

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
May 22, 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 Kim Stapleton, President Jonathan Graber.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Joni Hansen, Ed Pawlak, Ian Knorr, Allyson Renell.

3. **Welcome to Visitors.** Present: a member of the public arrived shortly after the board meeting commenced.
4. **Approval of Minutes.**
 - a. April 24, 2019 Regular Monthly Meeting. It was moved by Dougherty and seconded by Stapleton THAT the Minutes of the April 24, 2019 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
 - a. April 2019 Financial Report. Milavec presented the report. The expenditures side is going well and running as expected. The revenue will not start rolling in until the end of May as people begin to pay their property taxes and then in June a big jump will occur. Milavec highlighted an invoice of note for Mechanical Concepts of Illinois for the boiler replacement project; and two other invoices: First Light Technologies, Ltd., for the bollard solar lights for the garden walk and Print Smart for summer reading supplies and prizes.
 - b. May 2019 Invoices. It was moved by Humphreys and seconded by Gigani THAT the payment of May 2019 capital replacement invoices totaling \$62,541.00, the payment of May 2019 operating invoices totaling \$88,425.52, and the ratification of April 2019 payrolls totaling \$218,140.06 be approved. Roll call: Ayes: Dougherty, 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. Ed Pawlak commented that the library is a very valuable part of society and started attending Board meetings regularly a few years ago. He mentioned that under the current Board, things in the library have drastically improved and thanked the Board for their work.
8. **New Business.**
 - a. Summer Reading Presentation. Children’s Services Manager, Allyson Renell, presented specific information about this year’s theme “It’s Showtime at Your Library!” and the four different Summer Reading programs available to patrons: 1) 0-5 Read to Me; 2) K-8 Readers Program; 3) Teen Program; and 4) Adult Program. Renell highlighted the tens of school visits her department made in an effort to promote the Summer Reading program and stress the importance of reading over the summer.
 - b. Ordinance Approving and Authorizing the Execution of Change Order No. 1 to the Standard Form of Agreement Between Owner and Contractor Between the Board of Library Trustees of the Downers Grove Public Library and Mechanical Concepts of Illinois, Inc. Dated May 22, 2019. Milavec commented that everything that the Board discussed in April, including the amendment to the contract, has been approved and signed by Mechanical Concepts of Illinois. Ian Knorr commented further, providing an update to the project: Trane Chicago is finished with the automation system upgrade; the old boiler units have been completely removed and the new boilers have been set in place and all replacement parts are on site. Knorr forecasted that the project would be completed around June 11 or 12. Graber and Humphreys approved the contract by signing as required.

It was moved by Stapleton and seconded by Gigani THAT the Ordinance Approving and Authorizing the Execution of Change Order No. 1 to the Standard Form of Agreement Between Owner and Contractor Between the Board of Library Trustees of the Downers Grove Public Library and Mechanical Concepts of Illinois, Inc. dated May 22, 2019 be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

- c. Illinois Non-Resident Library Card Program. Milavec explained that this is an annual decision the Board has to make which permits non-residents in unincorporated areas the option to purchase fee-based library cards. It was moved by Humphreys and seconded by Stapleton THAT the Illinois Non-Resident Library Card Program be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

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

10. **Library Director's Report.** Milavec presented the report. The Foundation has met and discussed how they will proceed with securing artwork for the lobby wall. Three of the original seven candidates have been invited to resubmit proposals.

The Library is moving forward with the public screening of the movie "The Public" in partnership with DuPagePads at the Tivoli on October 2 (tentative date). Milavec saw the film at a fundraiser at the Oak Park Public Library on May 15. The film takes place at a library during a polar vortex where the homeless population takes over the library overnight. The Library Foundation is considering underwriting the event. The library will also be offering ancillary programs throughout the month of October in order to continue help raise awareness of the problem of homelessness in our community.

The Library has been warned by Libraries of Illinois Risk Agency (LIRA), its liability and property insurer, to expect larger than past years' premiums for liability insurance due to higher than normal rates property loss caused by increased incidences of tornadoes, flooding, storms, hail damage, etc.

The Library is working with Aurora University with high hopes of becoming a host site for social work interns this fall. The purpose of the partnership is to effectively connect people in need of social services with appropriate resources. This type of partnership has been very successful at both Aurora Public Library and Elmhurst Library.

The Library has not received its compensation system report from Focus HR in time to include in the May board packet. The Board will receive a 2020 salary schedule only and an implementation plan for the minimum wage hike for subsequent years will be presented at a later date.

Executive Assistant, Katelyn Vabalaitis, gave birth to a healthy baby boy on May 3. Mom and baby are doing well. Administrative Assistant, Sophia Vaughn, has been working in full time to cover Katelyn's maternity leave.

11. **Trustee Comments and Requests for Information.** Stapleton commented that she heard positive feedback about the Republic Bank of Chicago's Woodstock exhibit on the second floor in the library.

12. **Adjournment.** President Graber adjourned the meeting at 8:10 p.m.