

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
OCTOBER 23, 2019, 7:30 P.M.  
LIBRARY MEETING ROOM**

**MINUTES**

1. **Call to Order.** President Graber called the meeting to order at 7:31 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: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Friends of the Library President Joni Hansen, Downers Grove Public Library Foundation Directors Genene Murphy, Anna Jackson, Brooks Ruyle, Robin Tryloff, Kate Magnuson, and Jenny Levine, Residents Ed Pawlak and Mark Blair.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
  - a. September 25, 2019. It was moved by Humphreys and seconded by Gigani THAT the Minutes of the September 25, 2019 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
  - a. September 2019 Financial Report. Milavec presented the report. The library is three quarters of the way through the year. The property tax collection is at 96.2% and the library's total revenue should exceed the budgeted amount. The Capital Replacement Fund should come in under budget, thanks to an unused contingency line and a ComEd Energy Efficiency rebate for \$24,202.75.

President Graber asked for an updated projection of the Capital Replacement Fund in early 2020. Milavec agreed, noting that the library is waiting to receive the rebate check as well as waiting on the State inspector to approve the boilers.

- b. October 2019 Invoices. It was moved by Dougherty and seconded by Stapleton THAT the payment of October 2019 capital replacement invoices totaling \$268,949.70, the payment of October 2019 operating invoices totaling

\$164,327.87, and the ratification of September 2019 payrolls totaling \$217,979.15 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. Art Donation by Downers Grove Public Library Foundation. Downers Grove Public Library Foundation President Genene Murphy thanked the Board of Trustees and the Foundation Directors. She gave a brief history of the Foundation and its work, beginning with the generous bequest from Lillian Culbertson in 2006. Robin Tryloff, Art Committee Chair, presented the recommendation for acceptance of the gift of *Aqua Melt/Flores y Conejos* by Melissa Leandro to serve as a statement piece in the library's lobby.

President Graber thanked the Foundation for all of the work that went into the proposal. He relied on the Foundation to determine artistic merit and how artwork fits the desired space. He focused on the aesthetic and the deeper meaning behind the piece. He is a huge supporter of the proposed piece. Trustee Dougherty also thanked the Foundation for their proposal and asked about conservation of the piece. Robin Tryloff explained that conservation was taken into account when making a decision on the artwork, noting that it will not be exposed to direct sunlight and will be enclosed in glass.

Trustee Humphreys noted that the library's art collection is a destination in the community, as it is the only public art collection in Downers Grove. He is very excited to be adding to this collection and is very excited about the work of the Foundation as a whole. He sees the work the Foundation did on the October month of Homelessness Awareness as a blessing to the Downers Grove community.

Foundation Director Brooks Ruyle spoke about a communications plan, including an unveiling of the new artwork, as well as having the artist present to answer questions and speak about the piece. There are also thoughts about a fundraising event in conjunction with the unveiling.

It was moved by Khuntia and seconded by Gigani THAT the donation by the Downers Grove Public Library Foundation of artist Melissa Leandro's work *Aqua Melt/Flores y Conejos* be accepted. Motion passed by voice vote.

- b. Policy Update – Personnel. Milavec proposed that two sentences be removed from the personnel policy that are no longer valid. It was moved by Gigani and seconded by Humphreys THAT the changes to the Personnel Policy 3.44 Insurance Benefits be approved as presented. Motion passed by voice vote.
- c. 2020 Employee Insurance Benefit Premium Plan. Milavec presented an update to the employee insurance premiums for 2020, based on the 5% increase for medical and vision plans. It was moved by Humphreys and seconded by Stapleton THAT the 2020 Employee Benefits Premium Plan be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
- d. Compensation Policy and Procedure. The proposed policy and procedure includes the compensation philosophy that was approved by the Board in June and is based on the recommendation made from HR Source during the compensation review. This codifies the library's practices and brings the philosophy into the manual. Milavec noted that staff are revamping the performance evaluations and process. Merit increases will begin in 2021.

It was moved by Dougherty and seconded by Khuntia THAT the Compensation Policy and Procedure be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- e. Employee Benefits Review. Milavec put together a report utilizing salary survey data, comparable library data, and data from the larger library market to see where the Downers Grove Public Library falls in terms of benefits offered to staff. The library fell above average in sick days, vacation days for professional staff, managers, and administration, medical insurance premiums covered by the library, and time and a half pay on Sundays. The library fell below average in personal days, vacation days for clerical staff, and tuition reimbursement.

An employee benefits survey was also administered to DGPL staff and the results showed a lot of satisfaction with our current benefits and a lack of understanding surrounding the Illinois Municipal Retirement Fund and the parameters for participation in the group health insurance plan. The two biggest suggestions were paid parental leave for full time staff and the desire for part time staff benefits to more closely match full time staff benefits.

Milavec recommended increasing personal days, expanding the parameters for additional vacation days, investigating paid parental leave, and

considering drafting a tuition reimbursement policy. The Board discussed what changes to the existing employee benefits they would like Milavec to pursue for the next meeting.

For the November Board meeting, Milavec will prepare information on increasing personal days to three prorated days for all staff working more than 15 hours per week. She will also report how many staff would be affected by an increase in vacation days and the budgetary impact. Milavec will use 2020 to investigate a tuition reimbursement policy and paid parental leave.

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

**10. Library Director's Report.** Milavec presented the report. The month of homelessness awareness has gone beautifully, with last weekend's Volunteer Fair having about 60 attendees. The final event is the book discussion on *Sleeping in My Jeans* by Connie King Leonard on October 29 at 7:00 p.m. The author will be participating via Skype. The HVAC project is wrapping up. The shifting project is done in the Fiction section. The Friends of the Library book sale is this weekend.

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

Trustee Stapleton asked what happens to the books that do not sell at the conclusion of the Friends of the Library book sale. Assistant Director Jen Fredericks responded that the children's books are donated to Bernie's Book Bank. Some books will be saved for the book sale shelves in the café and the remainder of the books will be recycled to Discover Books.

President Graber has heard some good feedback on the new chairs on the second floor.

Trustee Dougherty attended the RAILS Board training a couple months ago and one session was about the Board focusing on larger library issues rather than the minutiae. She would like to hear from the library's professional staff about what trends, either in libraries or in society in general, staff are keeping an eye on and thinking about in relation to the Downers Grove Public Library.

**12. Adjournment.** President Graber adjourned the meeting at 8:37 p.m.