

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
SEPTEMBER 23, 2020, 7:30 P.M.
LIBRARY MEETING ROOM &
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: Director Julie Milavec, Assistant Director Jen Ryjewski, Executive Assistant 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. August 26, 2020. Library Director Milavec noted an addition to Agenda Item 10, where the phrase “for quarantining materials” should be inserted after “RAILS delivery guidelines.” It was moved by Stapleton and seconded by Khuntia THAT the Minutes of the August 26, 2020 Regular Monthly Meeting be approved with revision. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. August 2020 Financial Report. Library Director Milavec reported that the library is 67% through the year and has collected 62% of its property taxes. The Per Capita Grant was received in September in the full amount of \$61,516. It will be reflected in the revenue report in next month’s Board packet. Milavec noted that she was informed the personal property replacement tax collections are expected to drop in the next fiscal year. The library budgeted for that change accordingly. The expenditure lines that are charged in annual or quarterly increments continue to show as over budget.
 - b. September 2020 Invoices. It was moved by Dougherty and seconded by Humphreys THAT the payment of September 2020 Capital Replacement Fund invoices totaling \$20,000.00, the payment of September 2020 Operating Fund invoices totaling \$84,047.53, the acceptance of September 2020 credit memos totaling \$189.69, and the ratification of August 2020 payrolls totaling

\$236,443.03 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. Architect Proposal for 2021 Roof Replacement Project. The roof replacement is the main part of the 2021 building project and the budgeted amount is approximately \$990,000. The architect is doing a flat fee of just under 3.4%, which is fairly standard for a project this size.

It was moved by Humphreys and seconded by Stapleton THAT the proposal for architectural services related to the 2021 Roof Replacement Project in the amount of \$33,000.00 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

9. **Unfinished Business.**

- a. Bylaws Revisions. This was the second of three readings for the proposed revisions to the bylaws. There were no comments or questions from Trustees.
- b. Library Director Evaluation Form and Process. Trustee Dougherty explained her thought process while putting together the timeline and proposed Library Director Evaluation Form. She summarized the goals from the Board's discussion at the August meeting, including accountability, a continual improvement cycle, and aligning on goals. Trustee Dougherty made assumptions before creating the form and led a discussion with the rest of the Board about each assumption to make sure everyone agreed. The Board will continue the discussion at the October Board meeting and will tentatively plan to have a closed session meeting at the November Board meeting.
- c. COVID-19 Response and Reopening Phasing Plan. Library Director Milavec noted significant changes were made to Phase 4 of the Reopening Phasing Plan. The changes reflect a broader process to restore services and hours. It was moved by Gigani and seconded by Dougherty THAT the Library Director be reauthorized to make temporary policy changes in consultation with the Board President and within the parameters of the COVID-19 Response and Reopening Phasing 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 Board packet included a report on curbside service from Circulation Manager Christine Lees. The library is running at about 75% of last year's circulation, which falls in line with other SWAN libraries. Milavec attended a meeting through OrangeBoy Savannah, a company that compiles library data across the country and does a lot of data analysis. They discovered a similar pattern nationally and attributed the difference to the fact that libraries are not getting as many new users during the pandemic. Milavec encouraged Trustees to have a look at the recently cleaned Journey to Janus sculpture and the two newest artworks donated by the Downers Grove Public Library Foundation. The two new pieces are temporarily hanging in the lobby before they move to their permanent locations in the library. Milavec has gotten early word that the per capita grant requirements for the 2021 Per Capita Grant will require the Board and staff to read through the new *Serving our Public 4.0: Standards for Illinois Public Libraries*.

11. Trustee Comments and Requests for Information.

Trustee Humphreys commented that the Journey to Janus sculpture looks as good as it did when it was installed and it is beautiful.

12. Adjournment. President Graber adjourned the meeting at 8:18 p.m.