

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
OCTOBER 27, 2021, 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, Trustee Kim Stapleton, President Jonathan Graber. Absent: None.

Also present: Library Director Julie Milavec, Assistant Library Director Jen Ryjewski, Executive Assistant Katelyn Vabalaitis, Assistant IT Manager Max Mogavero.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. September 22, 2021 Regular Meeting. It was moved by Dougherty and seconded by Khuntia THAT the Minutes of the September 22, 2021 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. September 2021 Financial Report. Library Director Milavec presented the report. The library is 75% through the year as of September 30. On the revenue side, property tax collections are at 98.55% and overall revenue collected is at 99.18%, so the library anticipates collecting over 100% of its anticipated revenue for the year. On the expense side, the library is under budget in most lines, with 66% spent overall. Milavec noted an invoice from Northbrook Library for the Color of Law program, which is being put on by the same group that will be covered by the IGA that is up for approval in Agenda Item 8A.
 - b. October 2021 Invoices. It was moved by Gigani and seconded by Stapleton THAT the payment of October 2021 Operating Fund invoices totaling \$143,055.10, the acceptance of October 2021 credit memos totaling \$788.04, and the ratification of September 2021 payrolls totaling \$236,033.56 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. Intergovernmental Agreement for Illinois Libraries Present. Library Director Milavec distributed a proposal for the agreement from Adult Program Coordinator Karen Bonarek. The group has been functioning for about a year and Bonarek is on the steering committee. Northbrook Library has been the contracting library for all of the presenters along the way and they want to formalize the process with an intergovernmental agreement. Each member library would contribute the same amount of money and Bonarek would like to start with the six-month pilot to see if it will be worthwhile. The programs are primarily live, virtual programs, many with national speakers. Registration is required for all of the programs.

It was moved by Gigani and seconded by Khuntia THAT the Intergovernmental Agreement for Illinois Libraries Present be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Interlocal Agreement for The Interlocal Purchasing System (TIPS) Program. TIPS is a governmental joint purchasing program run by a regional office of education in Texas. They started the program as a way for government entities to be able to leverage group purchasing. Library staff were made aware of the program by Library Furniture International (LFI), who furnished most of the 2014 building renovation and who has been helping the library plan for study table replacements. There are six different companies and seven different lines of tables that are available at a contracted price that is less than the list price. By participating in the program, the library would not have to go through the public bid process for the tables. There is no cost to join the program and there are no obligations to buy anything.

It was moved by Humphreys and seconded by Dougherty THAT the Interlocal Agreement for The Interlocal Purchasing System Program be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- c. 2022 Salary Structure Revised. Library Director Milavec presented next year's revised salary structure. The Board went through the budget process with placeholders for the new public safety model. There have also been some other staffing changes being discussed that are somewhat related to the new safety model. Two new job descriptions were created, which include an Assistant Manager for both Adult & Teen Services as well as Children's Services. Updates were made to the Building Operations Monitor job description. There is also a plan to change the Executive Assistant job title to Business Office Manager, which better encompasses the human resource and finance responsibilities of that position. The Administrative Assistant title will be changed to Business Office Assistant to better match that position as well. HR Source evaluated and benchmarked the new and updated positions and slotted them in to the revised salary structure.

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

- d. Future Board Training. Following the Board's final EDI training with Reesheda Graham Washington, members of the Board had comments about wanting more training, different kinds of training, etc. Library Director Milavec polled Trustees and presented the results. After discussion, the Board agreed that facilitated discussions about a particular topic are most helpful and they would be open to exploring more trainers as well, for more perspectives. Milavec reminded the Board that there would be a new strategic planning process in 2022, which may include additional meetings and focus groups. She also noted that RAILS offers trustee trainings. Milavec will move forward with seeking out opportunities for focused discussions on difficult topics as they come up and will explore a possible additional training for next year that will help the Board get to know each other, relationship build, and better communicate.

9. **Unfinished Business.**

- a. COVID-19 Response and Phased Reopening Plan. On November 8, the meeting room and conference rooms will return to their rolling six-month calendar for public reservations. Most of the furniture is back out on the floor. Staff are waiting for kids to be vaccinated so the play café and kids toys can return. Some of the individual play items in the Kids Room will be returning soon, including single family games and toys. More in-person programming will begin in January. Staff are waiting for more information on vaccine mandates.

It was moved by Stapleton 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. She noted that the elevator might become a 2022 project. There have been issues lately and it looks like it may need an update sooner rather than later. Milavec and Building Operations Director Ian Knorr are discussing putting off the carpeting project and doing it all at once another year. No elevator quotes have been received yet and there may be another intergovernmental agreement for the elevator and installation. Assistant Library Director Jen Ryjewski is the queen of grants and has won the library the ARPA grant from the State Library, the IMLS grant, and two FEMA grants, all this year. Library staff will have a significant presence at the Public Library Association conference next spring. Library staff will be doing three different presentations, including a presentation on anti-hate statements and a presentation on the Cover to Cover podcast. Milavec also noted that the Framework for Releasing Anti-Hate Statements now includes the paragraph for context at the beginning of the document, as discussed at the last meeting. The Libraries of Illinois Risk Agency (LIRA) insurance renewal was slated for an increase of over 20%, but the final numbers are anticipated to come in at an 8-10% increase. The employee benefits renewal was flat this year.

11. Executive Session.

- a. 5 ILCS 120/2(c)(1), for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee. It was moved by Humphreys and seconded by Gigani THAT the Board move into Executive Session. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None. The Board moved to Executive Session at 8:30 p.m.

President Graber reconvened the Public Session at 9:21 p.m.

12. Action for Items Discussed in Executive Session. There were no action items. The Board announced a second closed session that will be held at the November 17, 2021 meeting.

13. Trustee Comments and Requests for Information.

Trustee Dougherty commented on the number of staff who have been taking on more leadership and who have been taking on more active and creative roles at the library.

Trustee Humphreys commented on the number of people that have talked to him in the last few weeks about the Land Acknowledgement statement and program. It was very well received and he thanked all of the staff who were a part of the process.

14. **Adjournment.** President Graber adjourned the meeting at 9:24 p.m.