

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
SEPTEMBER 22, 2021, 7:30 P.M.
LIBRARY MEETING ROOM**

MINUTES

1. **Call to Order.** President Graber called the meeting to order at 7:32 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, Adult & Teen Services Manager Lizzie Matkowski, Reesheda Graham Washington of RGW Consulting.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. August 25, 2021 Regular Meeting. It was moved by Stapleton and seconded by Khuntia THAT the Minutes of the August 25, 2021 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
 - b. September 7, 2021 Committee of the Whole Meeting. It was moved by Humphreys and seconded by Dougherty THAT the Minutes of the September 7, 2021 Committee of the Whole Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. August 2021 Financial Report. Library Director Milavec presented the report. The library is two thirds of the way through fiscal year 2021. Revenue is at 63% received and that percentage will go up in September. The Illinois Public Library Per Capita Grant was received in the full amount of \$72,589.18. The second installment of property taxes is due September 1, so that revenue will be reflected beginning in the next revenue report as well. On the expenditure side, the library is at 58.7% spent and most expenses are right in line. Milavec noted that a revised September 2021 invoice edit list was distributed due to an invoice being removed by the Village while they wait for more documentation. Milavec also noted the large Hayes Mechanical invoice that

- covered an indoor air quality project. This project added some controls to the system for Building Operations Director Ian to be able to monitor the library's air quality and flush the building of air every night.
- b. September 2021 Invoices. It was moved by Gigani and seconded by Stapleton THAT the payment of September 2021 Capital Replacement Fund invoices totaling \$225.55, the payment of September 2021 Operating Fund invoices totaling \$139,150.42, the acceptance of September 2021 credit memos totaling \$635.13, and the ratification of August 2021 payrolls totaling \$241,815.97 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**. There was none.
 9. **Unfinished Business**.
 - a. Framework for Releasing Anti-Hate Statements. Library Director Milavec gave background on how the framework was developed. The library started doing anti-hate statements in spring 2020 when the George Floyd murder occurred. Public Relations Manager Cindy Khatri and Adult & Teen Services Librarian Van McGary have written the library's statements and put together the framework that they used when writing each one. The library has published four statements, all of which can be found on the library's Equity, Diversity, and Inclusion webpage. Khatri commented that one of the big motivators is that these statements are for the affected community members in the HITMPG groups that are in crisis in that moment. The purpose of the message is to tell them that the library is with them, cares about them, and that their issues are seen. The library wants to reinforce that these community members are welcome in the building.

Reesheda Graham Washington of RGW Consulting led the Board in a discussion on how to navigate the process of releasing anti-hate statements and how to use the proposed framework to assist in that process. Washington suggested beginning the document with a section in italics that gives the context in which the framework was created. She also suggested inserting the link to the recording of this conversation into the framework as another opportunity for people to understand how the Board came to this process and to reinforce that this is a living document that will be altered by history, time, and occurrences. Milavec noted that she will work with Assistant Director Jen Ryjewski, Public Relations Manager Cindy Khatri, and Librarian Van McGary

to create a preface to the framework document that gives context and links to this meeting's conversation as well as the initial conversation had by the Board in June 2021.

It was moved by Khuntia and seconded by Humphreys THAT the Framework on Releasing Anti-Hate Statements 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 in masks again. Right after the last Board meeting, Illinois went back to a mask mandate. Staff are not doing the zero tolerance rule and are instead giving patrons a little more grace with mask issues. The Person in Charge and the Library Monitors are walking around with masks to offer to patrons who are coming in unmasked, but overall there have been far fewer problems this time around. In-person programming restarted and there has been great turnout. Public meeting room bookings reopened, the Quiet Study Room reopened, and notary service restarted. Statistics are still down from 2019 but not that far down anymore. It has been great to see more people returning to the library.

It was moved by Gigani and seconded by Khuntia 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. She congratulated Trustee Dave Humphreys on his Montrew Dunham award. The pick-up lockers should be going live around October 1. They are in the process of getting the signage wrap on right now. The public safety staffing changes are in progress. The changes were presented to the Management Team last week and the library is moving forward with the new model, with the goal of having it in place by the first of the year. The Equity Advisory Team has a bunch of new members and is making good progress on the Equity Strategic Plan. On Monday, the Downers Grove Public Library Foundation voted to support the social work intern program with a stipend of \$15 an hour for two interns, starting in January 2022. They passed the funding for the first year and then they will be fundraising for a second year of the stipends. There are a lot of potential changes coming to social services needs at the library and in the community. The Village of Downers Grove has hired a full time social worker, who will be looking at putting together a social services referral program. DuPage Pads is in the process of purchasing the former Red Roof Inn in Downers Grove to create an interim housing center. The Land Acknowledgement event is on Saturday, October 2 at 10 a.m.

