (not overhead lighting) to highlight the north side of the building.

Chairman Rickard invited the public to comment.

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Ms. Judy Bergh, 6142 James Avenue, appreciated the prior October community meeting but asked the commissioners to put themselves in the neighbors' place along the east property line. She believed the proposed building would be much closer than what was reported. From her own research she said she did not find any other cemeteries, that the diocese manages, in close proximity to residential homes. She commented on the amount of abundant space many of the cemeteries do have around them. Therefore, she asked if the proposed building could be relocated closer to Hobson Road since she felt it would be more acceptable by the neighbors and not affect her property value as much. Further observations were voiced by Ms. Bergh. She closed by stating that the proposed building would be distinctively different and asked the commissioners to consider her comments.

Mr. Jason Holy, 6144 James Avenue, said he had no concerns about the cemetery but did voice concern about the proximity of the building to his home and the proposed landscaping not being able to hide the new building. He suggested relocating the building or getting taller landscaping.

Ms. Sandy Richards, 1925 Bending Oaks Court, shared concerns about no fencing around the property, mentioning that some residents around Oak Creek Cemetery allow their dogs to run free and defecate on the property and that the petitioner should be aware of this type of issue.

Mr. Leonard Atkins 6204 James, questioned whether the building would actually enhance the neighborhood. He further voiced concern about the petitioner adding more buildings to the site when only five people were buried over the past five years.

Mr. Nichols closed by stating the Diocese wanted to be a better partner and clean up the site. Regarding some of the comments, he agreed that the proposed building was located farther east on the former residential lot. The building was not located closer to Hobson Road because it would have been closer to the resident to the south. In addition, he reported there could be two burial plots of the previous owners behind the existing house. Therefore, that area was avoided. As to additional buildings being constructed in the future, Mr. Nichols indicated if the proposed crypt did fill up in 25 years or more, the Diocese would consider at that time adding a smaller crypt building.

Mr. Giere added that if the building was pushed more towards Hobson Road, the staged processions would disrupt the traffic flow at the entrance on Hobson. Mr. Giere noted that the chapel building was three feet lower than the properties to the east, which was a consideration. Further explanation followed.

Regarding the addition of taller vegetation along the east property line, Mr. Nichols stated presently the plan was to install a variety of six-foot trees, with trees along the building to break up the massing.

Ms. Judy Bergh, 6142 James Avenue, returned and questioned the location of the staged processions. She also questioned how the city would address the potential grave sites being located in a former resident's yard,

In response, Mr. Nichols explained the vehicle flow for staged processions. Regarding the potential grave sites in the residential yard, Mr. Nichols stated that all proposed construction would be

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thoroughly vetted to ensure no plots were impacted. If plots were discovered, he indicated steps would be taken to either leave the plots undisturbed or relocated them when the time arises.

Mr. Chris Nye, 4030 Windberry, Naperville, director of buildings and properties for Joliet Diocese was sworn in and indicated that burials were located on the residential lot the Diocese owns. The site was ground-radared, including the rear portion, which resulted in evidence of two or three graves between the text noting 'Parcel 2' and a tree symbol on the map.

Hearing no further comments, the chairman closed the public hearing.

Chairman Rickard confirmed with staff that if the southern parcel remained R-1 zoning, a 35-foot high residential structure could be constructed where the proposed crypt was being proposed; staff concurred.

Commissioner comments followed that given the site survey, the petitioner was doing its best to not disturb any existing graves and, from a property rights perspective, the petitioner could construct a 35-foot high structure. Per questions, Mr. Nichols explained the inner drive was proposed as a two-way drive with its primary use to allow by-pass when cars line up and also to allow emergency vehicles in, after a procession has lined up on one side of the drive. Overall, vehicles would enter/exit both curb-cuts. Asked if the crypt could be moved at all to the west, Mr. Nichols said it could be shifted sideways but then the potential for a future crypt could be lost by using that space. Grading was another issue. Mr. Nichols provided further explanation for the residents.

Mr. Cozzo returned the conversation to the issues at hand: 1) the proposal met the criteria for Institutional-1 zoning, and 2) the special use portion. He believed that the standards had to be considered, specifically property values. Conversely, the positives of the proposal followed and the fact that the petitioner exceeded some of the board's requirements. Mr. Thoman mentioned the petitioner could work with the residents by providing some additional screening. He did not see how the cemetery was diminishing property values. Chairman Rickard also had difficulty finding a negative impact to the neighbors.

WITH RESPECT TO FILE 15-PLC-0041, MR. THOMAN MADE A MOTION THAT THE PLAN COMMISSION FORWARD A POSITIVE RECOMMENDATION TO THE VILLAGE COUNCIL, SUBJECT TO THE FOLLOWING CONDITIONS:

- 1. THE SPECIAL USE SHALL SUBSTANTIALLY CONFORM TO THE STAFF REPORT DATED NOVEMBER 2, 2015, THE ENGINEERING DRAWINGS PREPARED BY V3, DATED OCTOBER 2, 2015 AND LAST REVISED OCTOBER 20, 2015, THE ARCHITECTURAL AND LANDSCAPE DRAWINGS PREPARED BY KENNETH E. GIERS, ARCHITECT, DATED JULY 27, 2015 AND LAST REVISED OCTOBER 20, 2015, EXCEPT AS SUCH PLANS MAY BE MODIFIED TO CONFIRM TO VILLAGE CODES AND ORDINANCES; AND**
- 2. THE APPLICANT SHALL ADMINISTRATIVELY CONSOLIDATE THE MULTIPLE LOTS PRIOR TO CONSTRUCTING THE CRYPT BUILDING.**

APPROVED 12/7/15

SECONDED BY MR. CRONIN. ROLL CALL:

**AYE: MR. THOMAN, MR. CRONIN, MR. COZZO, MS. HOGSTROM, MRS. RABATAH,
CHAIRMAN RICKARD**

NAY: NONE

MOTION CARRIED. VOTE: 6-0

Director Popovich announced that a December 7th meeting will be scheduled with one petition. He emailed commissioners the 2016 meeting dates and expects there will be some discussions on some long-range planning items so that is the reason a second monthly meeting was shown.

**THE MEETING WAS ADJOURNED AT 9:10 P.M. ON MOTION BY MR. COZZO,
SECONDED BY MRS. RABATAH. MOTION CARRIED UNANIMOUSLY BY VOICE
VOTE OF 6-0.**

/s/ Celeste K. Weilandt

Celeste K. Weilandt

(As transcribed by MP-3 audio)