

Financial Matters

Not discussed 2017 Financial Report – available online for review

**Approved April Invoices 2017 Invoices for approval of payment \$180,198
Amount includes monthly invoices and payroll for March 2017.**

Board had short discussion on the cost of 2 Databases and their yearly cost of renewal. Payroll \$202,365

Monthly invoices approved unanimously

PUBLIC COMMENT:

Agenda items: No public comment

Other Library Business:

1) Ed Pawlak, DG Resident – Wanted Board to confirm they knew of the potential influx of new potential patrons with the addition of 3 new building condo units in the downtown area. Asked the Board to explain how they see the Library handling this potential big growth of patrons.

Board Response:

A) Ms. Milavec - See the Board's Strategic Plan for the forthcoming potential changes to the library building based on growth and change of the community.

B) Trustee Earl - this had already been discussed with the city board. No date of that discussion was given by Trustee Earl.

2) New Village Resident – Asked if the Board has prepared for the changes in the community as a new resident she wishes to ensure there was adequate space for growth with a further inquiry of specifically what was the library doing for the growth influx.

A) Ms. Milavec highlighted that growth was actually predicted to be steady with a shift towards older patrons versus young families. Currently the average for a library is 1 sq. foot per patron/community – DG library is 67,000 sq. feet and is about 1 ½ sq. foot per person/community. Ms. Milavec felt that after 2014 upgrades the library is prepared for the changes with additional study rooms and such.

B) Further comments by Board members, Trustee Jaros and Humphary's emphasized to all attendees that the parking lot and all parking around the building was controlled by the Village and not a Library Board option for changing.

C) Trustee Green noted that the prior Library Board during the last major reconstruction had planned ahead for potential needs of growth by having the North section of the library designed and reinforced to handle a 3rd story addition, should one ever be needed.

Unfinished Business

**Resolution 2017 – establishing a Special Reserve Fund – Approved unanimously
Draft available online for review**

Board discussion lead by Ms. Milavec highlighted the plans for this Special Reserve Fund:

- 1) To be for Capital Projects and Equipment under the direction of Library Director with Library Board input.
- 2) The Board was to establish the Fund without any money being moved into it per a previous discussion with DG Village Attorney.
- 3) Board is to wait until the audit for 2016 is completed before transferring any funds into the Special Reserve Fund
- 4) Discussion on the change of fiscal year by the Village puts the Library at a disadvantage until receipt of tax payments.

NEW BUSINESS:

Facilities Assessment Proposal: Approved unanimously

Ms. Milavec Presented Proposal for discussion and Approval:

Outside firm, _____ *Name of firm was not stated clearly to obtain information*, has presented their proposal to do a Facility Assessment at a cost of \$15,000 (budgeted amount was \$25,000). It would take 3 months to complete their report. The two page proposal would cover Mechanical, Fire, Electric, Facilities and usage. It will not cover parking, telephones, landscaping.

A) Trustee Jaros – Question as to what M, F and E meant? Mechanical, Fire and Electric.

B) Trustee Humphreys – felt the 2 page proposal was short on information and wanted Ms. Milavec to confirm it covered all the necessary areas for the requested Facility Assessment. Ms. Milavec confirmed it covered all facility areas

C) Ms. Milavec asked for a vote of approval to accept proposal

D) Ms. Milavec noted that upon receipt of the Facility Assessment Report, discussion would then be taken up with Financial Planning.

Rotary Grove Fest –Request for Library to be designated as Safety Location for Emergency Shelter during Rotary Grove Fest 2017

DECISION: Ms. Milavec to ask for further documentation by Rotary Planning group of training of volunteer staff and an addition of the Library to the Rotary Club insurance for the event.

A) Ms. Milavec brought up Rotary Grove Committee Request for Library to be a Designated Emergency Shelter – previous requests have been denied by previous Library Boards – Discussion followed

B) Trustee Humphreys noted he would be physically at the Library during the entire Fest. Trustee Earl commented that the Library has “an obligation” to do this, and Trustee Green noted they also volunteer for Fest and would assist Trustee Humphreys at the Library.

C) Trustee Humphreys noted the emphasis by the Village was to have a written plan on the handling of emergencies. Other designated emergency shelters during the Rotary Fest have been in the past, Tivoli Theatre, Moose Hall and the two closest Churches.

D) Rotary volunteers also go through a detailed training program prior to the Fest

Follow up to be: 1) Proof from Rotary that all volunteers receive training on the rules of using the Library for Emergency and 2) Rotary must make an addition of Library to their Event Insurance.

REPORTS (board members, staff, administrators)

Sue O'Brien, Assistant Library Director – Public Services

A) Telephone System needs to be upgraded – researching two options of obtaining proposals for review/suggestions of upgrades. Current system is being phased out of use and phone replacement is not possible as current phones are no longer available

Option 1 – Outside Consultant Company, RFP, cost of \$10,000 and would involve all decisions of changes to go through Library Board with public discussion

Option 2 – Use of Current Phone Company, cost: \$0 and would not involve any decisions to go through Library Board and would not be subject to any public discussion.

General Board Discussion followed on clarification of current phone system age. Board Recommendation – Work with Current Phone Company for quotes and recommendations. Report back to Board by June Meeting.

Julie Milavec – Library Director

A) June 11, 2017 – dedication of Mural Project. The Mural Project has been greatly received by the patrons of all ages.

B) Strategic Planning – Feedback from Surveys and various types of interviews. Bonnie Reid, regularly creates a consistently running spreadsheet report highlighting all of the inquiries. The Library Staff then discusses and identifies what type of response is to be given back to patron regarding question and/or concern. All inquiries are responded to by Library Staff. 25% of inquiries are of topics to which no changes or solutions can be offered by the Library Staff.

1) Lighting in various areas of the Library is a huge issue to be addressed; including the adult area, Curtiss Street side entrance and parts of children's section.

2) Library Bathroom's seem to be the major issue for patrons with many unable to get the automatic water to turn on.

C) Library has received Letter of Intent of Capital Award from the State of Illinois, but no actual Check. Library is to receive \$38,210 from the State of Illinois which is slightly more than the previous year.

TRUSTEE/BOARD DISCUSSION

1) Trustee Humphreys reminded the Board of ownership and responsibility of caring for all the Art work located within the Library. Discussion followed over why the Board does not fully support the care of the Art given to the Library. No decision made.

2) Trustee Jaros asked the Library staff review their formula breakdown on the March 2017 Promotion Sheet. Library staff agreed to double check the formulas.

Comments/Concerns:

After the meeting Trustee Earl, Green and Ebler approached 5 of the 9 attendees inquiring why they had attended and did they all know each other. Note: these 5 attendees are all members of DG Marchers.

Trustee Earl shared with attendees the Library Foundation Meeting would now be held at 6 p.m. before the General Board Meeting in the same Conference Room.

General Features

	Yes	No	Comments
Did the meeting start on time?		X	
Were members attentive and prepared?	X		Most members had computers that contained the reports, etc. being discussed
Were members courteous to each other?	X		
Were members attentive to the publics' comments?	X		Some Board members response to questions was done in a condescending tone which limited attendee from asking further questions.
Was the facility adequate?	X		
Could the audience see and hear?		X	Board faces each other and talks softly. Need to face the attendees and speak clearly.
Were visual aids easily visible to the audience		X	None available
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	Attendee needed to know background of item on agenda
Were background materials made available to the public?	X		Only on line
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: 4/30/2017

By: Mary Blanchard and Sue Farley