

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING
JANUARY 13, 2016, 7:00 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to order.
2. Roll Call.
3. Public Comment Period.
4. Brainstorming Concerning the Future of the Library.
5. Board Member Comments and Requests for Information.
6. Adjournment.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING
TUESDAY, JANUARY 19, 2016, 7:00 P.M.
LIBRARY CHILDREN'S PROGRAM ROOM**

AGENDA

1. Call to order.
2. Roll call.
3. Public comment period.
4. Presentation by Bradbury Associates. Director Search process, schedule, procedures.
Requested Action: Approval.
5. Board Member comments and requests for information.
6. Adjournment.

**DOWNERS GROVE PUBLIC LIBRARY FOUNDATION
BOARD OF DIRECTORS
SPECIAL MEETING
TUESDAY, JANUARY 19, 2016, 5:45 P.M.
LIBRARY CHILDREN'S PROGRAM ROOM**

AGENDA

1. Call to order.
2. Roll call.
3. Public comment period.
4. Discussion with Bradbury Associates concerning desired attributes and qualifications for the Director of the Library.
5. Board Member comments and requests for information.
6. Adjournment.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING FOR PUBLIC INPUT
WEDNESDAY, JANUARY 20, 2016, 7:00 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to order.
2. Roll call.
3. Public discussion with Bradbury Associates concerning desired attributes and qualifications for the Director of the Library.
4. Board Member comments and requests for information.
5. Adjournment.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
JANUARY 27, 2016, 7:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to order.
2. Roll call.
3. Welcome to visitors.
4. Approval of Minutes
 - a. December 16, 2015, Regular Monthly Meeting
 - b. January 13, 2016, Special Meeting
 - c. January 19, Special Meeting
 - d. January 20, Special Meeting
5. Financial Matters
 - a. December 2015 Financial Report
 - b. Approval of December 2015 Invoices
 - c. Approval of January 2016 Invoices
6. Public Comment on Agenda Items.
7. Public Comment on Other Library Business.
8. Unfinished Business
 - a. Approval of Revised Director Search Timetable
 - b. Approval of Advertisement for Library Director
 - c. Building projects. Report on lighting and acoustical panels progress. Approval of color selection.
 - d. Personnel Policy. Approval of Revised Policy, except Sections 3.1.3, 3.1.7, and 3.1.17.
 - e. Personnel Policy. Approval of Revised Policy, Sections 3.1.3, 3.1.7, and 3.1.17.
9. New Business
 - a. Posting of Employee Compensation. Receive report.
10. Report of the Director.
 - a. 2015 Circulation Statistics
 - b. Top Circulating eBooks in 2015
 - c. Staff In Service Day, January 15, 2016
 - d. 125th Anniversary Kickoff Events
 - e. Recent media coverage
11. Board Member comments and requests for information.
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
FEBRUARY 24, 2016, 7:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to order.
2. Roll call.
3. Welcome to visitors.
4. Approval of Minutes
 - a. January 27, 2016, Regular Monthly Meeting
5. Financial Matters
 - a. January 2016 Financial Report
 - b. Approval of February 2016 Invoices
6. Public Comment on Agenda Items.
7. Public Comment on Other Library Business.
8. Unfinished Business.
 - a. Building projects. Report and recommendation from Shales McNutt Construction regarding contract awards for lighting projects and acoustical panel project.
Requested action: approval of recommended contract awards.
 - b. Proposed Purchasing Policy. Requested action: discussion
 - c. Report and recommendation from Library staff regarding proposed surveillance camera installation. Requested action: Approval of recommendation.
9. Report of the Director
 - a. Web site changes
 - b. Friends of the Library gift
 - c. 3D Printer emissions concerns
 - d. World Language Collection
 - e. Recent statistics
 - f. Recent Media Coverage
10. Board Member comments and requests for information.

