

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
APRIL 22, 2020, 7:30 P.M.  
ONLINE VIA GOTO MEETING**

**MINUTES**

1. **Call to Order.** President Graber called the meeting to order at 7:31p.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 Ryjewski, Executive Assistant Katelyn Vabalaitis, Circulation Manager Christine Lees, Access Services Manager Amy Prechel, Assistant IT Manager Max Mogavero, Media Lab Coordinator Ed Bromiel, Children's Services Manager Allyson Renell, Computer Help Desk Supervisor Lauren Gonzalez, Public Relations Manager Cindy Khatri, Adult & Teen Services Manager Lizzie Matkowski, Assistant Circulation Manager Cheryl Pawlak, Resident Kent Conness.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
  - a. February 26, 2020. It was moved by Dougherty and seconded by Khuntia THAT the Minutes of the February 26, 2020 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: Dougherty.
5. **Financial Matters.**
  - a. February 2020 Financial Report. Milavec presented the report. Milavec noted that the first quarter to the first half of the year includes many of the library's annual payments, including insurances and database renewals. The March invoices are still at \$200,000, which is due primarily due to the February approval of the purchase of new self-check units. The library also purchased a new PR software called OrangeBoy, with the initial payment included in the March invoices.
  - b. March 2020 Invoices. It was moved by Humphreys and seconded by Dougherty THAT the payment of March 2020 capital replacement invoices totaling \$900.00, the payment of March 2020 operating invoices totaling \$198,595.27, and the ratification of February 2020 payrolls totaling

\$238,060.70 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- c. March 2020 Financial Report. Milavec presented the report. She called attention to the Charges for Services line of the revenue report, noting that the \$25,304.87 listed is the ComEd rebate from the HVAC project.
- d. April 2020 Invoices. It was moved by Gigani and seconded by Stapleton THAT the payment of April 2020 operating invoices totaling \$95,883.89 and the ratification of March 2020 payrolls totaling \$235,886.49 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. COVID-19 Response and Reopening Phasing Plan. Milavec introduced the plan with the disclaimer that it is a very fluid plan and many of the details are going to depend on what happens when the Governor allows the state to open and what executive orders he puts into place. The plan also depends on recommendations from the CDC, World Health Organization, and other public health organizations regarding best practices. The Institute for Museum and Library Services has a contract with a national laboratory to do research on circulating library materials and what the best practices are for handling the COVID-19 virus specifically on library materials. The statewide library delivery system, RAILS, has said that they will not resume deliveries until they receive recommendations from the IMLS study.

The plan to reopen is a phased plan. The first piece is to get staff into the building and to open the book drops. The next step would be to open to the public, and staff anticipate doing curbside service first with proper personal protective equipment. Next would be a limited public service model with limited hours. The details will be dependent on the guidance from the Governor, State, and CDC at that time. The current plan is to have managers and supervisors report to the library on May 1 to begin preparing for public use. This includes removing seating, marking places on the floor for patrons to stand six feet apart, and preparing the meeting room to be a quarantine area for returned materials. Materials would be quarantined for 72 hours before being checked back in and returned to the shelves.

The Board discussed what curbside service may look like for the library and stressed the importance of staff safety and minimizing staff exposure.

It was moved by Humphreys and seconded by Khuntia THAT the Library Director be authorized to make temporary policy changes with the Board President and within the parameters of COVID-19 Response and Reopening Phasing Plan as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Paying Staff According to Personnel Policy, Section 3.28 Emergency Closings through May 31, 2020. Milavec included a memorandum from Park Ridge Library's Director who shared information about costs of unemployment and its impact on service. Furloughing and laying off staff have costs included. At this time, the library is keeping staff working to the maximum extent possible. Staff are planning programs, learning the new online summer reading software, answering reference questions, and issuing new library cards.

It was moved by Dougherty and seconded by Humphreys THAT library staff be paid according to Personnel Policy, Section 3.28 Emergency Closings through May 31, 2020. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- c. Update to General Policy, Section 2.13 Photography and Videography. Milavec is proposing to change the name of Section 2.13 of the General Policy to "Taking Images and Recording Video in Library and During Virtual Library Programs." The additional wording was suggested by the Programming Team as they work to develop virtual programs and take into account all the possibilities allowed by the software and platforms used with this type of programming.

It was moved by Khuntia and seconded by Stapleton THAT the update to General Policy, Section 2.13 be approved as presented. Motion passed by voice vote.

- d. Fine Free Through Summer Reading. The library is currently fine free and the idea of not charging fines through the limited service time is in the library's COVID-19 response plan. At this point, everything is being automatically renewed. The library is looking at promoting Summer Reading and being able to limit cash handling and offer a little relief to any families who are struggling financially during this time. Automatic renewals have already slashed the library's fine income since 2017 when they began. It is less than half a

percent of the library's total budget to do this for a full year, let alone to do it just for Summer Reading.

The Board agreed with this decision and discussed revisiting the idea of going fine free permanently once more statistics are gathered.

It was moved by Stapleton and seconded by Gigani THAT the library go Fine Free through the end of Summer Reading on August 2, 2020. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

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

**10. Library Director's Report.** Milavec presented the report. On Friday, March 13, the library circulated 9,500 items before closing. Kudos to all staff who worked that night. Shelves were down to single books and displays were empty. COVID-19 has taken up all of staff's time, working to keep up with all of the recommendations, what the Governor is saying, and what is happening locally. There are all sorts of implications from Families First Coronavirus Response Act, FMLA Plus, and additional sick time for staff that require new policies and procedures. Staff are continuing to get as much as they can in the way of supplies and personal protective equipment. The masonry and exterior painting project will wrap up next week. Milavec gave kudos to Assistant Director Jen Ryjewski for her work on the performance evaluation update for all staff evaluations. The Diversity, Equity, and Inclusion project is on hold at the moment. Managers felt that in-person sessions were very important and would foster better dialogue for this project. Milavec bid farewell to Administrative Assistant Sophia Vaughn, who does work on invoicing, payroll, timesheets, and so much more. She is leaving to move back to New England. She has been an amazing part of the Administrative team and staff are very sad to see her go. Her last day is Monday.

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

Trustee Humphreys agrees with putting the Diversity, Equity, and Inclusion project on hold until in-person meetings can occur. He commented on the Village Council's virtual meeting that included a presentation from the Village Manager that was a little scary. They are coming up with several contingency plans as their revenue has taken a hit already. Trustee Humphreys is thrilled with the way staff have kept the library open while the building is closed.

Trustee Stapleton was so impressed on Friday, March 13 once the email went out that the library was closing. It was impressive how fast the word got out and people arrived at the library. Trustee Stapleton also commented that

Bloomington-Normal library extended their Wi-Fi availability to be 24/7 so their patrons could use it in the parking lot. Milavec responded that DGPL's Wi-Fi is always available as well.

Trustee Dougherty asked how much of the library's circulation is related to RAILS deliveries. Milavec responded that 85-90% of Downers Grove Library patron checkouts are provided by the Downers Grove Library. DGPL moves a lot of books, with 7-8 bins going out each day. The primary use is to get items for patrons that DGPL does not have in its collection. Trustee Dougherty also brought up a survey that other libraries are doing by asking the community to reflect on their experiences during COVID-19. She thinks is a great idea that might be worth exploring. Trustee Dougherty saw that Skokie Public Library is thinking about what impacts the community will see in the next several months about job training and employment coaching. Milavec commented that DGPL partners with the People's Resource Center and staff have already been in contact about providing training and resources to patrons.

**12. Adjournment.** President Graber adjourned the meeting at 8:47 p.m.