

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
JANUARY 24, 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 Susan Eblen, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Kim Stapleton, President Jonathan Graber. Absent: None.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Public Relations Manager Melissa Fischer, John Piemonte of Ehlers, Inc., Elizabeth Diaz of Ehlers, Inc. via Skype, Downers Grove Public Library Foundation Vice President Ed Pawlak, and two members of the public.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.** It was moved by Eblen and seconded by Humphreys THAT the Minutes of the December 13, 2017 Regular Monthly Meeting be approved as published. Motion passed by voice vote.
5. **Financial Matters.**
 - a. December 2017 Financial Report. Milavec presented the report, noting that the 2017 Expenditure Report in the Board's packet does not include the 2017 invoices to be approved at tonight's meeting. The final 2017 Expenditure Report will be distributed in February. The library received 99.71% of its expected revenue in 2017, receiving more personal property replacement tax than expected but not receiving the Illinois Per Capita Grant funds. Milavec entertained questions from the Board regarding invoices for the computer area furniture upgrade and fund balance totals.
 - b. January 2018 Invoices. It was moved by Humphreys and seconded by Eblen THAT the payment of December 2017 invoices totaling \$133,803.95, the payment of January 2018 invoices totaling \$76,765.39, the acceptance of December 2017 credit memos totaling \$55.20, and the ratification of December 2017 payrolls totaling \$200,111.88 be approved. Roll call: Ayes: Earl, Eblen, 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. Resident Tom Sleeter was on the library website looking at the financials and noticed the annual raises were labeled cost of living increases, even though the percentages are much greater than inflation. He believes calling the staff raises “cost of living increases” devalues the raises in the eyes of the employees and should be called “general salary increases” instead. He also wondered what the philosophy of the Board was for giving across the board salary increases. He believes the best staff members should get very good raises and not so great staff members should receive little to no raises. He wonders if the Board has ever considered this philosophy.

Milavec responded that it has been a long running practice of the Board to give across the board raises but she is planning to do a compensation overhaul and move to a merit increase system of some kind.

Graber agreed that the term “cost of living” should be changed. He also referenced the November 2017 meeting to explain how the Board decided on a salary increase of 2.5% for 2018.

8. **New Business.**

- a. Financial Management Plan Presentation – Ehlers Inc. John Piemonte and Elizabeth Diaz of Ehlers, Inc. presented a working version of the library’s Financial Management Plan. The final version will be presented at the next meeting.

It was moved by Humphreys and seconded by Eblen THAT the Financial Management Plan presentation be accepted. Motion passed by voice vote.

- b. Bylaws Update. Milavec presented a draft of the Bylaws of the Library Board of Trustees for review. This is the first piece of a full comprehensive policy manual update. The bylaws require the Board to review the draft at two meetings before a vote may take place and this was the first viewing. Humphreys suggested a section be added to address board member code of conduct. The Board will receive a second draft for the February meeting.

9. **Unfinished Business.**

- a. Employee Benefit Premium Plan. The Board decided to table discussion on the benefit plan, choosing to discuss the plan in May and vote in June.

10. **Library Director’s Report.** Milavec presented the report (attached). Jen Fredericks found some discrepancies in the 2017 library statistics and worked to get all reports to tie out perfectly. She has also made improvements in the way we are receiving statistical

information and better streamlined the process. There was a 14.5% increase in circulation from 2016 to 2017, with about 10% of this increase coming from automatic renewals. It is a busy time at the library and staff are handling it very well. Commissioner Barnett asked for additional information regarding the library's circulation and he will be reporting these figures back to the Village Council. The library rolled out the Book Discussion Bags with mixed feedback from patrons. Staff are tweaking the process as more feedback comes in. There has been a lot of hiring lately across multiple departments.

11. Trustee Comments and Requests for Information.

Humphreys is thrilled to read the building analysis completed by Facilities Manager Ian Knorr. It is exactly what the Board needed to continue budgeting and planning. It is great to have a pro on staff.

Graber is proud of what Milavec did in 2017 and hopes 2018 is less stressful. The numbers and public opinion show that the library is doing fantastic and he is proud of Milavec and library staff.

- 12. Adjournment.** It was moved by Eblen 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 8:55 p.m.

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AGENDA ITEM 10

Library Director's Report

Review of Capital Needs Assessment Report

Facilities Manager Ian Knorr is learning the building and evaluating the order of items from the Capital Needs Assessment Report. His report is included in your packet, along with a brief synopsis of the reordered projects for the Capital Needs Assessment. This is the order in which they appear on the Financial Management Plan.

2018 Illinois Public Library Per Capita Grant Application

The completed 2018 Illinois Public Library Per Capita Grant Application is included in your packet.

In-Service Day

On Friday, January 19, the 2018 In-Service Day included a humorous take on customer service and a workshop on building a cross-cultural service environment in the library.

Book Club Bags

Book Club Bags service has launched. Some book clubs are struggling with the change. The impetus behind the change was to end the practice of placing holds on items owned by other libraries for our book clubs with a generic library cards, which resulted in hundreds of items sitting unclaimed each month on our shelves, unavailable to patrons from the items' owning library. By creating Book Club Bags, most book club needs could be satisfied with DGPL items. We continue to reach out to our book clubs to inform them of their options for receiving their book club selections from the Library.

Illinois Library Association Library Trustee Forum Workshop

Just a reminder that the annual Illinois Library Association Library Trustee Forum Workshop will be held on February 17 at the Chicago Marriott Oak Brook from 9:00am-3:30pm.