

**League of Women Voters Downers Grove LIBRARY
Observers Report**

Board meeting attended: DG Library Board Meeting

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

Meeting started: 7:30 p.m.

Meeting adjourned: 9:25 p.m. (Board went into planned Executive Session)

League Observer(s): Sue Farley

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

 P Wendee Greene, President (term expires 8/31/17) (last meeting)

 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 and no audio recording done for these meetings

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

Approval of Minutes

July 2017 Approved - **Regular monthly meeting**
N/A **Committee of the Whole Meeting**

Financial Matters

August **2017 Financial Report** Approved

August **2017 Invoices for approval of payment**

\$112,716.12 includes Facility Analysis Invoice and Compress Repair– Approved

\$214,427.03 for payroll – Approved

NEW BUSINESS:

Circulation Policy- Restricted use Library Cards for PADS Shelter Residents (homeless) Milavec presented a new Circulation Policy for Downers Grove PADS Shelter Residents to be issued Library Cards from October 1 – April 30 each year which would allow them to check out have a maximum aggregate of two items. This card would not allow check out of home equipment items (i.e. cameras, ipods).

Policy procedure: Upon application for a Restricted Use card, the Applicant would have to have a PADS ID and be verified via phone or in writing by DG PADS staff.

Milavec stated that policy stems from Aurora Library pilot program of 2016 that had great success and appears to be the only other local public library with such a program. She feels that under the Bills of Rights for Equal Treatment without discrimination of an address, this new Circulation Policy should be approved.

Humphreys emphasized on behalf of DG PADS at First Congregation Church a huge thank you and full support of this new Circulation Policy.

Motion presented to accept the above Circulation Policy. Approved

UNFINISHED BUSINESS:

- A) **Library Liability Insurance Packages:** Renewal due 10/1/2017
Board Discussion regarding the two options continued from previous meetings. Eblen emphasized many school districts are participating in similar type insurance packages.
Graber emphasized support for LIRA as the insurance group is specific for libraries.
Greene inquired as to how DG Library would rank with the other 44 State of Illinois Libraries. Milavec stated DG Library would be in the middle, as the

Skokie Public Library had also just joined and two other large libraries in Illinois are considering joining this year.

Earl and Humphreys both asked for Milavec's personal opinion as she participated in the start-up of LIRA in her last position. Each also expressed concern about the 3 year commitment required with choosing LIRA.

Milavec commented she felt confident in LIRA as a good option for the library. Jaros expressed concern over the LIRA pool limit for Flood and Earthquake coverage should a major disaster happen to all 44 current members. He stated the amount distributed would be greatly reduced from the pool limit. Discussion followed wherein other Board members noted that should all 44 libraries be destroyed at one time under the Flood and Earthquake coverage, there would be other concerns to address besides the library building.

Motion presented: DG Library to join LIRA on October 1, 2017. Approved

- B) **Facilities Assessment Presentation:** Dan Pohrte of Product Architecture +Design who created the Facility Assessment, distributed Booklets to Board containing numerous spreadsheets broken down in the four major areas assessed and includes projections of suggested timing of replacements in detail utilizing 2017 costs. Areas covered include: Exterior, Interior, Roof, Equipment (mechanical, lightening, plumbing) and current Library furniture.

A spreadsheet link is available to the Board to easily insert any changes they might identify to make. The costs would then automatically change accordingly. Emphasis was given by Dan that all current costs listed are estimates and each job would have to go out for bid. Specifically the cost for the lighting increased when further reviewed this past month from an initial estimate of \$133,000 to now \$300,000 (only an estimate). Lighting has been listed as the most important improvement by both library patrons and staff.

Board members thanked Dan for the walking tour during the Committee as a Whole meeting and for the gathering of information for current and future Library Board Members to have at their fingertips.

No motion was made.

- C) Strategic Plan - Final Review - (Note: Observer has not seen any hard copy of this document throughout its 4 month review and all notes of specific wording reflect verbal discussion by Board. A one-page outline and responses from surveys and brainstorming sessions are available on the library website, <http://www.downersgrovelibrary.org/plan>)

A verbal page by page review of the 45 page document was led by Greene, with some corrections to formatting as well as the following.

