

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

**Board meeting attended:** DG Library Board Meeting

**Date and Location of meeting:** 7/26/17 - DG Library

**Meeting started:** 7:45 p.m.

**Meeting adjourned:** 10:30 p.m.

**League Observer(s):** Sue Farley

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

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

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

  P via phone   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

  P   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):** 10 (included Insurance Liability presenters)

**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](http://www.dglibrary.org)

## **Approval of Minutes**

With correction of typo on page 2 – June Minutes Approved - Regular monthly meeting

N/A

**Committee of the Whole Meeting**

## **Financial Matters**

### June **2017 Financial Report**

First half of property tax revenue received. Discussion followed regarding the forthcoming annual renewals in October 2017 of databases and the Library insurance liability policy renewal.

For next month's agenda – moving of residual amount from the General Fund to the Library Building and Equipment Replacement Fund.

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

\$1,330,338 includes Swan database annual payment. – approved

\$212,018.07 for payroll - approved

## **PUBLIC COMMENT:**

Agenda items: No public comment on July Agenda Items

Other Library Business:

Krista Varsbergs – Thanked the Board for all of the phenomenal Art displayed throughout the Library. She feels the Art offers wonderful inspiration, beauty and enjoyment to both her and Library patrons.

Krista asked the Board to utilize the insurance funds, received for the stolen Art work during the last Library remodeling, to specifically purchase additional Art for display throughout the Library. W. Green thanked her for her comments.

Unfinished Business

No public comment

## **NEW BUSINESS:**

A) Presentations for Library Liability Insurance Packages: Renewal due 10/1/2017

1) Kamm Insurance

- a) Current and past 10 years provider;
- b) Current Library policy is under Hanover and CNA with some customized areas of coverage including Employment liability, Umbrella policy, cyber coverage, volunteer coverage, flood, earthquake and replacement.
- c) Kamm Insurance assist and act as the Library's Claim advocate.

2) LIRA – Libraries of Illinois Risk Agency

- a) LIRA – currently contains 44 State of Illinois Libraries that pool their resources into one group and is basically a co-op of Insurance coverage specifically for State of Illinois Libraries. LIRA is governed by an elected Board of 7 members with rolling terms which meet every 6 weeks to address issues. There are 2 full membership meetings a year.
- b) LIRA is a pool program that allows the 44 current members to draw upon the coverage reserves to payout insurance claims. A member is eligible, after 3 consecutive years of membership, to receive surplus payment returns if the reserves are not fully utilized. LIRA has a 3<sup>rd</sup> party claim administration which handles the claim administration.
- c) J. Milavec, was a founding member of LIRA in her past position at the Plainfield Library.

Board Discussion Followed:

Board discussed that some areas of insurance for the Library which are currently covered under the Village's policy. D. Humphreys and E. Earl requested that these areas of coverage by the Village be specifically identified for the next meeting. Further Board inquiries by J. Graber and A. Jaros involved that amount of coverage other Libraries in the State have for Cyber issues and Board liability. Decision by Board to table decision on Liability Proposals until further information is obtained in the above areas.

B) DG Library Board Meeting Time Change:

Due to a change of DG Foundation meeting schedule, the DG Library Board to change meeting time back to 7:30 p.m. for regular meetings effective August 2017 meeting. Approved

**UNFINISHED BUSINESS:**

- A) Facilities Assessment Presentation: Dan, employee of Company hired to coordinate the Facilities Assessment. Large detailed handouts distributed

contain a spreadsheet of the four major areas assessed and projections of suggested timing of replacements in detail.

- a. Areas covered include: Exterior, Interior, Roof, Equipment (mechanical, lightening, plumbing) and current Library furniture.
  - b. All numbers listed on the spreadsheet are in 2017 numbers with a projection of 4% increase over the next 20 years.
- W. Green noted the total for completing everything on the spreadsheet was \$3.1 million, while currently the Library has \$1.4 million available. J. Milavec stated use of the \$1.4 million would allow immediate needs of the facility to be addressed this year.
- J. Milavec has met with each of the contractors who helped in the facility assessment and felt confident all areas of concern were listed on the spreadsheet. The furniture listing also will assist in addressing urgent needs to replace worn out chairs (2<sup>nd</sup> floor) and computer tables that patrons listed on the 2017 evaluations as being in poor condition.
- J. Graber inquired if a tour of the Library by the Board could be done to highlight the areas covered on the details spreadsheet and allow areas of urgent needs be pointed out. E. Earl supported this idea of seeing what the Library staff felt was most urgent.

Action: A walking tour will take place under Committee as a Whole at 7 p.m., August 23, 2017 (before the Library Board Meeting).

## B) Strategic Plan - Final Draft Review

- a. A page by page review of the 45 page document was completed. Formatting issues throughout the document will be addressed.
- b. Footnotes will be added as lead through discussion of A. Jaros and E. Earl to identify the Financials listed on pages 13 -16 noting the Budget is directly from the Village Budget and lists Accrual 2016 and 2017 Estimates numbers and is a projection by the Village and not by the Library Board. Agreed on by Board to add footnotes.
- c. S. Eblen pointed out the Strategic Plan focus and goal is be an Action Plan that grows and changes with future needs. Susan feels less emphasize should be placed on budget forecasting and numbers.
- d. Pages 25-34 - breakdown pages of the overall Action Plan. Discussion by A. Jaros, W. Green, S. Eblen, and E. Earl continued over their individual views of the goal of the Action Plan as a whole. A. Jaros identifies the focus should be more on budgets and specific numbers, while W. Green, S. Eblen and E. Earl felt it should not get too specific and be used as a planning guide. J. Milavec stated the idea of the Strategic Plan is more of a timeline and planning budget guide which overall connects it to the September 2017 budget meetings. No overall decision made.

- e. Pages 31-35 are more specific's and details of Action ideas including regular offering of Art tours, unlocking of DVDs to name a few. Board felt these pages are well done.
- f. Appendix - not reviewed due to the late hour.

Strategic Plan: Not Approved due to the numerous changes to be made in the draft review including formatting issues, footnote additions.

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

Library Director:

- 1) Safe Deposit Box - access still denied due to the ongoing change of management at the Bank. J. Milavec continues to re-submit necessary papers (3 times to date) trying to gain access.
- 2) Library is having success with patrons with the unlocking and relocking of DVDs.
- 3) Grove Fest - contractor utilizing the parking lot next to Library parking lot entrance was fined for not cleaning up timely nor properly. Grove Fest Staff apologized for the inconvenience.
- 4) J. Milavec will be taking vacation and time off for family issues over the next two months.

**INFORMATION ITEMS**

- S. O'Brien - dead trees around Library parking have been removed.
- E. Earl - heard many great compliments on the new Library mural.

**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	Presenters sat with back to audience and talked directly to board, hard to hear everything.
Were visual aids easily visible to the audience		X	Computer presentations failed so all presentations were verbal.
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: August 1, 2017**

**By: Sue Farley**