

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
FEBUARY 23, 2022, 7:30 P.M.
LIBRARY MEETING ROOM**

MINUTES

1. **Call to Order.** President Graber called the meeting to order at 7:30 p.m.
2. **Roll Call.** Members present: Trustee Carissa Dougherty, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Barnali Khuntia, President Jonathan Graber. Absent: None.

Also present: Library Director Julie Milavec, Assistant Library Director Jen Ryjewski, Business Office Manager Katelyn Vabalaitis, Media Lab Coordinator Ed Bromiel.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. January 26, 2022 Regular Meeting. It was moved by Dougherty and seconded by Khuntia THAT the Minutes of the January 26, 2022 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. FY2021 Final Financial Reports. Library Director Milavec presented the report. The Board received the final fiscal year 2021 numbers, though Milavec noted that the reports may change slightly with the Village's audit. The library received 102.73% of projected revenue and spent 96.9% of projected expenditures. For the Capital Replacement Fund, the library only spent about 61% of the budgeted amount, which can be attributed to the roofing project going so well.
 - b. January 2022 Financial Report. Library Director Milavec presented the report. The library is 8.3% through the year after one month. Revenues collected are at 0.88%, which is typical for January. Expenditures are 6.9% spent. The Capital Replacement Fund has two large payments up for approval this month. One is for the electrical relay panel project and the other is the deposit for the elevator. President Graber asked why the cash and investments total does not match the library fund total in the fund balance report. Milavec will talk to the Village and report back at the next meeting.

- c. February 2022 Invoices. It was moved by Humphreys and seconded by Gigani THAT payment of February 2022 Capital Replacement Fund invoices totaling \$91,153.49, the payment of February 2022 Operating Fund invoices totaling \$78,386.05, the acceptance of February 2022 credit memos totaling \$96.46, and the ratification of January 2022 payrolls totaling \$247,749.20 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.
6. **Public Comment on Agenda Items**. President Graber invited comment. There was none.
7. **Public Comment on Other Library Business**. President Graber invited comment. There was none.
8. **New Business**.
 - a. Product Architecture Workroom Reconfiguration Letter of Agreement. The workroom reconfiguration project was added to the Capital Replacement Fund for this year and it may carry over to next year. The Letter of Agreement will get the planning process started. Dan Pohrte and Tiffany Nash from Product Architecture and John Shales and Jason Perunas from Shales McNutt met with library staff to talk about the project and the library's budget, vision, and priorities. All Letters of Agreement with the architects become addenda to the original contract with the firm. They went with a flat fee for the project, which includes the planning process for the renovation.

It was moved by Gigani and seconded by Khuntia THAT the Letter of Agreement with Product Architecture for the 2022 Workroom Reconfiguration Project in the amount of \$22,000.00 be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.

- b. Bibliotheca Annual Service and Maintenance Agreement Renewal. Library Director Milavec noted that new self-checks were purchased at the beginning of 2020 and they have finally come off of their first year warranties that were included in the purchase price. While the annual price has gone up with the warranty expirations, it is still below the amount the library was paying before the new self-check units were purchased.

It was moved by Khuntia and seconded by Gigani THAT the Bibliotheca Annual Service and Maintenance Agreement in the amount of \$39,389.11 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.

- c. Personnel Policy Updates to Sections 3.55 Sick Leave and 3.61 Victims' Economic Security and Safety Act (VESSA). Library Director Milavec discussed the change to the sick leave policy, noting that many staff were confused about the language previously used. It now states that if staff miss more than three consecutive work shifts, they must have a doctor's note to return. Previously, it read as missing three consecutive days, which became an equity issue among staff who did not have health insurance and had to take on an economic burden to acquire a doctor's note. The Board discussed the possibility of removing the doctor's note requirement completely in the future. The proposed changes to VESSA came from the changes made to the VESSA act to include gender and other crimes of violence.

It was moved by Humphreys and seconded by Gigani THAT the updates to Personnel Policy Sections 3.55 Sick Leave and 3.61 Victims' Economic Security and Safety Act (VESSA) be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.

- d. VAV Replacement Proposal. VAV replacements are included in the Capital Replacement Fund budget every year. No replacements were completed in 2021, so Building Operations Director Ian Knorr is ready to do the next round. The VAV boxes are purchased from Trane and installed by Hayes Mechanical.

It was moved by Gigani and seconded by Dougherty THAT the expenditures from the Library Capital Replacement Fund for the purchase of VAV boxes from Trane in the amount of \$28,877.00 and the installation by Hayes Mechanical in the amount of \$23,500.00 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.

9. **Unfinished Business.**

- a. COVID-19 Response and Phased Reopening Plan. In early February, the decision was made to reopen conference rooms and bring back in-person programming. When the Illinois mask mandate is lifted, the library will move to masks optional. Masks will be required for children and family programs and staff will revisit that mask rule towards the end of March. The play café and play areas remain closed for the time being.

It was moved by Humphreys and seconded by Khuntia THAT the Library Director be reauthorized to continue to make temporary policy changes in consultation with the Board President and within the parameters of the COVID-19 Response and Phased Reopening Plan as presented. Roll call:

Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None.
Abstentions: None.

10. Library Director's Report. Library Director Milavec presented her report. The new Statements of Economic Interest have dramatically changed for this year. Milavec outlined the updated requirements and noted the definitions and exemptions from the required information. The Equity Advisory Team had a great meeting last night and made a large amount of progress on the Equity Strategic Plan. Milavec hopes to bring the plan before the Board in the next couple of months. Milavec thanked Assistant Library Director Jen Ryjewski, Business Office Manager Katelyn Vabalaitis, and the rest of the Management Team for their work on the Illinois Public Library Annual Report, which will be included in next month's Board Packet. The ILA Reporter articles by library staff were included in the February packet. Many staff are attending the PLA bi-annual conference. Media Lab Coordinator Ed Bromiel, Computer Help Desk Supervisor Lauren Gonzalez, and Public Relations Manager Cindy Khatri will be presenting on the library's Cover to Cover podcast at the conference. Adult & Teen Services Assistant Manager Van McGary and Cindy Khatri were featured on the PLA podcast this month.

11. Trustee Comments and Requests for Information.

Trustee Humphreys heard so many new things at the meeting that make him very proud to be a library trustee.

12. Adjournment. President Graber adjourned the meeting at 8:19 p.m.