

Downers Grove Foreign Fire Tax Insurance Board
5420 Main St, Downers Grove, IL
June 24, 2021, 08:00

Board Present: Chief Pindelski, FF/PMs S. Markowski, Meister, Kinney
Guests Present: DC Tasso, DC Spinazolla, BC Werner, Lt Cipra, FF/PM Brown

Called to order: Markowski at 08:09

Meeting Minutes: from May 20, 2021. Meister motions to accept as presented by email, seconded Kinney. Motion passed.

Treasurer's Report: Month end balance is \$214,030.11. Widow's fund unchanged. Motion to accept by Kinney, seconded by Meister. Motion passed.

Old Business:

-Training Roof Prop/Kinney: Having difficulty obtaining interest in project. Chief Pindelski offered a lead for Kinney to look into from a company based out of Indianapolis. To continue.

Meister: Outstanding purchases

Road cones: In service

Thermometers: In service

St 102 Kitchen supplies: In service

New Business:

General Fund Requests.

-8 Milwaukee tape measures for TRT bags NTE \$150. Motion to approve by Kinney, seconded Markowski. Motion passed.

-5 tool belts for TRT bags NTE \$500. Markowski motions to approved, seconded by Kinney. Motion passed.

-LT Cummings submits to retire DGFDF Badge number 343 before it's issued to a new hire with the aim of making a 9/11 Tribute

for the department. Badge \$136.50 for a uniform and hat badge. Brass Plaque for mounting NTE \$50. Shadow Box NTE \$100.00. Markowski motions to approve all, NTE \$300, seconded by Meister. Motion passed.

-O'leary: 5 gear bags to sample, \$170.65/E currently, NTE \$900. End goal will be to provide feedback to the possibility of purchasing for entire department upon request. Markowski motions to approve, seconded by Meister. Motion passed.

Gear Driers/Brown: 4 requested. Total NTE \$39,156 from AirOne, sole source. These have adjustable positions \$8,575/E. Fixed units are \$9,249/E. Kinney motions to approve and amend the 2021 Budget with Nowak by the next meeting. Total NTE \$_____. Brown proposes 3 of the 6 position driers, 1 Special Ops drier, including an extra inverted rack for water suits, NTE \$42,000. Kinney motions to accept, seconded by Meister. Motion passed.

Station Funds:

101: TV for dayroom, NTE \$1,500. Markowski motions to approve, seconded Kinney. Motion passed.

103: Fitness Requests: Tabled pending approval from Fitness Committee.

Office Chairs: 3 for the offices to replace broken chairs, NTE \$600. Meister motions to approve, seconded Markowski. Motion passed.

105: 6 office chairs to replace damaged kitchen chairs, NTE \$700. Motion to approve by Meister, seconded Markowski. Motion passed.

6 sets of replacement wheels for the above chairs, to try and reduce damage to the floor. NTE \$250. Meister motions to approve, seconded Markowski. Motion passed.

Good of the Fund:

August 26 2021 will be the next business meeting. 2022 Budget Meeting to follow regular business meeting.

Motion to Adjourn made by Meister, seconded by Kinney. Motion passed, meeting adjourned at 08:59.

Minutes by S. Markowski, President

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
AUGUST 25, 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, Media Lab Coordinator Ed Bromiel, Public Relations Manager Cindy Khatri, Adult & Teen Services Librarian Van McGary.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. July 28, 2021 Regular Meeting. Trustee Gigani identified a misspelling in the second sentence of Section 10. The word "lank" should be changed to "land." It was moved by Stapleton and seconded by Humphreys THAT the Minutes of the July 28, 2021 Regular Monthly Meeting be approved as corrected. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. July 2021 Financial Report. Library Director Milavec presented the report. The library is 58.3% through fiscal year 2021 and revenue collected is at 53.6%. Milavec anticipates that the Illinois Per Capita Grant funds will be received before the end of the year. The Library Capital Replacement Fund had three invoices, which included the final payment on the roof project, the first invoice for the lighting controls and LED retrofit project, and the final invoice from Elara Engineering for the lighting relay panel project. Milavec noted that the month of July included three payrolls, which happens twice a year.
 - b. August 2021 Invoices. It was moved by Dougherty and seconded by Gigani THAT the payment of August 2021 Capital Replacement Fund invoices totaling \$162,586.18, the payment of August 2021 Operating Fund invoices totaling \$100,173.36, the acceptance of August 2021 credit memos totaling \$541.42, and the ratification of July 2021 payrolls totaling \$363,358.37 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. Land Acknowledgment. In early 2021, the library began its Equity, Diversity, and Inclusion efforts. At that time, Assistant Library Director Jen Ryjewski was working with the ILA Best Practices Committee on best practices for creating land acknowledgements. At the same time, staff received a comment from a patron asking if the library was going to do a land acknowledgement. Staff decided to move forward and Librarian Van McGary took on the role of lead researcher and primary author. Public Relations Manager Cindy Khatri took the lead on partnerships and contacts with outside organizations to make sure the library was getting good input and finding partners in the community. In March, the Village of Downers Grove was asked to work on a land acknowledgement and reached out to the library about working together.