- a. Page 13 – 14 correction made to terminology for clearer interpretation at request of Graber;
- b. Page 15 – note of correction of Budget numbers changed to approved audited numbers from the Village of DG;
- c. Page 34 – Earl commented the bathroom usage wording focused is in line with Illinois Statute of Diversity.
- d. Pages 25-34 – Action Plan Section
Library Staff finalized the three Action Plan Statements after the July 26, 2017 Board page by page review of the Strategic Plan. Below is a summary of the three Action Plans. Observer Note: Only Action Plan 2 was repeated word for word numerous times during the following discussion.
 - 1) All Staff would offer the best customer service possible to all Downers Grove patrons.
 - 2) “All Staff would receive training in Equity, Diversity and Inclusion”
 - 3) Staff hiring would emphasize Inclusion and Diversity

Detailed Board Discussion of the Action Plan Section: Pages 25-34

- 1) Jaros expressed his objection to Action Item 2. He specifically identified that this statement: “Staff would receive training in Equity, Diversity and Inclusion,” in his opinion, did not meet the Affirmative Action requirement and Staff should be hired only by merit. He questioned why Library staff needed to be trained in any of these areas (Equity, Diversity or Inclusion). He stated he objected to Staff, who would be around children, receiving any training in how to handle inclusion. Should the staff be trained in Inclusion, Jaros continued, it would open the library up to problems. The children, in his opinion, had to be protected by library staff from inclusion by ignoring its existence. He then proceeded to read out loud word by word from what he stated was the Illinois School Code, IL Sex Education Section to the Board members. Jaros re-stated a second time to further emphasize, after completing the reading of the ISC Sex Education Section, the ISC specifically states a marriage is only between a man and a woman. He personally commented that the code he read did not recognize homosexual marriage and he felt the Library must not either. The Staff had to protect the children from homosexuals and exposure to homosexual life style. He proceeded to continue to express his personal views on how we should view straight people vs. gays and reject any inclusion and people different from white straight people.

He further commented that he felt the library staff did the Board a disservice by inserting the 3 Action Items into the Strategic Plan without prior review by the

Board. As he just reading them at the meeting, he felt unprepared to fight their very existence in the Plan.

- 2) Eblen and Graber stated their disagreement and objection with Jaros's view. Each commented they felt Action Item 2 focused on truly reflecting the Downers Grove community and Downers Grove Library's respect for the community.

Humphrey also stated his disagreement with Jaros's view and comments related to Action Item 2 and specifically Inclusion. He commented that Action Item 2 reflects the Downers Grove community demographic mix.

- 3) Milavec commented the library values and patron services need Action Item 2, as a true reflection of the Downers Grove community. She stated staff must have training to have knowledge on how to work with differences of the community and how to offer the best patron service through finding requested information and providing necessary services when requested. Milavec also re-emphasized the Action Item 2 directly reflects feedback received from Downers Grove patrons in the Board's requested Patron Surveys. Direct quotes of the Patron Surveys comments are made a part of the Strategic Plan.
- 4) Greene inquired if DG Library Staff could reword Action Item 2. Milavec and O'Brien proceeded to worked together to create a potential change of wording but were unable to suggest any specific wording change in the 5 minutes they had to do so.
- 5) Jaros stated he would be voting "no" to the entire Strategic Plan if Action Item 2 remained as presented. He also commented he would really like to eliminate all 3 Action Items until they could be properly reworded by him. Jaros suggested replacing the word "hiring" in Action Item 3 with "recruiting" and was concerned this Action Item 3 would not obtain the best candidate for the library staff due to its statement about diversity.
- 6) Milavec stated her objection to removal of all 3 Action Items. She further went into detail explaining what she and the Library staff view as the definitions of diversity and inclusion in relationship to staff's interaction with patrons. Highlighting the current offerings of the library, such as home delivery to seniors as being a part of inclusion and reading lists that include diversity of authors and language. Milavec stated inclusion education for staff would enhance all levels of interaction with Patrons.
- 7) Jaros stated his objection to the library staff creating any reading lists for distribution as they might pick authors that were too diverse and not, in his opinion, a true reflection of writers he felt were appropriate for children.
- 8) Milavec commented "Libraries are not schools and not subject to the Illinois School Code nor is the Downers Grove Library a parent." The reading lists are optional items set out as a flyer allowing parents to pick and choose to follow or not at their own discretion.
- 9) Earl, Humphreys and Graber again expressed their disagreement with Jaros's views on the wording of Action Item 2 and again stated this Action Item 2 reflects the community.

