

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
NOVEMBER 18, 2020, 7:30 P.M.  
LIBRARY MEETING ROOM &  
ONLINE VIA ZOOM**

**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, Media Lab Coordinator Ed Bromiel, Dan Pohrte of Product Architecture + Design, Jason Perunas of Shales McNutt.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
  - a. October 28, 2020, Regular Meeting. It was moved by Stapleton and seconded by Khuntia THAT the Minutes of the October 28, 2020 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
5. **Financial Matters.**
  - a. October 2020 Financial Report. Library Director Milavec presented the report. The library is 83% through the year and has collected nearly 99% of its revenue. Overall property tax is very close to 100% received and more personal property replacement tax has been received than expected. Expenditures are 78% spent, with the Maintenance Supplies line and Other Equipment Repair and Maintenance line running over budget due to the purchase of PPE and equipment for COVID prevention.
  - b. November 2020 Invoices. It was moved by Dougherty and seconded by Gigani THAT the payment of November 2020 Operating Fund invoices totaling \$108,115.14, the acceptance of November 2020 credit memos totaling \$170.98, and the ratification of October 2020 payrolls totaling \$236,351.90 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. Flat Roof Replacement Project Release to Bid. Dan Pohrte from Product Architecture + Design has been working with Jason Perunas from Shales McNutt and Building Operations Director Ian Knorr to find the best way to complete the roof project with the least amount of impact on the library. They settled on a way to leave most of the rubber membrane intact while giving the library a 30-year warranty on the replacement. This process will use a liquid roofing membrane that will be applied on top of the existing membrane. The project should be ready to go out to bid in the beginning of January and work should start in the spring, once the weather cooperates. The cost of the project is expected to be 30-40% less than what was budgeted.

It was moved by Humphreys and seconded by Khuntia THAT the library proceed with a public bid of the 2021 Flat Roof Replacement Project. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Resolution 2020-2 Recognizing 2020 Milestone Anniversaries and Retirements. President Graber read the resolution aloud into library record. It was moved by Gigani and seconded by Dougherty THAT Resolution 2020-2 Recognizing 2020 Milestone Anniversaries and Retirements be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
- c. 2021 Board Meetings Schedule. It was moved by Gigani and seconded by Khuntia THAT the 2021 Board Meetings Schedule be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
- d. 2021 Holiday Closings Schedule. It was moved by Khuntia and seconded by Dougherty THAT the 2021 Holiday Closings Schedule be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
- e. Scheduled Board Meeting for December. It was moved by Stapleton and seconded by Khuntia THAT the December 9, 2020 Board of Library Trustees meeting be cancelled. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- f. General, Library Services, Personnel, Collection Management, and Finance Policy Updates. The policy manual was rewritten in 2018 and the Board was supposed to review a section each month in 2020, but COVID restrictions delayed that process. The Management Team took on the full manual review and Executive Assistant Katelyn Vabalaitis reviewed the policy for consistency and formatting. Library Director Milavec noted three new sections added to the policy, which include the incorporation of the compensation policy, a telecommuting section, and a security camera section.

It was moved by Dougherty and seconded by Stapleton THAT the General, Library Services, Personnel, Collection Management, and Finance Policies be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- g. DEI Project Phase 1 Proposal from RGW Consulting. Library Director Milavec presented the proposal, which is a full year project that starts with an all-staff training during In Service Day on January 15, 2021. There will also be trainings for the leadership teams, which includes two sessions for the Management Team and two sessions for the Board. All trainings will be held online. The first action item is setting up the Equity Advisory Team, and Reesheda Graham Washington would take the lead on that process. Milavec recommends moving forward and keeping the momentum going on the library's Diversity, Equity, and Inclusion work.

It was moved by Humphreys and seconded by Dougherty THAT the DEI Project Phase 1 Proposal from RGW Consulting in the amount of \$35,000 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

## 9. **Unfinished Business.**

- a. COVID-19 Response and Phased Reopening Plan. Library Director Milavec confirmed with the Board that the library's curbside service be considered an essential service during closures. It was moved by Khuntia and seconded by Gigani THAT the Library Director be reauthorized to make temporary policy changes in consultation with the Board President and within the parameters of COVID-19 Response and Reopening Phasing Plan through January 27, 2021 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. Circulation Clerk Emily Kiang was appointed to the RAILS EDI Committee. This is a brand new committee for the regional library system and it is very exciting to have Emily as one of 14 regional library staff members appointed to the group. Milavec noted that in the October circulation statistics, the library made it to 95% of last year's October circulation, even with the gate count at 45% of last

October's total. The library hit capacity for the first time over the weekend after the closure announcement was made. Curated book bundles are coming back for patrons during the closure and delivery and interlibrary loan will continue. Curbside service will be offered to non-residents as well.

**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 Khuntia THAT the Board move to Executive Session. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None. The Board moved to Executive Session at 8:26 p.m.

President Graber reconvened the Public Session at 9:45 p.m.

- 12. Action for Items Discussed in Executive Session.** It was moved by Graber and seconded by Humphreys THAT Library Director Julie Milavec receive a 1.5% merit increase in addition to her 1.9% cost of living increase beginning January 1, 2021. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

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

President Graber commented that he will be in touch with Milavec about procedural matters at a later date.

Trustee Gigani thanked all of the milestone recipients and retirees for their service and thanked all staff for their flexibility and ability to adapt to the constantly changing situation.

- 14. Adjournment.** President Graber adjourned the meeting at 9:49 p.m.