



## **Financial Matters**

### **May 2017 Financial Report**

J. Milavec noted the Illinois Revenue Property Tax payment had not yet been received.

### **May 2017 Invoices for approval of payment**

Noted: A/C Unit was repaired and there were 3 annual maintenance bills in May – Web Help Desk, Printers and Computer programs are included in the May invoices.

**Motion:** \$104,657.90 (invoices) and \$216,468.08 (Payroll) – Approved

**Motion:** Any extra funds available each month will be automatically moved to the General Library Fund. Approved with no discussion

## **PUBLIC COMMENT:**

### **Agenda items:**

Trustee Earl - There were no costs for Library coverage by Trustees for Rotary Fest

J. Milavec – offered a huge thank you to the Lions Club.

Other Library Business:

## **Unfinished Business**

S.'O'Brien – Offered updates on upgrade of Library Telephone System. S. O'Brien stated the preferred choice is Mytel Systems of Burr Ridge based on phone style, addition of cordless phones for use in the stacks, training, warranty and computer software upgrades.

Budget was \$65,000 - Mytel Systems quoted \$37,969.21 including a one year warranty/maintenance. It was stated by J. Milavec the Library would also purchase the annual maintenance plan costing \$2800/annually on top of the one year warranty. Discussion followed which identified this was the best option based on the Library Staff research.

**Motion:** Purchase of Mytel Phone System in the amount of \$37,969.21. Approved

J. Milavec – Strategic Plan – for discussion only- a Draft Financial handout was given only to the Trustees showing line items and potential financial projections for 2018 from the Village 2017 Budget. Discussion followed regarding the financials. Trustee Green emphasized the amount of information in the handout was a bit too much for the average patron to absorb. Trustee Green promoted a more simple style of bullet points be utilized with a note stating further details available on the web site. J. Milavec agreed this could be done.

Further steps in the Strategic Plan are scheduled to be presented in July. Trustee Eblen and Humphreys noted they would not be present at the July 2017 meeting

followed by discussion of how to keep on schedule of the Strategic Plan pending a July meeting without (potentially) a quorum.

J. Milavec noted in Library Director Report below - a physical inventory and evaluation of desks, tables, chairs etc. is going to also be included in the Strategic Plan. This was outside of the original layout of the Strategic Plan and no further discussion followed this comment.

#### NEW BUSINESS:

Illinois Non-Resident Library Card Program J. Milavec noted participation in this program is voluntary but the DG Library has consistently done this for non-residents. A yearly approval is needed by the Board. Currently 125 households participate in paying ~\$250 to utilize the DG Library.

**Motion:** Renew participation in IL Non-Resident Library Card Program from 8/1/17 to 7/31/18 at a cost of \$258/per house. Approved

Authorization to Transfer Monies from Library General Fund to the Library Building and Equipment Replacement (Special Reserve) Fund

Discussion on if the initial transfer of funds into this newly established Fund should be in the full amount of \$2 million or be only the initially approved amount of \$1.4 million. J. Milavec commented currently the Library is \$26,000 under budget.

**Motion:** Transfer \$1.4 million now with the other \$600,000 being moved at a later date. Approved

#### **REPORTS (board members, staff, administrators)**

Library Director: J. Milavec

- 1) Mural Dedication had a great turnout and was well received.
- 2) Art Tour of Library was also done by the Staff.
- 3) The new Dress Statue is in place and has excellent reviews by patrons.
- 4) Evaluation of the overall service desk staffing levels need to be done.
- 5) J. Milavec met with Designer and they have now added a Furniture Inventory to the Strategic Plan. This addition of Furniture is now a separate listing in the Strategic Plan.

#### **PRESENTATIONS**

N/A

#### **INFORMATION ITEMS**

Trustee Green noted that \$5,000 received by the DG Library from the Insurance Company for the stolen piece of art during 2016 construction has not yet been utilized

for anything. Discussion followed if perhaps the funds could be utilized to light art within the building or purchase additional art. No action taken by Board.

**TRUSTEE/BOARD DISCUSSION:**

Comment by Trustee Green that the delayed start of the Library Board meetings to 7:45 due to time conflict with the DG Foundation Meetings made her feel time constraints when dealing with DG Library Board matters. No further discussion followed

**Comments/Concerns:**

**General Features**

	Yes	No	Comments
Did the meeting start on time?		X	Slight Delayed due to the flip of the room from one meeting to another.
Were members attentive and prepared?	X		
Were members courteous to each other?	X		
Were members attentive to the publics' comments?	X		
Was the facility adequate?	X		
Could the audience see and hear?	X		
Were visual aids easily visible to the audience			N/A
Were the meeting facilities handicapped accessible	X		

**FOIA (Complete once, unless information changes.)**

**Illinois Open Meetings Act requirements**

	Yes	No	Comments

Was the agenda posted 48 hours before the meeting? If yes, note where	X		
Did the agenda items clearly describe what was to be discussed?	X		
Were background materials made available to the public?		X	
Was there adequate discussion of the issues?		X	
Was there a closed session before, during or after the meeting?	X		
If there was a closed meeting, was any action taken after the closed session? If so, what action?			N/A

**Date Submitted:** 7/4/2017

**By:** Sue Farley