10) Greene expressed a desire to have a unanimous vote on the Strategic Plan as her personal goal.

Board members were asked: "If only Action Item 2 were removed completely could they approve the Strategic Plan?"

Humphreys: Yes, if this issue was revisited at a later time

Graber: Yes, as long as Action Items 1 and 3 remained

Eblen and Earl: Yes

Jaros : Yes with the full removal of Action Item 2 and some adjustments to wording in Action Item 3. He commented he would work on the proper wording he wanted for the next meeting.

Motion Presented by Jaros and seconded by Graber:

Approval of Strategic Plan 2017-2010 with the complete removal of Action Item 2 and rewording of Action Item 3 by replace the word "hiring" with "recruiting" and insert "for patron services."

Motion passed unanimously

D) Transfer Debt Service Fund Balance to Library Special Reserve Fund.

Motion approved to transfer \$107,550 from Debt Service Fund (which would then be closed) to the Library Special Reserve Fund.

Approved

E) 2018 Budget Preliminary Draft Review:

Board was presented with Preliminary 2018 budget created by Milavec. It did not include the staff benefits (i.e. medical coverage costs) as the Village has yet to provide these numbers.

It included a 2.5 percent salary increase for Staff members and was based on the current 6.9 percent current property tax received by the library factoring in a 3 percent increase in growth of homeownership in the community.

TIMELINE FOR BUDGET REVIEW – open to public

September 13, 2017 – Special Board meeting – 2018 Budget Final Review

September 27, 2017 – Regular Board Meeting – Approval of 2018 Budget

Greene: Comments on the 2018 Budget and Current Capital Operating Fund

The Special Reserve Operating Fund contains \$1.4 million dollars which could be utilized for the 8 identified staff suggestions for facility capital improvements (see Minutes of August 23, 2017 Meeting as a Whole). The Preliminary Budget identifies the transfer of \$350,000 in 2017 from the Library Fund to the Special Reserve Operating Fund. This transfer is to ensure the Board continues save funds on the side for future Capital Improvements identified in the Facility Assessment Plan. Additional furniture replacement should be added to the

2018 Budget to upgrade the heavily used furniture, specifically chairs and computer tables on second floor.

Board comments:

Humphreys: Ok as it is really not that much different from current 2017 budget

Jaros: Ok as long as long-term capital expenditures (Special Reserve Operating Fund) are not used for furniture replacement. Noting the replacement of the entire Library Roof is on the Facility Assessment Spreadsheets, Jaros suggested that a mortgage loan be taken out to replace the roof rather than taking the money out of the Special Reserve Operating Fund.

Humphreys: Commented the mortgage loan idea for the roof is something he agrees with as a sound financial plan.

No motion made

F) Executive Session: closed to public under the 5ILCS120/2(c)(1) for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee.

REPORTS (board members, staff, administrators)

Library Director:

- 1) Safe Deposit Box – Access obtained and contents removed and reviewed by Milavec and Greene.
- 2) Thank you offered to outgoing Board President Wendee Greene. She has completed over the course of 17 years with the Library Board.

INFORMATION ITEMS

No comments

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		.
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		Moved by President to end of Agenda
If there was a closed meeting, was any action taken after the closed session? If so, what action?		X	President moved to end of Agenda so visitors could leave

Date Submitted: August 26, 2017

By: Sue Farley