

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
April 24, 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 Swapna Gigani, Trustee David Humphreys, Trustee Kim Stapleton, President Jonathan Graber. Trustee Morrow has resigned, so her seat is currently vacant.

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

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. March 20, 2019 Regular Monthly Meeting. Milavec pointed out that Vabalaitis had a correction to make on Agenda Item 5b: the motion was passed by a roll call, not voice vote. It was moved by Humphreys and seconded by Stapleton THAT the Minutes of the March 20, 2019 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
 - a. March 2019 Financial Report. Milavec presented the report. March was a three payroll month. Milavec presented a new invoice edit list. The only change was for invoice for a Greyhouse Publishing database, which was pulled, pending a decision whether or not to renew. The expenditures and revenues sides are going along well. One invoice that did not appear on the Invoices of Note was for KI, which was for the 14 new meeting room tables.
 - b. March 2019 Invoices. It was moved by Stapleton and seconded by Gigani THAT the payment of April 2019 capital replacement invoices totaling \$1,436.16, the payment of April 2019 operating invoices totaling \$198,472.00, the acceptance of April 2019 credit memos totaling \$212.20, and the ratification of March 2019 payrolls totaling \$325,086.26 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, 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. Opening of Closed Session Minutes and Destruction of Verbatim Recordings. Milavec explained the Open Meetings Act on the opening of closed session minutes and the destruction of verbatim minutes.

Every 18 months the Board reviews any Closed Session Minutes that are still closed to the public. Currently, there is one set of Closed Session Minutes from August 23, 2017, which the Board received in advance of the Board Meeting. All closed sessions must be recorded in a verbatim audio recording and retained for 18 months, after which the audio can be destroyed and the minutes retained.

In addition to the one set of Closed Session Minutes, there are 11 verbatim audio recordings of Closed Sessions—which were itemized on the Board Meeting agenda—that can be destroyed as they are past the 18-month threshold. The minutes of these verbatim recordings will be retained.

It was moved by Dougherty and seconded by Humphreys THAT the minutes of the August 23, 2017 Closed Session be opened to the public and the 11 verbatim recordings be destroyed. Motion passed by voice vote.

- b. Authorization to Proceed with Public Bid for LED Replacement Lighting in Fiction Section. Milavec referenced that this was an item noted on the building tour during the Committee of the Whole Meeting on February 27, 2019, where we compared the stark contrast between the newly installed, second floor nonfiction stack lighting to the old, existing fiction stack lighting. After reviewing the 2019 budget for capital replacement expenditures, it was proposed to move up the swap-out of these lights, using the same fixtures that are installed over the nonfiction stacks, replacing the fluorescent bulbs with LEDs, so that both sections will match one another, as the fixtures are still available for purchase. This project was originally scheduled for FY2021/FY2022, so the timeline of the project would be bumped up.

Knorr elaborated about details of the project

It was moved by Humphreys and seconded by Gigani THAT the Board authorize staff to proceed with the public bid for LED replacement lighting in the fiction section. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

- c. Bloodborne Pathogens Policy Update, Section 3.42. Milavec proposed a replacement to the Bloodborne Pathogens Policy, which would bring us into compliance with the Illinois Department of Labor regulations, and therefore, the federal Occupational Safety and Health Administration regulations. Conversation about the details of the policy ensued.

It was moved by Stapleton and seconded by Dougherty THAT the Bloodborne Pathogens Policy, Section 3.42 be replaced as presented. Motion passed by voice vote.

- d. Notary Policy Update, Section 5.14. Milavec presented a slight revision to the list of documents that Notary staff are unable to notarize: I-9 Employment Eligibility Verification Forms.

It was moved by Gigani and seconded by Dougherty THAT the Notary Policy, Section 5.14 be revised as presented. Motion passed by voice vote.

9. **Unfinished Business.** There was none.

10. **Library Director's Report.** Milavec presented the report. She apprised the Board of the status of the HVAC project. Earlier in the afternoon, Milavec and Knorr met with Bob St. Mary from Elara Engineering, Joe and Mike Senese from Mechanical Concepts of Illinois, and had a telephone call with attorney, Gregory Smith, from Klein, Thorpe, and Jenkins to discuss the project. Thursday, April 18, 2019, Milavec and Knorr attended a pre-construction meeting to prepare for a May 15 start to rooftop unit replacement project. No time prior to that meeting had they heard anything about a change in the timeline of the project. At that meeting, however, they learned that the rooftop units were not going to be shipped from the manufacturer until June 10 and would arrive for installation date on June 13. Our contract with Mechanical Concepts of Illinois states substantial completion by June 5, and a 100 percent completion of the rooftop unit project by June 14. After that meeting, Milavec started investigating when the rooftop units were ordered and Mechanical Concepts of Illinois verified that the original ship date was April 15, but then Mechanical Concepts of Illinois contacted them—a number of weeks ago—and changed the date to change the ship date to June. Joe Senese from Mechanical Concepts of Illinois admitted fault. As a result of the error, Milavec offered Mechanical Concepts two alternatives—which they wanted 24 hours to consider. One, to cancel the contract completely. Two, to create a contract addendum to extend the deadline for the contract and to include an indemnity for Mechanical Concepts to pay for any and all repairs to the current rooftop units to keep them functional between June 5 and the time of the installation, Tuesday, September 3, 2019. Knorr chimed in about the logistics, details, and timeline of the project. Alternative possibilities for project completion were also discussed at length, including the effects of canceling the contract completely and rebidding the project as well as the consequences

of keeping the new installation date of September 3, 2019. Grove Fest is not having a Thursday. Milavec is working on the Salary Compensation Survey and the minimum wage increase, which will have a big, annual impact on the Library until 2025, when minimum wage reached the \$15.00 mark. Milavec gave a shout out to Jen Fredericks, Cindy Khatri, and Team for their work on the DGPL Service Fair. 33 service organizations participated and our Saturday attendance doubled. It was very well received. There was discussion at the last Foundation meeting about creating a mural on the library building and Milavec solicited feedback from the Board about the idea. The possible movie screening fundraiser of The Public at the Tivoli, looks like it will be moving forward early October 2019.

11. Trustee Comments and Requests for Information.

Graber opined about potentially utilizing the wall space in the library for high school student artists to display their works until a permanent piece has been purchased by the Foundation.

Humphreys commented that he strongly favors finding a permanent, professional piece of art, but is also in favor of displaying high school student art in addition to permanent pieces.

12. Adjournment. President Graber adjourned the meeting at 8:29 p.m.