

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
REGULAR MONTHLY MEETING
AUGUST 28, 2019, 7:30 P.M.
LIBRARY MEETING ROOM**

MINUTES

1. **Call to Order.** President Graber called the meeting to order at 7:31 p.m.
2. **Roll Call.** Members Present: Trustee Carissa Dougherty, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Kim Stapleton, President Jonathan Graber. Absent: None.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Building Operations Director Ian Knorr, Friends of the Library President Joni Hansen, Ed Pawlak, Mark Blair, David Hrycewicz.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. July 24, 2019 Minutes. Stapleton noted that agenda item 8a included a misspelling of AirBnB. It was moved by Humphreys and seconded by Gigani THAT the Minutes of the July 24, 2019 Regular Monthly Meeting be approved as corrected. Motion passed by voice vote.
5. **Financial Matters.**
 - a. July 2019 Financial Report. Milavec presented the report. The library is 58% through the year. The Village has not yet updated the property tax that has been distributed, but the figures should appear on the August and September financial reports. Expenses are on track. The next payment for Fitzgerald Electric and Mechanical Concepts, both part of the capital replacement project, are included in the packet. There will be another capital invoice in September.

Milavec brought attention to the Carasoft invoice, which is for payment on the Lynda.com database. There has been some recent controversy with Lynda.com and their requirements for their new library product. They have said they will be addressing libraries' concerns about possible privacy changes for login requirements. The library is going to move forward with the renewal and wait to see what solutions the vendor offers regarding the privacy changes.

b. August 2019 Invoices. It was moved by Dougherty and seconded by Stapleton THAT the payment of August 2019 capital replacement invoices totaling \$54,635.64, the payment of August 2019 operating invoices totaling \$118,746.89, the acceptance of August 2019 credit memos totaling \$156.19, and the ratification of July 2019 payrolls totaling \$211,824.18 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, 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. 2020 Salary Structure. The Board packet included the full compensation report from HR Source as well as a sample pay policy. A pay administration policy and procedure will be created this fall for internal use. The new salary structure is a very different way of looking at pay than the former salary structure. Benchmarks are used to create minimum and maximum levels and quartiles are set in between. The new structure is much more mathematical.

Trustee Humphreys is thrilled with the new structure and believes it will help the library retain good quality staff and keep staff pay competitive. President Graber asked Milavec her thoughts on the differences between the old and new structures. This new structure allows the library to keep up with the minimum wage increase and utilize a mathematical progression to adjust the salary schedule when required. Merit increases will be implemented in 2021 and the HR Source report includes a chart that will help staff determine where an employee's performance falls on the increase scale. Trustee Dougherty appreciated the clarity of the report and found it to be very rational. She asked about a plan for equity and fairness when it comes time to roll the new structure out and educate staff on the changes.

It was moved by Stapleton and seconded by Gigani THAT the 2020 Salary Structure be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

b. Cleaning Services Bid Award. Building Operations Director Ian Knorr took the library through a public bid process, though it was not required by law. This process included a mandatory pre-bid meeting and proposals that required four components to be considered. There were eight bidders and five were disqualified immediately for not responding in full. Ian recommended Best

Quality Cleaning, Inc. who were not the cheapest, but met the criteria of a four-person crew, different weekend crew, great training program, and have multiple library references.

It was moved by Dougherty and seconded by Humphreys THAT the cleaning services contract be awarded to Best Quality Cleaning, Inc. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

- c. Acceptance of Donation to Art Collection. Melody Danley featured an artist in the July gallery and while picking up his work, he offered to donate a piece of his collection to the library. Staff were thinking of hanging the piece on the red wall, just past the curve, above the collection windows. It was moved by Humphreys and seconded by Gigani THAT the donation of the painting titled "Couples II" by artist B. Mensah be accepted by the library. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

9. **Unfinished Business.**

- a. 2020 Draft Budget. The Board packet included drafts showing a 3.00%, 3.25%, and 3.5% levy increase. The only changes made to the drafts from last month were on the salary lines, which adjusted a few staff salaries to their correct amounts.

It was moved by Gigani and seconded by Dougherty THAT the 2020 Budget and Levy be approved as presented, with an expenditure budget of \$5,666,294.93 and a 3.00% levy increase to \$5,497,919. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Finance Policy, Sections 6.9 Travel Expenses Update. The proposed change allows staff to use ride share programs or other kinds of ground transportation. It was moved by Humphreys and seconded by Stapleton THAT the Finance Policy update be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

10. **Library Director's Report.** Milavec presented the report. Based on last month's conversation about the strategic plan and outcomes, Jen and some of the managers put together a report showing measurable outcomes. The Anything Emporium items have circulated nonstop and the Innovation Team is working on adding new items. The Downers Grove Junior Woman's Club gave the library a generous donation to expand the baby play area and add more STEM and art

kits to the Anything Emporium. Furniture replacement continues around the library. An order has been placed to replace all of the wooden chairs on the second floor. The next round will be tables for the Kid's Program Room. The Adult and Teen Services lighting project will start in September. There will also be some major shifting and more genre collections added upstairs. The HVAC rooftop unit replacement will take place on Tuesday, September 3, weather permitting. The October program series, There's No Place That's Home, begins Wednesday, October 2. Trustees should plan to attend some of the events.

11. Trustee Comments and Requests for Information.

Trustee Dougherty appreciated the inclusion of measurable outcomes in this month's packet. She attended the RAILS trustee training workshop and it was a great program. She found it very helpful and recommended it to the other trustees.

Trustee Humphreys enjoyed looking at the numbers included in this month's packet. It was exciting to see that the new additions to the collection flew off the shelves. He also commented that Melody Danley did most of the graphic design for the library, as well as setting up the art collection and managing the window displays. She retired and we will miss her.

Trustee Stapleton asked if next month's meeting will include a new Board member. Milavec confirmed that the appointments will take place at the Village's early September meeting. Trustee Stapleton suggested an antique appraisal event at the library.

12. Adjournment. President Graber adjourned the meeting at 8:32 p.m.