

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
OCTOBER 27, 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, Assistant IT Manager Max Mogavero.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. September 22, 2021 Regular Meeting. It was moved by Dougherty and seconded by Khuntia THAT the Minutes of the September 22, 2021 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. September 2021 Financial Report. Library Director Milavec presented the report. The library is 75% through the year as of September 30. On the revenue side, property tax collections are at 98.55% and overall revenue collected is at 99.18%, so the library anticipates collecting over 100% of its anticipated revenue for the year. On the expense side, the library is under budget in most lines, with 66% spent overall. Milavec noted an invoice from Northbrook Library for the Color of Law program, which is being put on by the same group that will be covered by the IGA that is up for approval in Agenda Item 8A.
 - b. October 2021 Invoices. It was moved by Gigani and seconded by Stapleton THAT the payment of October 2021 Operating Fund invoices totaling \$143,055.10, the acceptance of October 2021 credit memos totaling \$788.04, and the ratification of September 2021 payrolls totaling \$236,033.56 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. Intergovernmental Agreement for Illinois Libraries Present. Library Director Milavec distributed a proposal for the agreement from Adult Program Coordinator Karen Bonarek. The group has been functioning for about a year and Bonarek is on the steering committee. Northbrook Library has been the contracting library for all of the presenters along the way and they want to formalize the process with an intergovernmental agreement. Each member library would contribute the same amount of money and Bonarek would like to start with the six-month pilot to see if it will be worthwhile. The programs are primarily live, virtual programs, many with national speakers. Registration is required for all of the programs.

It was moved by Gigani and seconded by Khuntia THAT the Intergovernmental Agreement for Illinois Libraries Present be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Interlocal Agreement for The Interlocal Purchasing System (TIPS) Program. TIPS is a governmental joint purchasing program run by a regional office of education in Texas. They started the program as a way for government entities to be able to leverage group purchasing. Library staff were made aware of the program by Library Furniture International (LFI), who furnished most of the 2014 building renovation and who has been helping the library plan for study table replacements. There are six different companies and seven different lines of tables that are available at a contracted price that is less than the list price. By participating in the program, the library would not have to go through the public bid process for the tables. There is no cost to join the program and there are no obligations to buy anything.

It was moved by Humphreys and seconded by Dougherty THAT the Interlocal Agreement for The Interlocal Purchasing System Program be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- c. 2022 Salary Structure Revised. Library Director Milavec presented next year's revised salary structure. The Board went through the budget process with placeholders for the new public safety model. There have also been some other staffing changes being discussed that are somewhat related to the new safety model. Two new job descriptions were created, which include an Assistant Manager for both Adult & Teen Services as well as Children's Services. Updates were made to the Building Operations Monitor job description. There is also a plan to change the Executive Assistant job title to Business Office Manager, which better encompasses the human resource and finance responsibilities of that position. The Administrative Assistant title will be changed to Business Office Assistant to better match that position as well. HR Source evaluated and benchmarked the new and updated positions and slotted them in to the revised salary structure.

It was moved by Khuntia and seconded by Gigani THAT the Revised 2022 Salary Structure be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- d. Future Board Training. Following the Board's final EDI training with Reesheda Graham Washington, members of the Board had comments about wanting more training, different kinds of training, etc. Library Director Milavec polled Trustees and presented the results. After discussion, the Board agreed that facilitated discussions about a particular topic are most helpful and they would be open to exploring more trainers as well, for more perspectives. Milavec reminded the Board that there would be a new strategic planning process in 2022, which may include additional meetings and focus groups. She also noted that RAILS offers trustee trainings. Milavec will move forward with seeking out opportunities for focused discussions on difficult topics as they come up and will explore a possible additional training for next year that will help the Board get to know each other, relationship build, and better communicate.

9. **Unfinished Business.**

- a. COVID-19 Response and Phased Reopening Plan. On November 8, the meeting room and conference rooms will return to their rolling six-month calendar for public reservations. Most of the furniture is back out on the floor. Staff are waiting for kids to be vaccinated so the play café and kids toys can return. Some of the individual play items in the Kids Room will be returning soon, including single family games and toys. More in-person programming will begin in January. Staff are waiting for more information on vaccine mandates.

