

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
NOVEMBER 13, 2019, 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 David Humphreys, Trustee Barnali Khuntia, Trustee Kim Stapleton, President Jonathan Graber. Absent: Trustee Swapna Gigani.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Ed Pawlak.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library. President Graber also announced that the December 11, 2019 Regular Monthly Meeting has been cancelled.
4. **Approval of Minutes.**
  - a. October 23, 2019. Trustee Dougherty amended her comment in Agenda Item 11, noting that she wanted to learn more about the trends and visions library staff see for the future. It was moved by Humphreys and seconded by Dougherty THAT the Minutes of the October 23, 2019 Regular Monthly Meeting be approved as amended. Motion passed by voice vote.
5. **Financial Matters.**
  - a. October 2019 Financial Report. Milavec presented the report. The library is going strong into the end of fiscal year 2019 and is currently 83% through the year. Revenues are already over 100% of the projected 2019 totals. Milavec noted anticipated budget variations will be seen in personnel and maintenance lines, but they should all offset themselves. There will be about \$65,000 in HVAC closeout costs paid out in December from the Capital Replacement Fund. Staff anticipate the project to come in about \$33,000 under the projected expenditures. Milavec will do a complete balance report in January on the Capital Replacement Fund. With the December Board meeting cancelled, the invoices will be ratified in arrears, similar to payroll, at the January meeting. Full reports will be included in the January Board packet. Final year-end expenditure reports will be seen in February.
  - b. November 2019 Invoices. It was moved by Dougherty and seconded by Khuntia THAT the payment of November 2019 operating invoices totaling

\$99,217.59 and the ratification of October 2019 payrolls totaling \$221,317.74 be approved. Roll call: Ayes: Dougherty, 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. 2020 Board Meeting Schedule. The Board discussed the November and December 2020 dates, debating if the dates should be moved back a week to help with scheduling and financial reporting. It was moved by Stapleton and seconded by Humphreys THAT the 2020 Board Meeting Schedule be approved with the modification of moving the November 11, 2020 meeting to November 18, 2020. Motion passed by voice vote.

b. 2020 Holiday Closings Schedule. It was moved by Dougherty and seconded by Khuntia THAT the 2020 Holiday Closings Schedule be approved as presented. Motion passed by voice vote.

c. 2019-2 Resolution of Appreciation for Staff Milestone Anniversaries. President Graber read the resolution aloud. It was moved by Humphreys and seconded by Stapleton THAT the 2019-2 Resolution of Appreciation for Staff Milestone Anniversaries be approved. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

d. FY2020 Illinois Public Library Per Capita Grant Application Requirements. Milavec reminded the Board what the requirements are for the FY2020 Illinois Public Library Per Capita Grant application.

- Staff reviewed the checklist at the end of the Personnel section of *Serving our Public 3.0 Standards for Public Libraries*.
- Trustees had to review *Trustee Facts File* chapters on Fundraising, Advocacy, Public Relations, and Trustee Continuing Education.
- Continuing Education requirements were met by staff and trustees who viewed webinars on topics such as leading tough conversations, performance management, and library facility security assessment.
- For the outreach component, Milavec introduced the Board to the Digital Public Library of America and Illinois Digital Archives.

**9. Unfinished Business.**

- a. Personnel Policy, 3.50 Personal Time. The proposed changes to this policy were based on the compensation philosophy the Board passed in June. Personal days would increase from 2-3 prorated days and eligible staff would now include part time staff working 15 hours or more per week plus all full time staff. It was moved by Stapleton and seconded by Dougherty THAT the Personnel Policy section 3.50 Personal Time be revised as presented. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
- b. Personnel Policy, 3.49 Vacation. The proposed changes to this policy were based on the compensation philosophy the Board passed in June. Part time employees working 15 hours or more per week would now start with two weeks of prorated vacation. It was moved by Khuntia and seconded by Humphreys THAT the Personnel Policy section 3.49 Vacation be revised as presented. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

**10. Library Director's Report.** Milavec presented her report. The best news right now is that a social work intern is starting in January and another intern is starting in May. The Foundation does not have an official date set for the unveiling of the new art piece, but they anticipate sometime in February. The Hometown Veterans display with Republic Bank is upstairs near the Ask Us Desk. Thanks to Trustee Stapleton for the great idea. The library received many wonderful pictures to honor our local veterans.

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

Trustee Humphreys asked about the unveiling event that is being planned by the Foundation to introduce the new piece of art. Milavec responded that the Foundation is still working on the details and they are planning a fundraising event as well.

Trustee Stapleton asked about ALA lobby days in Washington D.C. and what kind of impact is achieved. Trustee Stapleton also asked why the alley book drop was closed. Milavec responded that the direction of alley traffic was never reversed so the book drop falls on the wrong side of the car. The alley is also primarily used for delivery for the businesses on Main Street. Trustee Stapleton asked about an incident involving alcohol in the library. Assistant Director Jen Fredericks talked about how staff have taken a harder stance on alcohol in the library and it has led to a decrease in incidents.

Trustee Dougherty appreciated Milavec highlighting the new Pulse feature on the RAILS website. She recently discovered the Library Forecasting Group, who

discuss a wide array of topics that are forward thinking and go beyond the walls of the library.

12. **Adjournment.** President Graber adjourned the meeting at 8:23 p.m.