

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
JANUARY 23, 2019, 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 Carissa Dougherty, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Jennifer Morrow, Trustee Kim Stapleton, President Jonathan Graber. Absent: None.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Resident Terry Pavesich.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.** Milavec noted a correction in Agenda Item 4, where Trustee Carissa Dougherty's term should be listed as a six-year term, not a four-year term. It was moved by Humphreys and seconded by Morrow THAT the Minutes of the December 12, 2018 Regular Monthly Meeting be approved as corrected. Motion passed by voice vote.
5. **Financial Matters.**
 - a. December 2018 Financial Report. Milavec presented the report. A new version of the 2018 invoice edit list was distributed due to a \$0.63 change in one of the invoice totals. The final 2018 expenditure report will be in the February Board packet. The 2018 revenues as seen in the January Board packet should be final and came in at 2% over the estimated amount. The 2018 expenditures are at about 92% of the budget. Milavec noted that the final invoice of the 2018 construction project would be paid in 2019. Included in the January Board packet is a comparison of the original project totals versus the final project totals, showing that the project came in under budget. The final construction bill will be approved in February.
 - b. January 2019 Invoices. It was moved by Dougherty and seconded by Stapleton THAT the payment of December 2018 capital replacement invoices totaling \$25,425.55, the payment of January 2019 capital replacement invoices totaling \$2,907.07, the payment of December 2018 operating invoices totaling \$67,737.87, the payment of January 2019 operating invoices

totaling \$95,179.75, the acceptance of December 2018 credit memos totaling \$1,890.07, and the ratification of December 2018 payrolls totaling \$215,212.65 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Morrow, 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.

Terry Pavesich, resident and DGPL Circulation Clerk, commented on an issue with the new vacation schedule. Terry, along with other Circulation staff, are not pleased with the new vacation schedule and feel that the clerks and shelvers are the ones losing vacation time with the new policy. Staff cannot request unpaid time off, instead having to find replacements for shifts. She should be able to take unpaid time off if she would like. Staff also cannot make up holidays. Many staff had three holiday days off at Christmastime this year and were not allowed to make that time up. That is what the extra week of vacation was helpful for – to cover unpaid holidays. Terry would like to see the policy be left the way it was before. If the Board is going to take the week of vacation away from staff, she thinks staff who are normally scheduled to work on holidays should be paid for the time off. It would cost the library \$5,400 a year.

8. **New Business.**

a. Library Services Policy. This is the final piece of the new policy manual and incorporates the old library services policy and circulation policy into one. Milavec tried to get rid of rules and operational guidelines and tried to simplify language. Policies covering notary services, bulletin boards, gaming systems, and home delivery services were added.

It was moved by Gigani and seconded by Humphreys THAT the Library Services Policy be approved as presented. Motion passed by voice vote.

9. **Unfinished Business.**

a. Personnel Policy. Milavec presented the changes to the personnel policy approved in December. Throughout the personnel policy, the term “sex” was changed to “gender and gender identity.” The definition of immediate family was also changed. It was moved by Humphreys and seconded by Morrow THAT the updated Personnel Policy be approved as presented. Motion passed by voice vote.

10. **Library Director’s Report.** Milavec presented the report. Staff In Service Day was Friday. The focus was safety and security and staff participated in fire and

tornado drills. The Downers Grove Police Department presented on active intruder procedures, the Downers Grove Fire Department did fire extinguisher training, and staff had training on the new AED machines. The artists' proposals were due to the Foundation last Friday. The Art Committee will be meeting to review the three proposals that were received. The Per Capita Grant application was completed and is included in the packet. Jen is working on the Illinois Public Library Annual Report that is due at the end of February. The 2018 circulation total was 1,270,000 items, which is a new all-time high. There will be all sorts of new and interesting things available for checkout in 2019. The library is starting an Anything Emporium collection, which is DGPL's version of a library of things.

11. Trustee Comments and Requests for Information.

Trustee Morrow knows multiple people who volunteer with PADS and they have all had wonderful things to say about the mobile library and the library's involvement with the program.

Trustee Morrow also commented that her SWAN account was frozen because she had changed addresses in the last year, but she received no notification of this happening and did not find out until she tried to use her card. She was wondering if an alert could be sent out to patrons who experience this issue so they can correct it right away. President Graber mentioned that the same thing happened to him. Milavec commented that this is a SWAN report that runs every year so she will look into what they can do about notifications across the consortium.

President Graber commented that the construction numbers look good and the changes he has seen around the library look good as well. He would like to have a walk-through with the rest of the Board at the next meeting for everyone to see all of the changes that occurred during the project.

President Graber also commented that he came in to check out CDs and realized he did not have a CD player at home anymore. He thought it might be a good idea to offer CD players for patrons to check out. Jen Fredericks mentioned that CD players are on the list to be added to the Anything Emporium.

Trustee Humphreys works with the PADS site at First Congregational Church across the street and the library's involvement is very much appreciated.

Trustee Humphreys has also received a couple of unsolicited comments from people about the construction project, especially about the family restrooms and how great they are.

Trustee Morrow mentioned that she wanted to attend the library's genealogy program but it was during the week at 2:00 p.m. She was wondering if that is an inconvenient time for patrons. Milavec mentioned that historically, the genealogy programs have been filled with retired patrons who are available at that time. Trustee Morrow thinks the genealogy programs might become more popular with 23 and Me and ancestry.com gaining popularity and suggested the library try to hold a couple more programs in the evening as well.

Trustee Gigani asked if the school district schedule is checked when planning In Service Day, as this year's In Service Day closure fell on a day that the schools were off, which inconvenienced more patrons.

Trustee Dougherty appreciates the department reports in each packet. She would like to see comparisons for some of the numbers listed in the reports.

12. Adjournment. President Graber adjourned the meeting at 8:06 p.m.