

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JUNE 23, 2021, 7:30 P.M.
LIBRARY MEETING ROOM AND ONLINE**

MINUTES

1. **Call to Order.** President Graber called the meeting to order at 7:33 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: Library Director Julie Milavec, Assistant Library Director Jen Ryjewski, Executive Assistant Katelyn Vabalaitis, Media Lab Coordinator Ed Bromiel, Resident Ed Pawlak.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. May 26, 2021 Regular Meeting. It was moved by Dougherty and seconded by Gigani THAT the Minutes of the May 26, 2021 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
 - b. June 1, 2021 Committee of the Whole Meeting. It was moved by Stapleton and seconded by Humphreys THAT the Minutes of the June 1, 2021 Committee of the Whole Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. May 2021 Financial Report. Library Director Milavec presented the report. The library is 41.6% through the year. Revenues are still under 10% as expected, as most tax payments will not start posting until June. Expenditures are at 35.3% spent and a couple of lines are currently under budget. Milavec noted the balance of the Capital Replacement Fund and reminded the Board that the next payments for the roofing project are included in June's invoices. The final project payments will come in July. The final walkthrough for the project was completed with no issues.
 - b. June 2021 Invoices. It was moved by Humphreys and seconded by Dougherty THAT the payment of June 2021 Capital Replacement Fund invoices totaling \$196,734.42, the payment of June 2021 Operating Fund

invoices totaling \$90,344.55, the acceptance of June 2021 credit memos totaling \$13.46, and the ratification of May 2021 payrolls totaling \$244,535.04 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, 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. Girl Scout Troop Gardening Project Presentation (pre-recorded). Troop Leader Kelly Meyers sent the Board a video her troop created about their work on the library's native garden that they did with Sue Farley and Building Operations Assistant John Martin.
- b. Rotary GroveFest Special Edition Closing and Safe Location. Rotary GroveFest Special Edition is coming in August. The library has acted as a safe location for several years prior to the COVID closure and Library Director Milavec recommends the library continue to serve as a safe location. Trustee Humphreys would handle the security of the library in the event it needs to be used in an emergency.

The Board discussed the hours of the fest and how they may impact the hours of operation of the library on August 19-22. Parking becomes an issue for staff during GroveFest hours as well. The hours of the carnival were not published at the time of the meeting, so the Board decided against voting on hours of operation at that time.

It was moved by Humphreys and seconded by Gigani THAT the library building act as an emergency "safe location" and that the Library Director be authorized to establish the special library hours for Rotary GroveFest as deemed appropriate. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- c. Transfer to Library Capital Replacement Fund From Operating Fund. The annual transfer has become a regular part of the budget since the 2017 Capital Needs Assessment was completed and a funding plan was put into place. The library is doing well with the funding plan and is currently ahead of where staff expected to be at this time. The audited financials were received from the Village and the library is doing great.

It was moved by Dougherty and seconded by Gigani THAT the transfer of \$350,000 from the Library Fund to the Library Capital Replacement Fund be

authorized. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- d. 2022 Salary Structure. Library Director Milavec presented the Board with an annual update of the salary structure, which was overhauled in 2019 and implemented in 2020 along with the entire compensation system. The proposed 2022 version is the second annual re-benchmarking of the salary structure. The benchmark increase for 2022 is 1.7% and the proposed structure also incorporates the Illinois minimum wage increase from \$11.00 to \$12.00 an hour. Salary Grade 1 will no longer be used, as the midpoint falls below the \$12.00 minimum wage. All job titles would be moved up to Grade 2. Milavec noted that the library will have to work with HR Source in 2023 to take a new look at the salary structure, which is recommended every three to five years.

It was moved by Stapleton and seconded by Dougherty THAT the 2022 Salary Structure be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- e. Preliminary Budget. Library Director Milavec presented a preliminary 2022 budget that included many placeholders pending more accurate estimates. The budget is due to the Village by August 31. A second draft will be presented in July and the final budget will be presented in August for approval. This year, the TIF is expiring in the downtown, which will increase the library's EAV. The library's normal revenue estimates are very conservative, usually about a 1% increase in EAV. This year, it is already known that the increase in EAV will be at least 3%. The preliminary budget contemplates trying to hold the tax rate steady and use fund balance. If the Board can guess what the EAV amount will be, the levy can be increased without increasing the amount of tax to the individual taxpayer, by holding the tax rate even.