11. New Business

- a. Arrangements for executive management from April 1, 2016, until the appointment of the next Director. Requested action: Approval of a motion to go into executive session, as authorized by the Illinois Open Meetings Act, 5 ILCS 120/2(c)(1), for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee.
- a. Executive session
- b. Reconvening of public session
- c. Approval of any motions resulting from discussion in executive session

12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
MARCH 23, 2016, 7:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to order.
2. Roll call.
3. Welcome to visitors.
4. Approval of Minutes
 - a. February 24, 2016, Regular Monthly Meeting, Including Executive Session
5. Financial Matters
 - a. February 2016 Financial Report
 - b. March 2016 Invoices. Requested action: approval.
6. Public Comment on Agenda Items.
7. Public Comment on Other Library Business.
8. Unfinished Business.
 - a. Proposed Purchasing Policy. Requested action: approval.
9. New Business.
 - a. Recent Customer Feedback. Requested action: receive report.
 - b. Appreciation for the Friends of the Library. Requested action: approve letter.
10. Report of the Director.
 - a. Food for Fines
 - b. Lynda.com
 - c. February circulation statistics
 - d. Recent media coverage
 - e. Hail and Farewell
11. Board Member comments and requests for information.
12. Adjournment.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING
APRIL 5, 2016, 7:00 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to order.
2. Roll call.
3. Welcome to visitors.
4. Public comment on agenda items.
5. Public comment on other Library business.
6. Unfinished Business.
 - a. Review of candidates for the position of Director. Requested action: Approval of a motion to go into executive session, as authorized by the Illinois Open Meetings Act, 5 ILCS 120/2(c)(1), for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee.
7. Executive session agenda.
 - a. Roll call.
 - b. Review of candidates for the position of Director. Requested action: discussion.
8. Reconvened public session agenda.
 - a. Reconvening.
 - b. Approval of any motions resulting from discussion in executive session.
9. Board Member comments and requests for information.
10. Adjournment.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING
APRIL 20, 2016, 5:00 P.M.
CHILDREN'S PROGRAM ROOM**

AGENDA

1. Call to order.
2. Roll call.
3. Welcome to visitors.
4. Public comment on agenda items.
5. Public comment on other Library business.
6. Unfinished Business.
 - a. Interview semifinalists for the position of Director. Requested action: Approval of a motion to go into executive session, as authorized by the Illinois Open Meetings Act, 5 ILCS 120/2 (c)(1), for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee.
7. Executive session agenda.
 - a. Roll call.
 - b. Interview semifinalists for the position of Director. Requested action: interview candidates.
8. Reconvened public session agenda.
 - a. Reconvening.
 - b. Approval of any motions resulting from discussion in executive session.
9. Board Member comments and requests for information.
10. Adjournment.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING
APRIL 21, 2016, 5:00 P.M.
CHILDREN'S PROGRAM ROOM**

AGENDA

1. Call to order.
2. Roll call.
3. Welcome to visitors.
4. Public comment on agenda items.
5. Public comment on other Library business.
6. Unfinished Business.
 - a. Interview remaining semifinalists for the position of Director and choose finalists. Requested action: Approval of a motion to go into executive session, as authorized by the Illinois Open Meetings Act, 5 ILCS 120/2 (c)(1), for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee.
7. Executive session agenda.
 - a. Roll call.
 - b. Interview remaining semifinalists for the position of Director and choose finalists. Requested action: interview remaining semifinalists and choose finalists.
8. Reconvened public session agenda.
 - a. Reconvening.
 - b. Approval of any motions resulting from discussion in executive session.
9. Board Member comments and requests for information.
10. Adjournment.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
APRIL 27, 2016, 7:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to order.
2. Roll call.
3. Welcome to visitors.
4. Approval of Minutes
 - a. March 23, 2016, Regular Monthly Meeting
 - b. April 5, 2016, Special Meeting, Including Executive Session
 - c. April 20, 2016, Special Meeting, Including Executive Session
 - d. April 21, 2016, Special Meeting, Including Executive Session
5. Financial Matters
 - a. March 2016 Financial Report
 - b. April 2016 Invoices. Requested action: approval.
6. Public Comment on Agenda Items.
7. Public Comment on Other Library Business.
8. Unfinished Business.
 - a. Change order from Shales McNutt for the acoustical panel contract.
Requested action: approve change order.
9. New Business.
 - a. Change authorized names on U.S. Bank safe deposit box.
Requested action: approve letter requesting the change.
10. Report of the Interim Co-Directors.
 - a. Harry Potter week
 - b. Per capita grant letter from the Secretary of State
 - c. Public Library Association Conference
 - d. Book Genie article in the *ILA Reporter*
 - e. Recent library statistics
 - f. Recent media coverage
11. Board Member comments and requests for information.
12. Adjournment.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING
MAY 5, 2016, 5:00 P.M.
FIRST CONGREGATIONAL CHURCH
1047 CURTISS ST.
DOWNERS GROVE, IL 60515
ROOM 503**