It was moved by Stapleton 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 Phased Reopening 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 elevator might become a 2022 project. There have been issues lately and it looks like it may need an update sooner rather than later. Milavec and Building Operations Director Ian Knorr are discussing putting off the carpeting project and doing it all at once another year. No elevator quotes have been received yet and there may be another intergovernmental agreement for the elevator and installation. Assistant Library Director Jen Ryjewski is the queen of grants and has won the library the ARPA grant from the State Library, the IMLS grant, and two FEMA grants, all this year. Library staff will have a significant presence at the Public Library Association conference next spring. Library staff will be doing three different presentations, including a presentation on anti-hate statements and a presentation on the Cover to Cover podcast. Milavec also noted that the Framework for Releasing Anti-Hate Statements now includes the paragraph for context at the beginning of the document, as discussed at the last meeting. The Libraries of Illinois Risk Agency (LIRA) insurance renewal was slated for an increase of over 20%, but the final numbers are anticipated to come in at an 8-10% increase. The employee benefits renewal was flat this year.

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 Gigani THAT the Board move into Executive Session. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None. The Board moved to Executive Session at 8:30 p.m.

President Graber reconvened the Public Session at 9:21 p.m.

12. Action for Items Discussed in Executive Session. There were no action items. The Board announced a second closed session that will be held at the November 17, 2021 meeting.

13. Trustee Comments and Requests for Information.

Trustee Dougherty commented on the number of staff who have been taking on more leadership and who have been taking on more active and creative roles at the library.

Trustee Humphreys commented on the number of people that have talked to him in the last few weeks about the Land Acknowledgement statement and program. It was very well received and he thanked all of the staff who were a part of the process.

14. **Adjournment.** President Graber adjourned the meeting at 9:24 p.m.

BOARD OF FIRE AND POLICE COMMISSIONERS
MINUTES OF OPEN MEETING
October 28, 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
Fire Chief Scott Spinazola
Management Analyst Amanda Pazdan

ABSENT: None

The meeting of the Downers Grove Board of Fire and Police Commissioners was called to order at 4:00 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 Police Chief Gillette, Fire Chief Spinazola and Management Analyst Amanda Pazdan.

The next order of business at 4:01 PM was to approve the minutes from the Board meeting on August 11, 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 for one (1) Police Officer and two (2) Firefighter Paramedics for the purpose of determining hiring and other discussion of business. The motion was seconded by Commissioner Mikrut.

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

The meeting returned to open session at 5:29 PM.

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There being no further business, a motion was moved at 5:30 PM by Commissioner Mikrut to adjourn, and Commissioner Bondi seconded the motion.

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

Nay: None.

Motion passed.

**DOWNERS GROVE LIQUOR COMMISSION
VILLAGE HALL COUNCIL CHAMBERS
801 BURLINGTON AVENUE
Thursday, October 7, 2021**

I. CALL TO ORDER

Chairman Strelau called the October 7, 2021 Liquor Commission meeting to order at 6:30 p.m.

II. ROLL CALL

PRESENT: Mr. Jacobson, Mr. Johnson, Mr. Krusenoski, Mr. Meta, Mr. Rausch, Mr. Shah, Chairman Strelau

ABSENT: None

STAFF: Carol Kuchynka, Liaison to the Liquor Commission, Assistant Village Attorney Dawn Didier

OTHERS: Gina Velasco, Court Reporter

III. APPROVAL OF MINUTES

Chairman Strelau asked for approval of the minutes for the August 5, 2021 Liquor Commission meeting and asked members if there were any corrections, changes or additions.

Hearing no changes, corrections or additions, the August 5, 2021 minutes of the Liquor Commission meeting were approved as written.

Chairman Strelau reminded those present that this evening's meeting was being recorded on Village-owned equipment. Staff was present to keep minutes for the record.

IV. APPLICATION FOR LIQUOR LICENSE

Chairman Strelau made the following statements:

"The next order of business is to conduct a public hearing for liquor license applications. For the benefit of all present, I would like to state that this Commission does not determine the granting or denial of the issuance of any license. We may, at the end of each hearing, make a finding or recommendation with respect to the application. If necessary, the Commission may adjourn a hearing to a later date in order to have benefit of further information."

"At the conclusion of the hearing, the Commission will summarize its findings and determine any recommendations it wishes to make to the Liquor Commissioner."

"The Liquor Commissioner, who is the Mayor of Downers Grove, will, pursuant to Section 3-12 of the Ordinance, render decisions regarding issuance of available liquor licenses within 60 days."

"Hearings by this Commission are held according to the following format: 1) reading of information pertinent to the application, 2) comments from the applicant, 3) discussion by the Commission, 4) comments from staff, 5) comments from the public, and 6) motion and finding by the Commission."

