

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
MARCH 21, 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 Susan Eblen, Trustee Swapna Gigani, Trustee David Humphreys, President Jonathan Graber. Absent: Trustee Ed Earl, Trustee Kim Stapleton.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Public Relations Manager Melissa Fischer, Facilities Manager Ian Knorr, Friends of the Library President Joni Hansen, Downers Grove Public Library Foundation Treasurer Ed Pawlak.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. February 28, 2018 Regular Monthly Meeting. Graber noted a spelling error on the word “adjournment”. It was moved by Eblen and seconded by Humphreys THAT the minutes of the February 28, 2018 Regular Monthly Meeting be approved as corrected. Motion passed by voice vote.
 - b. February 28, 2018 Committee of the Whole Meeting. Graber noted a spelling error on the word “adjournment”. It was moved by Eblen and seconded by Humphreys THAT the minutes of the February 28, 2018 Committee of the Whole Meeting be approved as corrected. Motion passed by voice vote.
5. **Financial Matters.**
 - a. February 2018 Financial Report. Milavec presented the report. The final numbers for 2017 will be adjusted one more time. There was a final determination on an IMRF payment for a former employee. The Village will make this adjustment to the library’s 2017 budget. The February expenditure report looks a little different, as it shows a March date. This is because the late February meeting caused the February checks to be dated March 1, 2018, forcing them to appear on the March report. The expenditure report received at the Board’s next meeting will be back on track. Milavec noted an invoice for Elgin Clock Repair, explaining that the grandfather clock in the Administration office was repaired and is finally working.

b. March 2018 Invoices. It was moved by Humphreys and seconded by Eblen THAT the payment of March 2018 invoices totaling \$123,559.50 and the ratification of February 2018 payrolls totaling \$206,809.84 be approved. Roll call: Ayes: Eblen, Gigani, Humphreys, 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. There was none.

8. **New Business.**

a. Construction Management Contract – Shales McNutt Construction. Milavec reviewed the proposed contract. It uses the AIA standard form of contract, including the contract for subcontractors with a rider, as well as a certificate of insurance. It has been vetted by the library's attorney and breaks down payment into three lump sums.

It was moved by Eblen and seconded by Gigani THAT the Construction Management Contract with Shales McNutt Construction and its addenda be approved as presented. Roll call: Ayes: Eblen, Gigani, Humphreys, Graber. Nays: None. Abstentions: None.

b. Strategic Plan – Action Plan Update. Milavec presented the revised action plan, highlighting updated dates as well as adding job titles rather than specific employee names to each item. The Board will receive a full Strategic Plan progress update over the summer.

It was moved by Humphreys and seconded by Gigani THAT the updated Action Plan be approved as presented. Motion passed by voice vote.

9. **Unfinished Business.**

a. Bylaws – Third Reading. Milavec reviewed the current draft, which includes changes proposed at the previous two meetings. It was moved by Eblen and seconded by Gigani THAT the Bylaws be approved as presented. Motion passed by voice vote.

10. **Library Director's Report.** Milavec presented the report (attached). Facilities Manager Ian Knorr has found a way to work with ComEd on their rebate program for energy efficient lighting. He will be meeting with a ComEd representative on April 6 to look at what the library can do to maximize the incentives, bring down the overall cost of the 2018 project, and hopefully add in some additional lighting upgrades. Library-wide performance evaluations are underway with a revamped evaluation form. Statements of Economic Interest need to be filed by the Board online. The library received a \$300 grant from the Girls Who Code organization in support of our program. Kudos to Teen Services Coordinator Lynette Pitrak, who manages the program and applies for the grant

each year. We have five staff at the Public Library Association conference this week in Philadelphia. The Technical Services Department will undergo a name change to Access Services. An Access Services Manager position has been posted, which will allow Assistant Director Jen Fredericks to hand over the cataloging work she is still doing to a new manager and focus on the role of Assistant Director.

11. **Trustee Comments and Requests for Information.** There was none.
12. **Adjournment.** It was moved by Humphreys and seconded by Eblen THAT the Regular Meeting of the Board of Trustees be adjourned. Motion passed by voice vote. President Graber adjourned the meeting at 8:05 p.m.

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AGENDA ITEM 10

Librarian's Report

This report will be brief. With the meeting moved up a week and my vacation absence, nearly all of my time was focused on tonight's agenda action items.

ComEd Incentives and Lighting Projects

Facilities Manager Ian Knorr persisted until he talked to all the right people, including multiple Village of Downers Grove Public Works staff, to figure out how to receive and maximize ComEd's incentives to change over to energy-efficient lighting fixtures and lamps. He is working with Product Architecture + Design to use these incentives for the lighting portion of the 2018 construction project.

Performance Evaluations

Annual performance evaluations and meetings for all staff should be completed by March 31. This is the first use of the new evaluation form initially created by Assistant Director Jen Fredericks and revised by the management team as a group. I have completed evaluations and meetings with each of the management team members. In April, the management team will review use of the new form and make any necessary changes based on the feedback from the group.

Statements of Economic Interest

All Trustees should have received a notification of the filing requirement and login information for DuPage County's online portal for Statements of Economic Interest. The filing must be made prior to May 1.