McGary initially reached out to the Downers Grove Museum to begin her work, and they directed her to Dr. John N. Low from Ohio State University, who was helping them with their own land acknowledgement. Cindy Khatri reached out to other Native groups as well, including Midwest SOARRING Foundation, to help consult on the library's work. The library's goal was to have a land acknowledgement and a suite of resources that could be used by any organization in Downers Grove. After months of work, the library now has a land acknowledgement and resources, all available at dglibrary.org/land.

The Board discussed their comments and concerns about the land acknowledgement draft and McGary and Khatri answered questions and discussed their reasons behind specific aspects of the draft.

- The Board discussed the phrase “genocide and forced displacement” as being part of the land acknowledgement as well as on the plaque placed at the entrances to the library. There was concern about the strong language and the negative reaction it may elicit in patrons, causing them to shut down and not take the time to research and learn more.
 - McGary commented that the consultants and Native partners the library worked with felt very strongly that the words “genocide and forced displacement” be included in the acknowledgement and that nothing be sugarcoated. They are passionate about naming the injustices.

- The Board discussed the language in the version for the Kids Room that includes the phrase “killing and forced removal,” both debating the phrase used as well as the reason for not using the word “genocide.”
 - Khatri noted that the Children’s Librarians wrote the kids version of the acknowledgement utilizing their knowledge of children and their ability to understand certain types of language.
- The Board asked why the land acknowledgement does not list the names of the Tribes who are being acknowledged.
 - McGary commented that she discussed this with the library’s Native partners and consultants and they felt very strongly that the library acknowledge all peoples. They said there are so many Tribes that were originally on this land and to name a few specific Tribes would be doing an injustice to all of the people that lived here and/or were forced to move here from their original homeland in the surrounding areas. With this feedback, the library chose to acknowledge all Native peoples who for some time lived in the Downers Grove area. The FAQ section of the library’s land acknowledgement webpage lists some of the specific tribes and more information.

McGary and Khatri stressed that in all of their conversations with the number of consultants and Native partners the library worked with, it was consistently stated that the land acknowledgement should have a “therefore” statement, or call to action, so that the acknowledgement does not appear performative. The Board discussed what they wanted the call to action to be and what patrons should be asked to do. The Board decided to rework the wording of the last sentence and replace the phrase “take a moment of reflection to consider” with the action to “learn more about the genocide and forced displacement by non-Native settlers, and the ongoing injustices against Native peoples.”

It was moved by Humphreys and seconded by Khuntia THAT the Land Acknowledgement be approved as revised. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

9. Unfinished Business.

- a. FY 2022 Budget and Levy. The proposed budget and levy includes a 4.5% increase, which should have no impact on individual households due to an anticipated higher EAV. It was moved by Humphreys and seconded by Gigani THAT the FY2022 Library Fund levy of \$5,862,439, Library Fund expenditures budget of \$6,104,879, and Library Capital Replacement Fund expenditures budget of \$411,600 be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- b. COVID-19 Response and Phased Reopening Plan. The library is back to indoor masking requirements but will not be going back to zero tolerance. Staff will refuse face-to-face service to anyone who refuses to wear a mask in the building. It was moved by Stapleton and seconded by Graber 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 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. GreenBee Electric is starting the LED retrofit and lighting controls project within the next six weeks. This will happen while the library is open. Building Operations Director Ian Knorr is meeting with Chicago Lightworks and Fitzgerald Electric about a plan B for the relay panel project. Milavec reminded Trustees that on September 7 from 6-9 p.m, the Board will be having their second training with RGW Consulting.

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

Trustee Khuntia asked if progress is being made on the changes to the Person In Charge process. Library Director Milavec responded that the proposed model will be presented to the Management Team on September 15.

Trustee Dougherty congratulated Trustee Dave Humphreys on receiving the Montrew Dunham Award. She also asked about the pick-up lockers and wanted to know if they were operational yet. Milavec responded that staff are training and waiting on the wrap from Signs Now.

Trustee Dougherty also asked about the social work interns and wanted to know if they fill out an evaluation about their time at the library. Milavec responded that the interns do exit interviews with Adult & Teen Services Manager Lizzie Matkowski. The outgoing interns left a large amount of notes and information for the incoming new interns as well.

12. **Adjournment**. President Graber adjourned the meeting at 9:00 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES COMMITTEE OF THE WHOLE
SEPTEMBER 7, 2021, 6:00 P.M.
LIBRARY MEETING ROOM**

MINUTES

1. **Call to Order.** President Graber called the meeting to order at 6:14 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, Reesheda Graham Washington of RGW Consulting.

3. **Public Comment.** President Graber invited comment. There was none.
4. **Equity, Diversity, and Inclusion Training.** Reesheda Graham Washington of RGW Consulting led the Board of Library Trustees in their second Equity, Diversity, and Inclusion training session.
5. **Adjournment.** President Graber adjourned the meeting at 9:02 p.m.