11. Trustee Comments and Requests for Information.

President Graber congratulated Trustee Humphreys on his award and commended him for never letting the Board forget how what they do impacts people.

Trustee Humphreys asked if the Village's social worker might spend some time with the library's social work interns. Library Director Milavec responded that the social worker met with Adult & Teen Services Manager Lizzie Matkowski and Public Relations Manager Cindy Khatri during her first couple of weeks on the job. Trustee Humphreys also thanked the Foundation for funding the stipend program.

12. Adjournment. President Graber adjourned the meeting at 8:50 p.m.

BOARD OF FIRE AND POLICE COMMISSIONERS
MINUTES OF OPEN MEETING
August 11, 2021
Village Hall
Committee Room
4:00 PM

PRESENT: Commissioner Bradley Bloom
Commissioner Tom Bondi
Commissioner Jillian Mikrut
Director of Human Resources Lauren Linares
Police Chief Shanon Gillette

ABSENT: None

The meeting of the Downers Grove Board of Fire and Police Commissioners was called to order at 3:58 PM in the Committee Room at Village Hall. Director Lauren Linares conducted roll call; Commissioner Bondi, Commissioner Bloom, and Commission Mikrut were present, along with the Chief of Police.

The next order of business at 4:01 PM was to approve the minutes from the Board meeting on July 27, 2021. A motion was made by Commissioner Bloom to approve the minutes, which was seconded by Commissioner Mikrut.

VOTE: **Yea:** Commissioner Bondi, Commissioner Mikrut, and Commissioner Bloom
Nay: None.
Motion passed.

The next order of business at 4:03 PM was a motion by Commissioner Bondi to go into executive session pursuant to Section 2 (c) (1) of the Open Meetings Act to conduct oral interviews of Police Officer for the purpose of determining hiring. The motion was seconded by Commissioner Bloom.

VOTE: **Yea:** Commissioner Bondi, Commissioner Mikrut, and Commissioner Bloom
Nay: None.
Motion passed.

The meeting returned to open session at 4:43 PM.

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There being no further business, a motion was moved at 4:43 PM by Commissioner Bloom to adjourn, and Commissioner Bondi seconded the motion.

VOTE: **Yea:** Commissioner Bondi, Commissioner Mikrut, and Commissioner Bloom

Nay: None.

Motion passed.

DOWNERS GROVE FIRE DEPARTMENT

FOREIGN FIRE INSURANCE (2%) BOARD MEETING MINUTES

For Meeting Held on 23 September 2021

Meeting called to order at 0803 hrs.

2% Board Members in attendance: Chief Spinazola, Lt. Mowery, PM Meister, PM S. Markowski, PM Kairis, PM Kinney, PM Nowak

Members Absent: *None*

Guests: D/C Tasso, D/C Pekelder

Approval of Last Meeting Minutes: PM Meister advised that he noticed an error in the August meeting minutes. The station needing new wheels for the kitchen chairs was Station #105 not #103. The confusion was that Station #103 needed new chairs, but were unable to obtain. Station #105 received new wheels and that is complete. Lt. Mowery advised he will update the August meeting minutes and send them out approved as amended. Motion to approve the August meeting minutes as revised by PM S. Markowski, 2nd by PM Meister. Motion passed by unanimous vote.

<u>Treasurer Report:</u>	Starting Balance:	\$205,490.45
	Ending Balance:	\$162,383.12
	Widows CD Account 1:	\$ 25,054.19
	Widows CD Account 2:	\$ 25,145.87

There was a discussion on the Widow fund CD account and interest percentage. PM Nowak (Treasurer), advised that the percentage received on the Widows account is extremely low, but alternatives are limited and ease of rolling this over into a new CD term is the suggested way to go for now. All were in agreement.

A motion to approve the treasurer report as read was made by PM Meister, and 2nd by PM Kairis. Motion passed by unanimous vote.

Old Business: PM Kinney report on roof prop postponed until he arrives to meeting.

Lt. Mowery updated the board on the progress of the 343 badge retirement and 9-11 tribute plaque and flag holder. He advised that a bit more money was approved at the last meeting to build the flag holder. This is all in progress. The badge was ordered and a piece of the metal from the towers is being obtained to put on display in the lobby of station #102. More information will be presented to the board as this project progresses.

