

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JANUARY 22, 2020, 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 Barnali Khuntia, Trustee Kim Stapleton, President Jonathan Graber. Absent: Trustee David Humphreys.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Building Operations Director Ian Knorr, Downers Grove Public Library Foundation Art Committee Chair Robin Tryloff, Friends of the Library President Joni Hansen, Ed Pawlak.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. November 13, 2019. It was moved by Stapleton and seconded by Dougherty THAT the Minutes of the November 13, 2019 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
 - a. November 2019 Financial Report. Milavec presented the report. She noted that the Board packet included a large financial report, detailing the end of November 2019 financials, December 2019 financials, unaudited fiscal year 2019 fund balances, and invoice approvals for December 2019 and January 2020.
 - b. December 2019 Financial Report. Milavec presented the report. The unaudited numbers for the end of fiscal year 2019 show the library's revenue at 102%. The Capital Replacement Fund is only 93% expended, which includes the additional lighting project completed beyond the initial plan. More rebates are anticipated to arrive as well, which would bring the library to roughly \$60,000 under budget in the Capital Replacement Fund for 2019. The end of December reports show the library at 93.8% in Operating Fund expenditures with a few more adjustments to come. The February Board packet will include the definite year-end financials for 2019.

January invoices include both fiscal year 2019 and fiscal year 2020. Milavec noted the payment of Arthur J. Gallagher Risk Management and Libraries of Illinois Risk Agency (LIRA) invoices, which include the library's workers compensation premium renewal and the full liability insurance package.

President Graber thanked Milavec for the detailed Capital Replacement Fund balance report included in the Library Director's Report. Milavec noted that before the next budget season, she will be meeting with Building Operations Director Ian Knorr to go over the capital needs assessment to take a closer look at what figures can be adjusted after the library was able to complete extra building projects.

- c. December 2019 Invoices. It was moved by Dougherty and seconded by Khuntia THAT the payment of December 2019 capital replacement fund invoices totaling \$55,676.40, the payment of December 2019 operating fund invoices totaling \$125,252.19, and the ratification of November 2019 payrolls totaling \$220,442.78 be approved. Roll call: Ayes: Dougherty, Gigani, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
- d. January 2020 Invoices. It was moved by Dougherty and seconded by Khuntia THAT the payment of January 2020 operating fund invoices for fiscal year 2019 totaling \$55,337.38, the payment of January 2020 capital replacement fund invoices for fiscal year 2020 totaling \$292.94, the payment of January 2020 operating fund invoices for fiscal year 2020 totaling \$88,070.47, and the ratification of December 2019 payrolls totaling \$217,309.28 be approved. Roll call: Ayes: Dougherty, Gigani, 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. 2020 Masonry, Exterior Painting, and Doors Project Bid Awards. The library received bids from six painters and eight masonry outfits. Building Operations Director Ian Knorr and Jason Perunas from Shales McNutt Construction met with the two lowest responsible bidders and walked through the details of the project, making sure the bidders understood the full scope of work.

It was moved by Stapleton and seconded by Gigani THAT the masonry contract be awarded to Otto Baum Masonry with Alternate 2 in the amount of

\$89,290 and the painting contract be awarded to K&J Painting for the base bid only in the amount of \$11,550. Roll call: Ayes: Dougherty, Gigani, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Personnel Policy, 3.40 Alcohol and Drug Free Workplace. Milavec presented an expanded alcohol and drug policy based on a sample from HR Source. With the legalization of recreational cannabis, HR Source revised their policy recommendations. It allows for testing for alcohol and drugs in cases of reasonable suspicion. President Graber requested a revision to the second to last sentence in the third paragraph of section 3.40.1.

It was moved by Khuntia and seconded by Gigani THAT the update to the Personnel Policy Section 3.40 Alcohol and Drug Free Workplace be approved with added revisions. Motion passed by voice vote.

- c. Art Donation by the Downers Grove Public Library Foundation. Foundation Art Committee Chair Robin Tryloff presented two pieces that the Foundation recommends the library accept as donations. These two pieces, along with the Melissa Leandro piece accepted in October 2019, would broaden the public art experience of the library.

It was moved by Stapleton and seconded by Khuntia THAT the donation by the Downers Grove Public Library Foundation of artist Sarvin Haghghi's works *Reborn* and *Rumi Session Series; love* be accepted. Roll call: Ayes: Dougherty, Gigani, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

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

10. **Library Director's Report.** Milavec presented her report. Before or after the February Board meeting, Trustees will be getting their pictures taken by Media Lab Coordinator Ed Bromiel. Milavec congratulated Executive Assistant Katelyn Vabalaitis on 15 years of service at the library. Each Board member received new copies of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. Milavec acknowledged the passing of former Board of Trustee member Thomas Read, who served on the Board from 2003-2016 and was instrumental in the revitalization of the Downers Grove Public Library Foundation. The Foundation will have their first major fundraiser on Saturday, February 22 at Cadence Kitchen. Tickets are \$50 per person and available on their website. It will be a meet the artist event with Melissa Leandro, the artist behind the new piece of art for the library's lobby. On Sunday, February 23, the Foundation will host a free public unveiling of the new artwork at 3:00 p.m. in the lobby.

- a. Facilities Department Report by Building Operations Director Ian Knorr. Building Operations Director Ian Knorr gave an overview of the Facilities Department and discussed current trends and future plans. Facilities focuses on building functionality to make sure the building operates without any disruption of service. The library has a new cleaning company as of January 1, 2020 and new cleaning practices have also been implemented, including bi-monthly deep cleaning of the public restrooms. Custodian John Martin handles the grounds and works closely with the Green Grovers of Downers Grove during the spring, summer, and fall. Ian sets up preventative maintenance schedules, handling some maintenance in house and hiring out for other equipment maintenance. In regards to building improvements, Facilities focused on energy efficiency in 2019 and the library is 90% LED converted to date. The new HVAC system is much more energy efficient as well.

Facilities also focuses on safety and security, making sure patrons and staff have a safe building to work in and visit. This includes security patrols of the building, video monitoring, and the development of a Safety and Security Team. Future plans include the 2020 exterior masonry project and the 2021 roof rubber membrane replacement. Ian is working on a survey of usable space and is at the very beginning stages of looking into solar energy options. Ian noted that the building's elevator was not included in the capital needs assessment but should have been. Facilities has been keeping up on maintenance of the elevator but is starting to price out an elevator remodel for the near future.

11. Trustee Comments and Requests for Information.

Trustee Stapleton asked about the application for the Illinois Public Library Per Capita Grant that was included in the packet. It is funded through the state of Illinois and funded at a maximum of \$1.25 per capita. The library's application was submitted to the state in December.

12. Adjournment. President Graber adjourned the meeting at 8:35 p.m.