

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
DECEMBER 13, 2017, 7:30 PM
LIBRARY MEETING ROOM**

MINUTES

1. **Call to Order.** Secretary Humphreys called the meeting to order at 7:30 p.m. as President pro tem. Trustee Susan Eblen was appointed Secretary pro tem for the duration of the meeting.
2. **Roll Call.** Members present: Trustee Susan Eblen, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Kim Stapleton. Absent: Trustee Ed Earl, President Jonathan Graber.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Public Relations Manager Melissa Fischer, Resident Ed Pawlak.

3. **Welcome to Visitors.** Secretary Humphreys welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. November 15, 2017 Regular Monthly Meeting. It was moved by Eblen and seconded by Stapleton THAT the Minutes of the November 15, 2017 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
 - a. November 2017 Financial Report. Milavec presented the report, noting that the 2017 Illinois Public Library Per Capita Grant money has not yet been received and staff do not anticipate it arriving before the end of the year. The library is on track to exceed its projected revenue for the year. The cancellation of the Directors and Officers insurance policy has gone through and the library will be receiving a refund of \$3,029. This policy was separate from the liability policy under the library's previous insurance carrier.
 - b. December 2017 Invoices. It was moved by Stapleton and seconded by Gigani THAT the payment of December 2017 invoices totaling \$92,465.01, the acceptance of December 2017 credit memos totaling \$359.73, and the ratification of November 2017 payrolls totaling \$254,011.61 be approved. Roll call: Ayes: Eblen, Gigani, Humphreys, Stapleton. Nays: None. Abstentions: None.
6. **Public Comment on Agenda Items.** Secretary Humphreys invited comment. There was none.

7. **Public Comment on Other Library Business.** Secretary Humphreys invited comment. There was none.
8. **New Business.**
 - a. 2017-2 Resolution Approving and Adopting Revised Anti-Discrimination and Anti-Harassment Policy. President Graber sent a note with a revision at the end of Section 5, changing the word “non-discrimination” to “anti-discrimination”. It was moved by Eblen and seconded by Gigani THAT the 2017-2 Resolution Approving and Adopting Revised Anti-Discrimination and Anti-Harassment Policy be approved as amended. Roll call: Ayes: Eblen, Gigani, Humphreys, Stapleton. Nays: None. Abstentions: None.
 - b. 2018 Board Meeting Schedule (attached). President Graber sent a note to the Board with a request that the March meeting be moved from March 28 to March 21 to avoid scheduling conflicts with the school district’s spring break. It was moved by Eblen and seconded by Stapleton THAT the 2018 Board Meeting Schedule be adopted as amended. Motion passed by voice vote.
 - c. 2017-3 Resolution of Appreciation for 2017 Milestone Anniversaries (attached). Humphreys asked Milavec to read the resolution aloud to recognize the honored staff. It was moved by Eblen and seconded by Gigani THAT the 2017-3 Resolution of Appreciation for 2017 Milestone Anniversaries be approved and signed. Roll call: Ayes: Eblen, Gigani, Humphreys, Stapleton. Nays: None. Abstentions: None.
9. **Unfinished Business.** There was none.
10. **Library Director’s Report.** Milavec presented the report. The library is working with Bernie’s Book Bank, a non-profit organization out of Chicago, to donate gently used children’s material through grade level 6. The library’s YouTube channel has a time-lapse video of the creation of the mural in the Kid’s Room. It shows ten weeks of work condensed into three minutes. The new Facilities Manager, Ian Knorr, started on December 4 and jumped right in to work by scheduling inspections and getting to know the building. Children’s Manager Allyson Renell has returned from maternity leave and staff are happy to have her back. The new Adult and Teen Services Manager, Lizzie Matkowski, will be starting January 2. She previously worked for our library as an Adult and Teen Services Librarian and most recently worked at Joliet Public Library. The public computer area will be closed to the public next week as new furniture is installed.
11. **Board Member comments and requests for information.**

Humphreys was talking to someone he barely knew who didn’t know he was a library trustee and the library came up in conversation. The resident said, “We have the best library!” and continued to boast about how wonderful the library is.
12. **Adjournment.** It was moved by Eblen and seconded by Stapleton THAT the Regular Meeting of the Board of Trustees be adjourned. Motion passed by voice vote. Secretary Humphreys adjourned the meeting at 7:46 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
DECEMBER 13, 2017**

AGENDA ITEM 8B

2018 BOARD MEETING SCHEDULE

Fourth Wednesday of each month, except second Wednesday in November and December. An additional meeting is scheduled for the second Wednesday in September as a workshop on 2019 budget.

January 24
February 28
March 21
April 25
May 23
June 27
July 25
August 22
September 12
September 26
October 24
November 14
December 12



**DOWNERS GROVE
PUBLIC LIBRARY**

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

RESOLUTION NO. 2017-3

**A RESOLUTION OF APPRECIATION FOR THE SERVICE
OF STAFF MEMBERS WHO HAVE CELEBRATED
MILESTONE SERVICE ANNIVERSARIES IN 2017**

WHEREAS, thirteen members of the Downers Grove Public Library Staff have celebrated milestone service anniversaries in 2017, totaling 145 years, as follows:

5 Years:

Shannon Gruber
Kathryn Hoos
Connie Lacey
Lynnea Nash

10 Years:

Anthony Drufke
Maureen Karl
MaryKellie Marquez
Mary McCann
Susan Slamar

15 Years:

Kathryn Moran

20 Years:

Sharon Hrycewicz
Kevin Montgomery
Lorel Trout

AND WHEREAS, the committed services of these staff members has contributed significantly to the Library's high level of performance and high reputation in the community;

AND WHEREAS, 2017 has provided many new opportunities for service, including development of Strategic Plan 2017-2020 and check out of over 1,000,000 items;

THEREFORE BE IT RESOLVED, that the Board of Library Trustees recognizes with great appreciation the dedication and perseverance of these staff members and thanks them for their outstanding work.

UNANIMOUSLY APPROVED this 13th day of December, 2017 by the Board of Library Trustees of the Village of Downers Grove



President



Secretary

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
DECEMBER 13, 2017**

AGENDA ITEM 10

Library Director's Report

Management Team Hiring

Lizzie Matkowski will be returning to the Library as Adult and Teen Services Manager on January 2, 2018. Lizzie left a position as Adult and Teen Services Librarian here last fall to become the Adult Services Manager at the Joliet Public Library Ottawa Street Branch. Ian Knorr started on December 4 as Facilities Manager. He has already scheduled regular maintenance visits needed by year end, placed year-end supply orders, and begun investigating solutions to ongoing building issues.

Statements of Economic Interest

I have completed the roster of Trustees and staff required to file a Statement of Economic Interest with DuPage County. You will receive notification directly from the County on how to complete the online form for this statutory requirement.

Public Computer Area Furniture Replacement

The public computer area will be closed from December 18 through December 22 to accommodate the electrical and data cabling changes and replacement of the tables. Instead of 4 long tables of 6 PCs, the new configuration is 6 round tables of 4 PCs. This allows for better visibility and traffic flow through the area. New chairs will arrive the following week.