

**League of Women Voters DG LIBRARY
Observers Report**

Board meeting attended: DG Library Board Meeting

Date and Location of meeting: 5/24/2017 DG Library

Meeting started: 7:50 p.m.

Meeting adjourned: 8:40 p.m

League Observer(s): Sue Farley

Board Members/Trustees present (P) not present (NP) tardy (T):

NP Wendee Green, President (term expires 8/31/17)

P Ed Earl (term expires 8/31/2020)

P Susan Eblen (term expires 8/31/18)

P David Humphreys (term expires 8/31/19)

P Arthur Jaros (term expires 8/31/21)

P Jonathan Graber (term expires 8/31/22)

P Julie Milavec, Library Director

NP Bonnie Reid, Library Assistant Director for Circulation Services

P Sue O'Brien, Library Assistant Director for Public Services

P Katelyn Vabaluis, Executive Assistant of Library Director
Responsible for taking Minutes of Library Meeting

Estimated Number Attending (excluding Board and Staff): 5

Meetings are Streamed and Archived at: Not video taped

**Agenda can be found at: Board & Finances – Downers Grove Library web site
At least 2 days before meeting www.dglibrary.org**

Approval of Minutes

April 26, 2017- approved no corrections Regular monthly meeting
n/a Committee of the Whole Meeting

Financial Matters

April **2017 Financial Report** – no discussion

May **2017 Invoices for approval of payment**

Clarification made on amount for final payment of Temp Coverage for Katelyn Vabaluis maternity leave

Amount to be approved includes:

--Invoices of \$104,247.75 with credit memo of \$553.76

--Payroll \$211,217

Unanimous approval

PUBLIC COMMENT:

Agenda items:

No public comment on Agenda items.

Public Comment on Other Library Business:

Ed Pawlak, Asked why the budget was not on Agenda? Identified his personal tax bill showed a decrease for the Library when in previous board discussions the budget 2017 approved was to be flat.

J. Milavec response: 1) All building bonds have been paid off to zero in 2016 thus the Board only needed to pass a set levy amount instead of both a levy amount and an additional amount to cover bond payments for the 2017 budget. 2) Tax rate appears to decrease due to the more residences coming on-line due to the building growth in DG. Statement made that it "only looks like it went down" in reality there are more tax payers into the DG system.

Tax rate history:

2015 - tax rate .24

2016 - tax rate .23

2017 - tax rate .2202

UNFINISHED BUSINESS:

a. Rotary GroveFest – Rotary Club GroveFest Chairperson, Lisa thanked the board for allowing the Library to be a Safe Location for the 2017 Grove Fest. Guidance during the days of the fest will be decided between the Village and GroveFest Board – if there is a question of bad weather, the fest will be closed down. The Library is to be utilized under the direction of Board members/Rotary Club Members – David Humphreys and Ed Earl. The large meeting room on the first floor is a designated tornado shelter and would be utilized for the Safe Location. People would be directed to it by Mr.

Humphreys and Mr. Earl.

Motion to approve made and passed unanimously

Note by Observer: Last Meeting a discussion and request was made by the board to have the Rotary Club add the Library to the event insurance and ensure training by volunteers clearly identifies the Library will be a controlled location. No discussion about this previous motion was made during the above discussion and approval motion.

b) Strategic Plan – One Page Publicity Strategic Plan Document (copy attached)
A quick one time public reading of the one-page strategic plan was made by J. Milavec
A Strategic Planning Outreach Committee has been working on the wording of this document for the past few months. Information was gathered through surveys, interviews, focus groups, and public discussions with public users of the library

Discussion by Board

-S. Eblen noted the word “play” could be misconstrued by teenagers. S. Eblen suggested use of a different word to avoid a misunderstanding by teens of this word. During discussion no replacement word was identified.

-A. Jaros noted the word “fun” does not belong in a library. A. Jaros suggested eliminating the word “fun” completely from document and stated that a library is a place to learn and read and not to have “fun”.

-H. Humphreys – noted the word “fun” and “play” make the Library more inviting, not stuffy. H. Humphreys suggested keeping both words could potentially reach more people to utilize the Library.