The preliminary budget shows a 4.4% overall increase. On the personnel side, it shows a 4.7% increase, which includes some placeholders for reorganization within the library for public safety and a couple of other positions. Decisions are still being made and personnel numbers should be better estimated in the July draft. The personnel lines show a 3% increase across the board for staff, which includes the 1.7% cost of living benchmark and a 1.3% across the board merit increase. The non-personnel lines show a 3.5% increase, which is primarily in electronic materials in response to demand from patrons.

The Capital Replacement Fund includes an extra \$100,000 outside of the Capital Needs Assessment for changes to some staff workrooms. Milavec

would like to plan the project in 2022 and complete the project in 2023. The Board asked to see budget drafts at a 3.5% EAV and 5.5% EAV in July.

- f. Anti-Hate Statements Framework. Library Director Milavec distributed printouts of positive and negative emails received by the library after posting anti-hate statements. The library's first anti-hate statement was issued on June 2, 2020 and there have been a total of four statements issued to date. Each statement has received positive and negative comments. The intent behind making anti-hate statements has always been about the library's commitment to being welcoming to all in the community. Everyone needs to know they are welcome and that they belong at the library. Public Relations Manager Cindy Khatri and Librarian Van McGary put together a set of guidelines on releasing anti-hate statements. The Board discussed the guidelines and the difficulty in deciding when to release these statements. The Board likes the idea of having a framework to help identify the necessary information to decide when to release an anti-hate statement. They decided to table the vote until the next meeting to allow more time to review the proposed guidelines.

9. **Unfinished Business.**

- a. COVID-19 Response and Phased Reopening Plan. Between the end of school and June 11, there was a huge uptick in visits to the library and a large reduction in unhappy patrons about masking issues. Most of the furniture is back on the floor and staff made some changes to the placement of some of the furniture items. On July 5, the library will be back to full hours and curbside service will close. In the fall, in-person programming will return in September and the Meeting Room will reopen for public use.

It was moved by Gigani 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, Stapleton, Graber. Nays: None. Abstentions: None.

10. **Library Director's Report.** Library Director Milavec presented her report. The month of June has been about the library's equity work. Pride events have been going on at the library and in the downtown. There was a lot of great community response and some negative response. The pronoun program in particular garnered a lot of attention. It is still available as a virtual program for anyone who would like to watch the recording. There have been wonderful take and make programs for Pride, Pride buttons, picnic baskets, and window painting. Congressmen Bill Foster and Sean Casten visited to talk about the library's EDI work with staff and members of EQDG. It was a wonderful conversation about the leadership role the library is taking and the importance of equity work and

making the library a warm, welcoming, and safe place for all members of the community. The Pride in the Parking Lot event was the library's first outreach event in 2021.

11. Trustee Comments and Requests for Information.

Trustee Humphreys commented on the library's presence at the Pride in the Parking Lot event. The library had a display and did a storytime for the kids. There were a bunch of kids seated on the pavement in front of the display and it was very interactive. Trustee Humphreys was very proud to be part of a library that showcased in that regard.

Trustee Humphreys also commented on the meeting with Congressmen Foster and Casten. It was an opportunity for the congressmen to listen to EQDG members and library staff members talk about EDI. They ended up thanking the library for taking leadership in some of these areas. It was a wonderful discussion.

Trustee Stapleton asked how outdoor programming was going. Assistant Library Director Jen Ryjewski commented that there were about 50 attendees at the first outdoor program and it went very well.

Trustee Stapleton also commented that if Busy Bee were to reopen, the library might be able to do something to support them or let patrons know the bakery was up and running again.

12. Adjournment. President Graber adjourned the meeting at 9:15 p.m.