

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
AUGUST 29, 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, Facilities Manager Ian Knorr, Circulation Manager Christine Lees, Downers Grove Public Library Foundation Treasurer Ed Pawlak, Friends of the Library President Joni Hansen, John Shales of Shales McNutt, Jason Perunas of Shales McNutt, Dan Pohrte of Product Architecture + Design, Robert St. Mary of Elara Engineering.

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 Earl and seconded by Humphreys THAT the Minutes of the July 25, 2018 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
 - a. July 2018 Financial Report. Milavec presented the report. The library is about 58% through its fiscal year and is going strong in the revenue account. All budget lines seem to be on track for this time of year. Anything over 58% spent has been anticipated.
 - b. August 2018 Invoices. It was moved by Earl and seconded by Humphreys THAT the payment of August 2018 capital replacement invoices totaling \$3,825.91, the payment of August 2018 operating invoices totaling \$104,884.26, and the ratification of July 2018 payrolls totaling \$201,949.64 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. There was none.

8. **New Business.**

- a. Elara Engineering Proposal for HVAC, Boilers, and Controls Project. Milavec gave an overview of the upcoming project. Since the July Board meeting, Facilities Manager Ian Knorr met with Bob St. Mary of Elara Engineering to discuss the project and talk about the proposal and timeline. Elara suggested the library get started on the project now. They will take care of the project specifications, helping with the budget, and making recommendations to award bids. This project includes HVAC, building controls, and boiler replacements. The boilers were moved up on the Capital Needs Assessment timeline after work was done on them this year and staff learned that they are now obsolete and parts are no longer readily available. Milavec noted that the cost of this project comes out of the Capital Replacement Fund as part of the project budget for 2019.

It was moved by Humphreys and seconded by Eblen THAT the proposal from Elara Engineering be approved as presented. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Finance Policy. Milavec presented the policy updates, noting the main update to the policy is the change in the Illinois Municipal Code that raises the threshold for public bidding from \$20,000 to \$25,000. This change was reflected in the purchasing section of the policy. It was moved by Eblen and seconded by Stapleton THAT the updated Finance Policy be approved as presented. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

9. **Unfinished Business.**

- a. 2019 Budget and Levy. Milavec presented the proposed operating budget, which is essentially flat from the prior year, with a difference of \$11,500. Staffing changes and the IMRF rate reduction offset the benefit premium increase and 3% staff salary increase. The fund balances come in at the library's targeted amounts. The Capital Replacement Fund reflects the 2019 building project of \$624,000.

Milavec moved on to the proposed revenue budget, noting a 3% increase to the overall levy. Using the same EAV estimates that the Village of Downers Grove is using, the library's levy increase results in a reduced tax rate for the fourth year in a row.

It was moved by Eblen and seconded by Stapleton THAT the 2019 Budget and Levy be approved, resulting in an expenditure budget of \$5,428,113.63 and a levy of \$5,337,785.00. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

- b. 2018 Construction Project Bid Award. Shales McNutt provided a recommendation to award for all items in the 2018 Construction Project. The estimated total cost, which includes the value engineering and selection of alternates, comes in at \$11,400 under the original budget. Milavec outlined the changes made through value engineering, including ceiling tiles, family restroom tile, and the removal of the staff room decorative panels. Circulation Manager Christine Lees spoke about the proposed lobby reconfiguration (Alternate 6) and how it would benefit patrons and improve customer service.

It was moved by Humphreys and seconded by Gigani THAT the Board approve the recommendation to award to the lowest responsible bidders. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

10. **Library Director's Report**. Milavec presented the report (attached). Staff are very excited to move forward with the 2018 project. The next step is to figure out the timeline. The September/October issue of Discoveries has a "Pardon Our Dust" announcement to make patrons aware of the upcoming project. Starting tomorrow, Ian will be doing further lighting upgrades over the CD and AV collections, all the way over to Teen Central. He will be converting the existing fixtures to LEDs. We are hoping to have it completed in about a week. It has been amazing to be able to do these upgrades quickly and in a cost effective way. The Community Engagement Coordinator position is open until Monday, September 3. This person will be out in the community, talking about partnerships with other organizations, being in charge of our outreach, and building relationships with the community. The library is working with the National Alliance on Mental Illness (NAMI), who received a grant to offer free mental health first aid training. The library will be hosting three sessions of the training. Two will be exclusively for staff and the third will be open to the public, with priority registration for our school districts, Park District, and Village. The 2018 Summer Reading Club recaps will be in the next Board packet. The library did not receive a grant from the Timkin Foundation.

Trustee Humphreys commented that a display for patrons about the construction work going on would be helpful. Milavec made note that the Info Desk would be a great location for this kind of display.

Trustee Eblen asked if the library will be applying for another Schwemm Foundation grant. Milavec responded that the Adult & Teen Services staff are not ready to take on another digitization project yet.

11. **Trustee Comments and Requests for Information**. There was none.

12. **Adjournment**. President Graber adjourned the meeting at 8:20 p.m.

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AGENDA ITEM 10

Librarian's Report

Community Engagement Coordinator Position

Applications are open for the Community Engagement Coordinator position until September 3. Assistant Director Jen Fredericks and I will select the first round of candidates for interview in the first week of September.

Mental Health First Aid Training

Through a grant from the Community Memorial Foundation, the National Alliance for Mental Illness (NAMI) Metro Suburban and the National Alliance for Mental Illness (NAMI) DuPage can provide free Mental Health First Aid training to qualifying organizations, including our library. The 8-hour training can be exclusive for our employees or open to the public, with a maximum of 35 attendees per session. On November 6 & 7, sessions will be held exclusively for staff, with a focus on all staff members who act as Person In Charge attending. On November 12, a public session will be offered, with priority registration for our staff that are unable to attend the previous week and employees of other local units of government.

Lighting Update Progress Continues

Facilities Manager Ian Knorr continues to complete lighting updates in the public areas within the regular operating budget. He is currently working on the pendant fixtures over the second flood CD collection, extending through the Teen collection, retrofitting the existing fixtures with LEDs. The upgrading of lighting in public areas will be near completion following this project.

2018 Summer Reading Club

Another very successful year of Summer Reading Club is over! Final reports from Children's Services Manager Allyson Renell and Adult & Teen Services Manager Lizzie Matkowski will be in your September Board packets.

Timken Foundation Grant

The library's application for a Timken Foundation Grant to support the 2018 construction project was denied. Matt Happach, president of the Lovejoy Group and our Timken contact, received no feedback on the reason for the denial, but is pursuing that on our behalf to help improve our future Timken Foundation Grant applications.