

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JANUARY 26, 2022, 7:30 P.M.  
ONLINE VIA GOTO MEETING**

**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, Trustee Kim Stapleton, President Jonathan Graber. Absent: None.

Also present: Assistant Library Director Jen Ryjewski, Business Office Manager Katelyn Vabalaitis, Media Lab Coordinator Ed Bromiel, Building Operations Director Ian Knorr.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Oath of Office.**
  - a. Swapna Gigani, six-year term. Notary Public Katelyn Vabalaitis administered the oath of office to Swapna Gigani for a six-year term.
5. **Approval of Minutes.**
  - a. October 27, 2021 Executive Session Meeting. It was moved by Gigani and seconded by Dougherty THAT the Minutes of the October 27, 2021 Executive Session be approved as presented and opened to the public. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
  - b. November 17, 2021 Regular Meeting. It was moved by Humphreys and seconded by Stapleton THAT the Minutes of the November 17, 2021 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
  - c. November 17, 2021 Executive Session Meeting. It was moved by Gigani and seconded by Khuntia THAT the Minutes of the November 17, 2021 Executive Session be approved as presented and opened to the public. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

**6. Financial Matters.**

- a. November 2021 Financial Report. Assistant Library Director Jen Ryjewski presented the report. Revenue came in at almost 102% at the end of November, which included a surplus from 3D print jobs, poster prints, and the sale of withdrawn materials on the sale shelves. Expenditures were at 80% spent. Line 5770, Capital Equipment, was substantially over due to the pickup lockers that were installed. There were over 833 locker pickups in December. The transfer of \$350,000 to the Capital Replacement Fund occurred in November as well. Ryjewski called out the invoice to Library Furniture International, which was the down payment for the new tables purchased for study rooms, conference rooms, and public floor spaces.
- b. December 2021 Invoices. It was moved by Dougherty and seconded by Gigani THAT the payment of December 2021 Operating Fund invoices totaling \$176,846.58, the acceptance of December 2021 credit memos totaling \$11.21, and the ratification of November 2021 payrolls totaling \$239,876.80 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
- c. December 2021 Financial Report. Assistant Library Director Jen Ryjewski presented the report. She reminded the Board that the final, year-end expenditure report would be included in the February Board Packet. Year-end revenues look great and the final revenue report came in at 103%. The expenditure report is at 96% and some of the invoices approved at the meeting will change the percentage a bit for the final report. Ryjewski noted the LIRA invoice for the library's insurance renewal and reminded the Board that there were three payrolls in December. President Graber asked about the library's vendor, Ingram Library Services. Ryjewski responded that Ingram is a book vendor and the library began ordering more print and audiovisual materials through that vendor when Baker and Taylor started having issues fulfilling their orders in a timely manner.
- d. January 2022 Invoices. It was moved by Gigani and seconded by Khuntia THAT the payment of January 2022 Operating Fund invoices for fiscal year 2021 totaling \$40,277.68, the payment of January 2022 Operating Fund invoices for fiscal year 2022 totaling \$128,306.77, and the ratification of December 2021 payrolls totaling \$359,866.10 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

**7. Public Comment on Agenda Items.** President Graber invited comment. There was none.

8. **Public Comment on Other Library Business.** President Graber invited comment. There was none.

9. **New Business.**

- a. Elevator Modernization Proposals. Building Operations Director Ian Knorr included three proposals from elevator companies in the Board Packet. He contacted four companies total, but one did not respond. Knorr reached out to the companies to figure out the code that the new elevator will have to meet, which increased the cost a bit. New standards include an air conditioner unit in the elevator room and two-way communication with the elevator car, including audio and a camera. The interior of the elevator cab will also be updated, as it is 23 years old. A normal elevator modernization takes place every 20-25 years, so the library's elevator is right on track. Proposals came in under \$150,000, which was Knorr's goal. The lowest bidder, TK Elevator Corporation, is one of the largest companies that does this kind of work and Knorr recommends accepting their proposal. The project is slated to start this summer.

It was moved by Humphreys and seconded by Gigani THAT the Elevator Modernization Project award to TK Elevator Corporation in the amount of \$143,007.98 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Libraries Illinois Risk Agency (LIRA) Insurance Renewal – Property, Liability, and Workers Compensation. LIRA, the library's current insurance provider, originally advised member libraries to plan for a 20-30% renewal increase. Assistant Library Director Jen Ryjewski was happy to announce that the renewal came in at just over 7%. In addition to property, liability, and workers compensation, LIRA also includes cyber liability, which is rare.

It was moved by Khuntia and seconded by Dougherty THAT the Libraries Illinois Risk Agency (LIRA) insurance package renewal in the amount of \$60,494.00 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

10. **Unfinished Business.**

- a. COVID-19 Response and Phased Reopening Plan. Library staff decided to suspend in-person programming and close the meeting room and conference rooms through February 13. The management team will meet on February 2 and will reassess the plan at that time. Assistant Library Director Jen Ryjewski alerted the Board to a protest that occurred at St. Charles Public Library last week regarding their masking rules. Ryjewski reached out to the

Downers Grove Police Department and with their guidance, the library has a plan in place in the event something similar happens in Downers Grove.

It was moved by Stapleton and seconded by Humphreys 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, Stapleton, Graber. Nays: None. Abstentions: None.

**11. Library Director's Report.** Assistant Library Director Jen Ryjewski presented Library Director Julie Milavec's report in her absence. Milavec thanked the Board for their support and understanding during the unexpected time off she has had to take. The library released an anti-hate statement in support of the LGBTQ+ community. There were 102 responses received by library staff, with 85% of them being positive. Building Operations Director Ian Knorr hired two new Building Operations Monitors and the goal is to launch the new safety model in March. The electrical replay panel project is starting soon and Fitzgerald Electric is preparing the panels in advance to minimize the downtime. Knorr arranged for the work to be done Friday nights into Saturday mornings three weekends in a row to avoid disruptions to service. Ryjewski acknowledged Trustee Kim Stapleton, as this meeting is her last as a trustee. She served on the Board for four years and her service is greatly appreciated. Ryjewski highlighted that the Consumer Price Index increased 7%, which will impact next year's budget. The salary schedule is typically arranged around the Consumer Price Index. Despite all the challenges in 2021, the library circulated over one million materials last year.

**12. Trustee Comments and Requests for Information.**

President Graber told Trustees that if they have strong opinions on virtual or in-person meetings, please contact him or Library Director Julie Milavec so there can be a discussion. The decision to hold this meeting virtually came from following the library's own temporary rollback of in-person programs and large meetings.

President Graber thanked Trustee Kim Stapleton for her service to the library and commented that she will be missed.

Trustee Stapleton complimented Assistant Library Director Jen Ryjewski for her work at the meeting. She also commented that she would see everyone around town and at the library.

Trustee Humphreys thanked Trustee Kim Stapleton for her four years and commented that she will be missed. He also commented on the circulation figures and thanked the Director, Assistant Director, and all staff members for superb service during a very difficult year. Even through difficult moments, staff have provided outstanding service to the community.

Trustee Dougherty thanked Trustee Kim Stapleton for her service and is sorry to see her go. She was very impressed by the circulation numbers and wanted to highlight the Circulation Department's December report. She thought it was really cool the department included their goals for 2022 and she was impressed by their thought process and the way they are approaching the coming year. Dougherty also highlighted the Innovation Team's Memory Care Kits. She thinks it is a great collection and is excited to see how the kits are used.

13. **Adjournment.** President Graber adjourned the meeting at 8:24 p.m.