Egg Harbor Cafe – 5128 Mochel Drive

Chairman Strelau stated that the first order of business was an application hearing for HAMCO, LLC d/b/a Egg Harbor Café located at 5128 Mochel Drive. She stated that the applicant was seeking a Class "R-1", full alcohol, on-premise consumption liquor license and a Class "O" outdoor liquor license.

Chairman Strelau asked that any individual(s) representing the applicant step forward and be seated. She asked that any individual(s) giving testimony, state and spell their name for the record, indicate their affiliation with the establishment and be sworn in by the court reporter.

Ms. Gina Velasco was sworn in by the court reporter. Ms. Velasco introduced herself as the lead manager for Egg Harbor Café.

Chairman Strelau asked the applicant to present its case.

Ms. Velasco stated that Egg Harbor Café has been in business for over 35 years. She stated that she has been with the company for 13 years. She stated that liquor is something customers want these days. She stated that 3-5 phone callers per day inquire about liquor service and added that they were seeking a liquor license based upon the increasing number of requests they receive. She stated that they want to give guests what they ask for and broaden their demographics. She stated that they plan on serving bloody mary's and mimosas.

Mr. Johnson stated that he reviewed the Egg Harbor application packet. He stated that the packet contained a list of other Egg Harbor Cafes and asked Ms. Velasco if she was also managing those locations. Ms. Velasco replied no. She added that she had managed a few of them in the past but is now only working out of Downers Grove.

Mr. Johnson asked if the seven establishments listed are owned by the Downers Grove owners. Ms. Velasco replied yes. She stated that Egg Harbor is a family run business.

Mr. Johnson asked Ms. Velasco if she was aware of violations at any of the locations. Ms. Velasco replied no.

Mr. Johnson asked Ms. Velasco how often she is at the restaurant. Ms. Velasco replied 5 days a week open to close.

Mr. Johnson asked if they were also seeking a license for the outdoor area. Ms. Velasco replied yes.

Mr. Johnson asked about the age of their servers and if they were over 19. Ms. Velasco replied that currently all are 21 and over.

Mr. Shah had no questions.

Mr. Meta had no questions.

Mr. Rausch had no questions.

Mr. Krusenoski stated that he was aware the bloody mary's and mimosas are available at other locations. He asked how long Downers Grove Egg Harbor has been operating. Ms. Velasco replied 13 years.

Mr. Krusenoski stated that Ms. Velasco is an experienced liquor handler and that the corporation holds licenses at many other locations. He stated that they are open 7AM to 3PM. He stated that a customer

would probably get 2 drinks during their stay. He asked if any combination of prosecco, vodka would be allowed, say a mimosa, screwdriver or bloody mary. Ms. Velasco replied yes, along with lemonade.

Mr. Krusenoski asked how often managers at the other locations meet with servers to discuss and reinforce the importance of safe liquor handling. Ms. Velasco replied every two to three months. Ms. Velasco stated that many of the locations are rolling out liquor service now.

Mr. Krusenoski felt that 2-3 month refresher training may be inadequate if they are trying to create a culture where safe liquor handling is a priority. He stated that new licensees are told of controlled buys conducted by the Village and licensees acknowledge that they will be tested. He stated that the fines issued to the establishment and servers are heavy. He stated that violations tend to occur when safe liquor serving is not a priority and that most violations tend to occur in those establishments with relatively low alcohol sales. He stated when alcohol is a small bit of sales, the importance of being on guard gets lost in the workplace culture.

Mr. Krusenoski encouraged Ms. Velasco to meet more often with staff and let staff know they will be tested. He also told her to advise them of the disproportionate impact of violation fines that would be levied against them and the establishment.

Mr. Krusenoski stated that when the vertical under 21 license came about what resulted was less of a chance in misreading the date and being vertical in nature helped distinguish the age. He stated that there is no excuse when staff is shown a vertical license.

Mr. Jacobson asked which Egg Harbor was the first to sell alcohol. Ms. Velasco replied Hinsdale.

Mr. Jacobson stated that the Village takes alcohol serving seriously. He stated that the laws are simple to follow. He stated that Ms. Velasco is aware of the hardship to the business should they sell to minors. Ms. Velasco agreed.

Chairman Strelau noted that Ms. Velasco stated servers were over 21 and asked how many are on staff. Ms. Velasco replied eight.

Chairman Strelau stated that she only saw BASSET cards for three employees. Ms. Velasco stated that some employees are going through the training and/or their certificates have not been uploaded into the system yet. She stated that they are looking for a November 1st roll out date and employees have a deadline of this Sunday to complete the training.

