

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
APRIL 25, 2018, 7:30 P.M.  
LIBRARY MEETING ROOM**

**MINUTES**

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

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Public Relations Manager Melissa Fischer, Friends of the Library President Joni Hansen, Dan Pohrte of Product Architecture + Design, Tiffany Nash of Product Architecture + Design.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
  - a. March 21, 2018 Regular Monthly Meeting. It was moved by Humphreys and seconded by Stapleton THAT the Minutes of the March 21, 2018 Regular Monthly Meeting be approved as submitted. Motion passed by voice vote.
5. **Financial Matters.**
  - a. March 2018 Financial Report. Milavec presented the report, noting that the March Expenditure Report included in the Board's packet reflects the correct grand total for the month, but the individual budget line totals are incorrect. This is due to the February invoices having a check date of March 1, which threw the reporting off track. An updated Invoice Edit List was distributed because the Village made an adjustment to an invoice total after the Board packet was compiled. Milavec noted a new financial report included in the packet titled *Capital Replacement Fund Expenditure Report*. This will be included each month to reflect invoices for the 2018 building project.
  - b. April 2018 Invoices. It was moved by Humphreys and seconded by Earl THAT the payment of April 2018 operating invoices totaling \$185,794.56, the payment of April 2018 capital replacement invoices totaling \$18,166.05, the acceptance of April 2018 credit memos totaling \$342.80, and the ratification of March 2018 payrolls totaling

\$309,366.99 be approved. Roll call: Ayes: Earl, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

6. **Public Comment on Agenda Items.** President Graber invited comment. There was none.

7. **Public Comment on Other Library Business.** President Graber invited comment. Friends of the Library President Joni Hansen appreciates that Assistant Director Jen Fredericks will be attending the Friends of the Library Board meetings.

8. **New Business.**

- a. 2018 Capital Project Bid Specifications – Product Architecture + Design. Dan Pohrte and Tiffany Nash of Product Architecture + Design presented the plans for the 2018 building project, noting design, fixture, and furniture details. Trustee Earl expressed concern about the cost of the project, specifically the amount allocated for staff lounge upgrades. Discussion ensued among trustees regarding the need for upgrades to the staff lounge and what portions of the proposed plan were necessary. Milavec stressed the importance of a wellness room for staff use and noted that the total number of staff has significantly increased since the current lounge was designed 20 years ago.

Dan and Tiffany outlined the new lighting plan for the nonfiction stacks, second floor seating area, Training Lab, and STEM Room. Milavec noted that the cost estimates do not include any ComEd rebates or the possible Timkin Foundation grant.

After reviewing a breakdown of project costs, the Board decided to table the vote to take the project out to bid until next meeting. Before the May meeting, staff will have a better idea of available ComEd rebates and trustees will have more time to review the details of the proposed project.

- b. General Policy. Milavec presented a new General Policy, which covers library-wide general operations. It was moved by Earl and seconded by Gigani THAT the General Policy be approved as presented. Motion passed by voice vote.
- c. Rotary GroveFest Safe Location. It was moved by Earl and seconded by Stapleton THAT the library act as a safe location during the Rotary GroveFest. Motion passed by voice vote.

9. **Unfinished Business.** There was none.

10. **Library Director's Report.** Milavec presented the report (attached). Melissa Fischer's last day as Public Relations Manager is Sunday, May 6. It has been wonderful to have her and we are working on the job ad to begin hiring her replacement. Final interviews for

Access Services Manager will take place on May 2. It is Administrative Professionals Day and we thank Katelyn Vabalaitis and her office counterpart, Sophia Vaughn, for their hard work.

**11. Trustee Comments and Requests for Information.**

Trustee Humphreys wishes Melissa well and says that she leaves big shoes to fill.

**12. Adjournment.** It was moved by Humphreys and seconded by Gigani THAT the Regular Meeting of the Board of Trustees be adjourned. Motion passed by voice vote. President Graber adjourned the meeting at 9:20 p.m.

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**AGENDA ITEM 10**

**Librarian's Report**

ComEd Incentives and Lighting Projects

Facilities Manager Ian Knorr and I will meet with ComEd Energy Efficiency Program Engineer Steve Wallon and Program Outreach Representative Heather Winter on April 27 to receive the ComEd Facility Assessment report detailing the rebates and incentives available through the Energy Efficiency program for which the library is eligible.

Illinois Public Library Per Capita Grant Award Letter and Payment

The 2017 Illinois Public Library Per Capita Grant payment for \$38,210.94 was received this month, at \$0.77644 per capita. The 2018 Illinois Public Library Per Capita Grant Award Letter was received shortly thereafter. The 2018 grants are being awarded at the full \$1.25 per capita cited in the statute, for the first time since 2015, for a 2018 award of \$61,516.25. However, the letter indicates "due to the continued payment backlog, these funds may be significantly delayed."

Access Services Manager Search

Applications were due April 16. Of the 19 applicants, we contacted six applicants for first interview. One withdrew her application due to recent changes in her current position. Assistant Director Jen Fredericks and I will interview the five candidates on April 23 and 24. We are scheduled to conduct second interviews with finalists on May 2. Second interviews for management team members are conducted in 3 parts: with the Director and Assistant Director, with the management team, and with the departmental staff. This allows each group to meet and give feedback on the finalists.

Public Relations Manager Search

Public Relations Manager Melissa Fischer's last day with the library will be Sunday, May 6 at an outreach event. The job ad and updated job description for the Public Relations Manager position is posted on the library website and RAILS Job Board. Melissa has also shared the job ad and information with many of her community contacts, asking them to disseminate it freely, in an effort to widen our candidate pool. Applications close May 4.

New Members Join SWAN Catalog Consortium May 1

On May 1, 19 new libraries are scheduled to go live with the SWAN Consortium. Formerly members of the disbanding MAGIC and LINC consortia, the 19 libraries are:

- Batavia Public Library District

- Bensenville Community Public Library District
- Bensenville Elementary School District #2
- Bloomingdale Public Library
- Carol Stream Public Library
- Geneva Public Library District
- Glen Ellyn Public Library
- Itasca Community Library
- Kaneville Public Library District
- Messenger Public Library of North Aurora
- National University of Health Sciences
- Oak Brook Public Library
- Saint Charles Public Library District
- Sugar Grove Public Library District
- Theosophical Society in America
- Town and Country Public Library District
- Villa Park Public Library
- West Chicago Public Library District
- Wood Dale Public Library District

On Monday April 30 and May 1, during the data migration, some SWAN functions will not be available. For example, staff will be unable to look up library card numbers for patrons during the migration.