

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
June 26, 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, Ed Pawlak.

3. **Welcome to Visitors.** Present: Mark, a member of the public.
4. **Approval of Minutes.**
  - a. May 22, 2019 Regular Monthly Meeting. It was moved by Humphreys and seconded by Gigani THAT the Minutes of the May 22, 2019 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
  - a. May 2019 Financial Report. Milavec presented the report. The Library is doing great—at 41.6 % through the year as of the end of May—and is under budget in all expense lines with the exception of the couple of lines that have annual expenses, which have been paid. Mechanical Concepts of Illinois (MCI) continues to hit all of its targets on the boiler project, so their next payment is included on the list of financials. Stapleton commented on investment income and revenue, which Graber and Milavec explained that it was a result of interest gained. Graber inquired about: 1) the Findaway invoice, which was for Playaways; and 2) with what frequency the library pays the post office, which is paid before the Discoveries newsletter is mailed to residents. Humphreys had a question about an invoice for Oliver Lawrence, which was an instructor fee for the Microsoft Access classes.
  - b. June 2019 Invoices. It was moved by Gigani and seconded by Dougherty THAT the payment of June 2019 capital replacement invoices totaling \$73,079.30, the payment of June 2019 operating invoices totaling \$128,238.32, the acceptance of June credit memos totaling \$17.24, and the ratification of May 2019 payrolls totaling \$215,663.95.06 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. There was none.
8. **New Business.**
  - a. Compensation Philosophy. Milavec presented and explained the Compensation Philosophy of the Downers Grove Public Library, which was never formalized previously. As a result of the Compensation System Redesign project with consultant, HR Source, it was recommended that the library have a formal Compensation Philosophy to guide the development of pay ranges and where the Board wants to see the compensation of both pay and benefits in comparison to the local library market. Graber commented on a portion of the philosophy and made a recommendation to change the bold language in the following statement: “The library seeks to provide competitive salaries across all jobs—defined as ***the top quartile...*** to **sufficiently above the average of the local library competitor market to continue to attract and retain superior staff.** Before deciding on a verbiage change, however, the Board discussed the philosophy at great length in addition to several other verbiage options before deciding on an acceptable modification.

It was moved by Humphreys and seconded by Stapleton THAT the Compensation Philosophy be approved as presented with modified comments. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Authorization to Transfer Monies from Library Fund to Capital Replacement Fund. Milavec explained that the library’s budget provides for an annual transfer of \$350,000 from the Library Fund to the Capital Replacement Fund, which is how the library pays for its capital needs assessment projects, such as the boiler and HVAC system. The Library’s Finance Policy calls for an operating reserve that is calculated for the year in the amount of \$450,000; the library is well above that mark.

It was moved by Humphreys and seconded by Gigani THAT the Authorization to Transfer Monies from Library Fund to Capital Replacement Fund be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

- c. 2020 Preliminary Budget Draft. Milavec presented a preliminary draft of the 2020 budget to apprise the Board of what to expect in regards to the levy increase for next year. With the compensation system redesign and the minimum wage increases, Milavec estimated a six percent levy increase for 2020. The deadline for submitting the final tax levy request to the Village is August 31, 2019.

**9. Unfinished Business.**

- a. LED Replacement Lighting in the Fiction Section. Milavec recommended that B.P. Contractors be awarded the contract in the amount of \$46,437.65 for the Fiction Lighting Project as they were the lowest responsible bidder, came in under budget, and did not increase their materials costs. B.P. Contractors is a young company with excellent references.

It was moved by Stapleton and seconded by Dougherty THAT the LED Replacement Lighting in the Fiction Section be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

10. **Library Director's Report**. Milavec presented the report. The local art group, The Art Department, has installed The Weathered Art flag project among the trees near the Curtiss Street entrance. The library staff have been very busy at outreach events, including the Farmer's Market, Concerts in the Park, and Barbecue Bolt. The Children's Department staff will be offsite, offering Summer Reading prize pick up at local elementary schools. The library will be showcasing another exhibit next year through Miami University, entitled: Telling a People's Story: African American Children's Illustrated Literature, August 1-31, 2020. The Innovation Team launched the "I speak" buttons, which communicate to the public that staff speak a language other than English, so far the library has staff who speak Spanish, Croatian, and Japanese. Website reconstruction is beginning with OC Creative. Humphreys commented that he thought the Woodstock exhibit was wonderful and that the "Design a Book Cart" activity sounded like fun. Graber expressed appreciation on behalf of the Board for the department reports contained in the monthly board packets.

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

12. **Adjournment**. President Graber adjourned the meeting at 8:33 p.m.