Chairman Strelau asked Ms. Velasco if they anticipate hiring those over 21. Ms. Velasco replied yes and that it would be ideal to hire those over 21. She stated that if it does happen that an employee is under 21, they are aware that the underage server is to have someone over 21 card the table and make drinks. She stated at this time it is not an issue for them.

Chairman Strelau asked Ms. Velasco if she had prior liquor handling experience. Ms. Velasco replied yes. She stated that she worked 7 years with Lone Star Steakhouse and was a bartender in a martini bar.

Chairman Strelau stated that customers can order any component of prosecco or vodka. She asked if they will be stocking any other liquor. Ms. Velasco replied no.

Chairman Strelau felt that this is a wonderful addition to their menu. She stressed Mr. Krusenoski's statements that employees only care about what management cares about. She added it may take every day to make mention of proper liquor serving. She wished them luck.

Chairman Strelau asked staff for recommendations or comments pertinent to this application. Ms. Kuchynka replied that issuance of the license is contingent upon receipt of the fee, satisfactory background checks and employee certifications.

Chairman Strelau asked for comments from the public. There were none.

Hearing the testimony given in this case, Chairman Strelau asked for a recommendation from the Commission concerning its finding of "qualified" or "not qualified" with respect to the applicant with regard to their Class "R-1" liquor license application.

MR. KRUSENOSKI MOVED TO FIND HAMCO, LLC D/B/A EGG HARBOR CAFE LOCATED AT 5128 MOCHEL DRIVE QUALIFIED FOR A CLASS "R-1", FULL ALCOHOL, ON-PREMISE CONSUMPTION LIQUOR LICENSE. MR. JOHNSON SECONDED.

VOTE:

Aye: Mr. Krusenowski, Mr. Johnson, Mr. Jacobson, Mr. Meta, Mr. Rausch, Mr. Shah, Chairman Strelau

Nay: None

Abstain: None

MOTION CARRIED: 7:0:0

Hearing the testimony given in this case, Chairman Strelau asked for a recommendation from the Commission concerning its finding of "qualified" or "not qualified" with respect to the applicant with regard to their Class "O" liquor license application.

MR. JACOBSON MOVED TO FIND HAMCO, LLC D/B/A EGG HARBOR CAFE LOCATED AT 5128 MOCHEL DRIVE QUALIFIED FOR A CLASS "O", OUTDOOR LIQUOR LICENSE. MR. RAUSCH SECONDED.

VOTE:

Aye: Mr. Jacobson, Mr. Rausch, Mr. Johnson, Mr. Krusenowski, Mr. Meta, Mr. Shah, Chairman Strelau

Nay: None

Abstain: None

MOTION CARRIED: 7:0:0

V. NEW BUSINESS

Chairman Strelau asked if there was any discussion, update from staff or comments from the Commission regarding any new business.

Ms. Kuchynka referred to the month end report. She stated that draft ordinances were presented to the Village Council for consideration which included an ordinance creating a salon liquor license classification, an ordinance removing language that prohibited gas stations from selling liquor and an

ordinance amending delivery regulations. She stated that all three were adopted at the Council meeting of October 5th.

Ms. Kuchynka stated that there will not be a November meeting, however, she anticipated a meeting for December 2nd as she expects applications. She stated that a number of gas stations have already contacted her about obtaining a license. She stated that she expected Rybell's Blow Dry Bar to also apply.

Mr. Meta asked how establishments hear about the changes. Ms. Kuchynka replied that the Council meetings are regularly posted online and broadcast. She believed that the Chamber and Downtown Management Organization have also spread the word. Mr. Jacobson added that distributors may be sharing the information too.

VI. OLD BUSINESS

Chairman Strelau asked if there was any discussion, update from staff or comments from the Commission regarding any old business.

Ms. Kuchynka noted the Mayor's intent to issue licenses to Cheap Cheap Liquor and Cellar Door. She noted that the Cellar Door transition took place on October 1st.

Ms. Kuchynka stated that she is in the process of liquor license renewal. She stated that renewals were due Friday, October 1st. She stated that she is processing 100 renewals over the course of October and noted the new license year begins November 1st.

VII. COMMENTS FROM THE PUBLIC

There were none.

VIII. ADJOURNMENT

Concluding business for the evening, Chairman Strelau called for a motion to adjourn.

Mr. Krusenoski moved to adjourn the October 7, 2021 meeting. The meeting was adjourned by acclamation at 7:00 p.m.