-Childrens’ Librarian Allyson was called upon by J. Milavec to explain why the words “fun” and “play” are vital to keep in the Strategic Plan Document. Librarian Allyson stated - play is how we all learn. Children play and have fun as they learn, while adults are life-long learners through play and fun.

Motion to accept Strategic Plan Document as read:

Earl-Yes; Eblen-Yes; Humphreys – Yes; Jaros – No; Graber – Yes – motion passed

c. Financial Policy –Revision to Agreement involving the Library Special Reserve Fund – copy available on line called: An Intergovernmental Agreement Between the Village of Downers Grove and the Board of Library Trustees of the Village of Downers Grove in Regard to the Creation of a Special Reserve Fund

J. Milavec stated a change to the initial name voted on by the Library Board of “Library Special Reserve Fund” has been and must be changed to “Building and Equipment Replacement Fund” per the Village. This Fund is to be utilized only for planned capital expenses and core emergency purposes per the Intergovernmental Agreement.

Additional changes highlighted include waive of public bids for certain types of expenses, and a clarification on the selection process of library staff.

Motion – made to ensure use of the Village title of the fund is clearly identified to be “Building And Equipment Replacement Fund”. Passed unanimously

NEW BUSINESS:

Revision of the timing of Library Board meetings has been made for the rest of 2017 only. This change will be revisited in 2018 at which time a revision to the Library Board By-laws would have to be made.

New Schedule for Rest of 2017 meetings to be:
7 to 7:45 p.m. – Library Foundation Meeting

7:45 p.m. – Library Board Meeting

REPORTS (board members, staff, administrators)

Library Director Report:

1) Work is progressing on the Facility Assessment which involves the full review of Mechanical, Electrical, Technical, Space. Review is scheduled to be done by end of July 2017

2) Scam Fishing e-mail are being generated and sent to Library Board members and staff. This scam e-mail is being received by many libraries in the state. E-mail addresses being used include: cory.peters@gmail.com; peterscory@gmail.com. Do not open

3) June 11 at 1:30 – 2:30 p.m. Dedication of Mural All are invited for a short dedication followed by cookies and meeting the Artist.

4) Library Safe Deposit Box issue continues and Board is unable to access the Safe Deposit Box. Due to a series of transfers by U.S. Bank management, the Manager at the U.S. Bank has changed 3 times in the last 6 months. The Library has the key but still cannot see what is in the Safe Deposit Box. Library Attorney is now working with U.S. Bank to get this resolved.

5) Upon the expected completion of the yearly audit, the funds for the Building and Equipment Replacement Fund are to be moved into it by June.

PRESENTATIONS

Staff Report:

Children Librarian Allyson and Teen/Adult Librarian Lynette presented the Summer Reading Club program. Both Librarians have visited and presented the Summer Reading Program to all 11 District 58 schools, O'Neill, St. Mary's and St. Joe's. Due to a partnership with the DG Park District one of the prizes for children is a ticket to Miner Mike Adventure Golf.

Teen and Adult Summer Reading Club prizes include a ticket to the Tivoli Theatre and entry into one of the three themed Raffle Baskets on display upstairs.

TRUSTEE/BOARD DISCUSSION

E. Earl attended a Trustee Training program in April 2017. He found it quite informative and is looking to implementing his new knowledge as a board trustee.

D. Humphrey noted that the style of the current Library Board meetings do not necessarily follow the Roberts Rules of Order. The Board tended to openly discuss things first and then proceed to a motion. J. Milavec identified the Board follows the more informal Roberts Rules of Order.

J. Milavec identified the Strategic Plan review was being completed and would be available for draft presentation at the June meeting with a final plan for presentation at the July meeting.

Comments/Concerns:

General Features

	Yes	No	Comments
Did the meeting start on time?		X	
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		Yes-but board tends to mumble or talk only to each other as it appears they are not use to having visitors.
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		Financial report of previous month not available to public until after meeting
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?			

Date Submitted: 5/27/2017

By: Sue Farley