PM Meister advised that the Station #103 request for new chairs was denied due to problems with the Costco on-line ordering (unable to purchase tax exempt without in person pick up). Advised to have station #103 re-submit for chairs at

a business that is not Costco. PM Berg has already advised he will work on re-submission.

Lt. Mowery advised that a sticker order for equipment was placed. S101 was the only stickers needed and both large and small were ordered. May take a few weeks to arrive.

D/C Tasso advised the board he has been keeping an eye on the order for the bay floor fans for the bay floors at each station. Grainger is still on back order and they are still currently not available. The cost went from \$509 to now \$589. Cannot even order to ship when available. There was a discussion on how to move forward. PM Meister and D/C Tasso will keep looking and if we can find for purchase at a cost at or below the approved amount they would be purchased. Otherwise we will keep the order open at Grainger for purchase when they are available.

Chief Spinazola reported on the Haz-Mat equipment requests made by Lt. Gilbert. He is concerned about this equipment fitting on apparatus as requested. Chief Spinazola will look at the special operations budget and probably be able to purchase these items from the Fire Department budget.

A motion was requested to purchase the pop-up decon pools for the Front-Line rigs and Haz-Mat 105. The cost not to exceed (NTE) \$800. A motion was made by PM Meister, 2nd by PM Nowak. Motion passed by unanimous vote.

A motion to purchase rupture seal by for Haz-Mat not to exceed (NTE) \$600 by PM Meister, 2nd by Nowak. Motion passed by unanimous vote.

PM Nowak will e-mail PM Hoff on fund balance for Special Operations line item.

PM Kinney reported on the progress with JR who has agreed to meet regarding a possible roof prop. addition for the training cans. No one else will work on the cans without engineered drawings. Chief Spinazola advised that we should start with JR and see how that progresses. PM Kinney advised he may be able to go directly to the engineers who designed the cans and obtain copies? D/C Pekelder asked if we see what it would cost to get someone to draw engineered plans. Is it better or easier than working with JR? PM Kinney will look into this and continue to report back.

New Business: The administration is asking for 9 office replacement chairs out of the administration line item. 3 quotes were given at \$2139.48, \$1799 from Staples, and \$1599 from Quill. A motion to approve purchase of 9 chairs at a cost NTE \$1600 by PM S. Markowski and 2nd by Lt. Mowery.

A cooler for rehab water for E105 was requested by Station #105 from Amazon at a cost NTE \$170. Chief Spinazola asked if this cooler would fit in the compartment. After PM S. Markowski advised it would fit, he made a motion to purchase at a cost NTE \$200. 2nd by PM Nowak. Motion passed by vote.

Station #105 is requesting a screw driver set at a cost NTE \$150. A motion to purchase at a cost NTE \$150 was made by PM S. Markowski, 2nd by Lt. Mowery. Motion passed by unanimous vote.

Station #105 is requesting a new digital clock to replace the broken one in the men's bathroom. A motion was made to purchase a new digital clock at a cost NTE \$50 by PM S. Markowski, 2nd by PM Nowak. Motion passed by unanimous vote.

Station #105 is requesting a digital tire pressure gauge for apparatus tire pressure. A discussion was held by the board that we modify this request and make this request a general fund purchase and purchase one for each station. A motion was made by S. Markowski to purchase a digital tire gauge for each station at a cost NTE \$160, and 2nd by Chief Spinazola. Motion passed by unanimous vote.

Station #101 request replacement M18 batteries for station Milwaukee tools. A motion by S. Markowski was made to purchase two replacement batteries at a cost NTE \$200 and 2nd by PM Nowak. Motion passed by unanimous vote.

Good of the 2% Fund: There was a discussion on a PTSD travel fund for those who may need this going forward. Chief Spinazola advised he is for helping in any way we can, but wanted to discuss this with Legal before taking any further action on this. The board will continue to work on this and come up with possible ideas and see what information comes back from legal and go forward based on information obtained.

Lt. Mowery discussed with D/C Tasso the mattress replacement program. D/C Tasso advised he still needs to get quotes. We will bring up for Foreign Fire Tax Board action once he has pricing information.

Meeting suspended on a motion by PM S. Markowski and 2nd by Lt. Mowery that passed by vote. This was due to the meeting location needed by the Chief's for a staff meeting. 2% meeting moved to the kitchen in the Fire Prevention Office to finish agenda.

First reading of the approved budget was completed for year 2022.

Next Meeting: October 28, 2021 @ 0800 hrs.

Motion to adjourn made by, Lt. Mowery 2nd by PM Meister.

Meeting adjourned at 0908 hrs.