AGENDA

1. Call to order.
2. Roll call.
3. Welcome to visitors.
4. Public comment on agenda items.
5. Public comment on other Library business.
6. Unfinished Business.
 - a. Interview three finalists for the position of Director and choose the new Director. Requested action: Approval of a motion to go into executive session, as authorized by the Illinois Open Meetings Act, 5 ILCS 120/2 (c)(1), for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee.
7. Executive session agenda.
 - a. Roll call.
 - b. Interview three finalists for the position of Director and choose the new Director. Requested action: interview three finalists and choose the new Director.
8. Reconvened public session agenda.
 - a. Reconvening.
 - b. Approval of any motions resulting from discussion in executive session.
9. Board Member comments and requests for information.
10. Adjournment.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
MAY 25, 2016, 7:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to order.
2. Roll call.
3. Welcome to visitors.
4. Approval of Minutes
 - a. April 27, 2016 Regular Monthly Meeting
 - b. May 5, 2016, Special Meeting, Including Executive Session
5. Financial Matters
 - a. April 2016 Financial Report
 - b. May 2016 Invoices. Requested action: approval.
6. Public Comment on Agenda Items.
7. Public Comment on Other Library Business.
8. New Business.
 - a. Summer reading plans presentation including Summer Reading Club skit. Requested action: accept report.
 - b. Appointment of new Library Director. Requested action: approval.
 - c. Approval of Bibliotheca + 3M Service and Maintenance/Extended Warranty Proposal. Requested action: approval.
 - d. Family restroom plan. Requested action: accept report.
9. Report of the Interim Co-Directors.
 - a. Children's lighting project
 - b. Acoustic panel and Conference Room A lighting projects
 - c. Food for Fines
 - d. 125th Day Party
 - e. Summer Reading Clubs Kick-off Party
 - f. Recent media coverage
10. Board Member comments and requests for information.
 - a. Responses to Board members' request for information.
11. Adjournment.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
JUNE 22, 2016, 7:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to order.
2. Roll call.
3. Welcome to visitors.
4. Approval of Minutes
 - a. May 25, 2016 Regular Monthly Meeting
5. Financial Matters
 - a. May 2016 Financial Report
 - b. June 2016 Invoices. Requested action: approval.
6. Public Comment on Agenda Items.
7. Public Comment on Other Library Business.
8. New Business.
 - a. Proposed Action on Illinois Non-Resident Library Card Program Participation. Requested Action: Approval.
 - b. Proposed Increase in Daily Fine for High Value, High Demand Items. Requested Action: Consider Proposal.
9. Report of the Interim Co-Directors.
 - a. Outreach Events Scheduled for the Summer.
 - b. Update on Summer Reading Clubs
 - c. Girls Who Code Graduation
 - d. Customer Service Meetings with Staff
 - e. Recent media coverage
10. Board Member comments and requests for information.
11. Adjournment.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
JULY 27, 2016, 7:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to order.
2. Roll call.
3. Welcome to visitors.
4. Approval of Minutes
 - a. June 22, 2016 Regular Monthly Meeting
5. Financial Matters
 - a. June 2016 Financial Report
 - b. July 2016 Invoices. Requested action: Approval.
6. Public Comment on Agenda Items.
7. Public Comment on Other Library Business.
8. New Business.
 - a. Proposed Approval of Schwemm Family Foundation Grant Request.
Requested Action: Approval.
 - b. Introduction of Draft of Proposed 2017 Budget. Requested Action:
Discussion.
9. Report of the Interim Co-Directors.
 - a. Sharon Hrycewicz is this year's recipient of the Davis Cup from the Illinois Library Association.
 - b. Update on family restrooms
 - c. Update on lighting and acoustical panels construction projects
 - d. IT Manager search
 - e. Illinois Per Capita Grant
 - f. Recent media coverage
10. Board Member comments and requests for information.
11. Adjournment.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
AUGUST 24, 2016, 8:00 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to order
2. Roll call
3. Welcome to Visitors
4. Approval of Minutes
 - a. July 27, 2016 Regular Monthly Meeting
5. Financial Matters
 - a. July 2016 Financial Report
 - b. August 2016 Invoices Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business.
 - a. Liability Insurance Renewal Requested Action: Approval
 - b. Strategic Plan Process Expectations Requested Action: Discussion
 - c. Meeting Packet Reports and Statistics Requested Action: Discussion
