

**League of Women Voters DG LIBRARY
Observers Report
Committee of the Whole**

Board meeting attended: DG Library Committee of the Whole Meeting

Date and Location of meeting: 8/23/17 - DG Library

Meeting started: 7:00 p.m.

Meeting adjourned: 7:25 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 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

 A 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): 2

Meetings are Streamed and Archived at: Not video taped and no audio taping done
for this meeting

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

Related to: Facility Assessment Analysis of DG Library:

A walking tour of the Library identifying the eight projects J. Milavec and Library Staff have identified as priority projects they wish the Board to address under the Capital Improvements Plan for 2018.

Tour was led by Don Pohrte of Product Architecture +Design who created the Facility Assessment as requested by the Board.

Eight Areas for the Board's Review include:

- 1) Improvement to overhead lighting for STEM area in Children's Area
- 2) Improvement to both Family Restrooms in Children's Area – full gut and replace
- 3) Improvement to both Staff Restrooms – full gut and replace
- 4) Improvement to Staff Kitchen and Lounge Area – full gut and replace including furniture, floor and kitchen cabinets
- 5) Improvement for Direct Display Lighting on Art Piece in First Floor Café
- 6) Improvement for Direct Display Lighting on Art Piece on Second Floor by Elevator
- 7) Improvement to Lighting on Second Floor Stacks (Northwest side) and Magazine Area
- 8) Improvement to Lighting on Second Floor Training Room to allow for section lighting and dimmer control.

Note: All lighting would be LED replacement.

No discussion followed this quick walking tour.

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 public's comments?	X		
Was the facility adequate?	X		
Could the audience see and hear?	X		

Were visual aids easily visible to the audience		X	Not available for audience
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 26, 2017

By: Sue Farley