9. Report of the Library Director
 - a. Circulation Statistics
 - b. IT Manager search
 - c. Super Retreat – September 14, 2016
 - d. Requests for Information and Suggestions
 - e. Training for Illinois Library Trustees
 - f. Recent media coverage
10. Board Member comments and requests for information
11. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING FOR CONSIDERATION OF 2017 BUDGET
AUGUST 24, 2016, 6:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Public Comment
5. Presentation and Discussion of Proposed 2017 Budget and Levy
6. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
SEPTEMBER 28, 2016, 7:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to order
2. Roll call
3. Welcome to Visitors
4. Oath of Office
5. Approval of Minutes
 - a. August 24, 2016 Special Meeting
 - b. August 24, 2016 Regular Monthly Meeting
6. Financial Matters
 - a. August 2016 Financial Report
 - b. September 2016 Invoices Requested Action: Approval
7. Public Comment on Agenda Items
8. Public Comment on Other Library Business
9. New Business
 - a. Library Cash Flow Proposal Requested Action: Approval
 - b. Budget and Levy Requested Action: Approval
10. Report of the Library Director
 - a. Retirement announcement
 - b. IT Manager appointment and departmental staffing
 - c. Trustee orientation
 - d. Strategic Planning timeline
 - e. Strategic Planning process and definitions
 - f. Recent media coverage
11. Board Member comments and requests for information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
OCTOBER 26, 2016, 7:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to order
2. Roll call
3. Welcome to Visitors
4. Approval of Minutes
 - a. September 14, 2016 Super Retreat Meeting
 - b. September 28, 2016 Regular Monthly Meeting
5. Financial Matters
 - a. September 2016 Financial Report
 - b. October 2016 Invoices Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
 - a. 2017 Budget revision Requested Action: Approval
 - b. 2017 Wage and salary schedule Requested Action: Approval
 - c. 2017 Employee benefit premium plan Requested Action: Approval
 - d. 2017 Board meeting schedule Requested Action: Approval
 - e. 2017 Holiday closings schedule Requested Action: Approval
 - f. Intergovernmental Agreement Draft Requested Action: Discussion
9. Report of the Library Director
 - a. 125th Birthday Celebration
 - b. Special Reserve Fund Resolution
 - c. Strategic Planning timeline
 - d. Trustee Orientation Summary
 - e. Recent media coverage
 - f. Other
10. Board Member comments and requests for information
11. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
NOVEMBER 16, 2016, 7:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to order
2. Roll call
3. Welcome to Visitors
4. Approval of Minutes
 - a. October 26, 2016 Regular Monthly Meeting
5. Financial Matters
 - a. October 2016 Financial Report
 - b. November 2016 InvoicesRequested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
 - a. Officer Elections
 - b. Cleaning Services Contract
 - c. 2017 Illinois Public Library Per Capita Grant Application Requirements
 - d. General Leave of Absence Policy
 - e. Intergovernmental Agreement DraftRequested Action: Approval
Requested Action: Approval
Requested Action: Discussion
Requested Action: Approval
Requested Action: Approval
9. Report of the Library Director
 - a. Strategic Planning timeline
 - b. One-on-one meetings with staff
 - c. My first 90 days
 - d. Recent media coverage
10. Board Member comments and requests for information
11. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
DECEMBER 21, 2016, 7:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to order
2. Roll call
3. Welcome to Visitors
4. Approval of Minutes
 - a. November 16, 2016 Regular Monthly Meeting
5. Financial Matters
 - a. November 2016 Financial Report
 - b. December 2016 Invoices Requested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. Unfinished Business
 - a. Intergovernmental Agreement Between the Village and Library Regarding Creation of a Special Reserve Fund Requested Action: Approval
9. New Business
 - a. Local Government Travel Expense Control Act Ordinance Requested Action: Approval
 - b. Resolution of Appreciation for Staff Milestone Anniversaries in 2016 Requested Action: Approval
 - c. Resolution of Appreciation for Melanie Mertz Requested Action: Approval
10. Report of the Library Director
 - a. One-on-one meetings with staff
 - b. 2017 changes
 - c. Telephone system RFP
 - d. Bookology Fair
 - e. Science Fair Expo
 - f. Illinois Library Association Upcoming Events
 - g. 2017 Illinois Public Library Per Capita Grant Application
 - h. Recent media coverage
10. Board Member comments and requests for information
11. Adjournment