

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MAY 27, 2020, 7:30 P.M.
ONLINE VIA GOTO MEETING**

MINUTES

1. **Call to Order.** President Graber called the meeting to order at 7:33 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 Ryjewski, Executive Assistant Katelyn Vabalaitis, Media Lab Coordinator Ed Bromiel, Kristin Purcell, Ed Pawlak.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. April 22, 2020. It was moved by Dougherty and seconded by Khuntia THAT the Minutes of the April 22, 2020 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
 - a. April 2020 Financial Report. Milavec presented the report. The library's revenue is low, as the first round of property tax disbursements do not usually come until very late May or early June. The library is 33% through the year and the budget is 28% spent, which is significantly below normal for this time of year. There are a number of expenses that are front-end loaded into the year, including database renewals and insurance renewals. Milavec noted that the Maintenance Supplies line is going up, as that is where most PPE purchases are charged. PPE is a significant unbudgeted cost and Assistant Director Jen Ryjewski is working on a FEMA grant, which will hopefully reimburse the library for some of that cost. Milavec also noted that three payments were made in May to Shales McNutt Construction for the capital replacement masonry project.
 - b. May 2020 Invoices. It was moved by Humphreys and seconded by Dougherty THAT the payment of May 2020 capital replacement invoices totaling \$181,207.40, the payment of May 2020 operating invoices totaling \$67,120.35, and the ratification of April 2020 payrolls totaling \$229,660.25 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 Update. The library is now in Phase 2 Curbside Pickup. Staff have been amazing, coming together as a team and evolving the process every transaction. The library is serving over 100 cars a day with six hours of service. As of June 1, curbside hours will be expanding to 9:00 a.m. – 1:00 p.m. and 3:00 – 7:00 p.m. Split shifts will remain, to keep staff from co-mingling and to allow time for custodial staff to clean between shifts. Patrons have been wonderful by staying in their cars, unlatching their trunks, and trying to stay as socially distanced as possible. The library is getting new holds every day and staff have started putting together curated bundles when requested.

The State of Illinois finally released their Phase 3 guidelines and plan to move to the new phase on May 29. The library falls into at least three of the categories listed. There is not a lot of direction specific to libraries, so DGPL has been working closely with other area libraries to develop best practices. The library is planning to move to its Phase 3, which includes limited service and limited hours, but is taking the planning process one step at a time to do it thoughtfully and with the health and safety of staff and the public in mind.

Staff are currently working on a plan to best move patrons in and out of the library while dealing with capacity limits. There is discussion about removing all seating, asking patrons to limit the amount of time they are in the library, and asking patrons not to use materials in the library but rather grab their items and leave. Staff are focused on curbside service for the next two weeks and are investigating what other libraries are doing to help make plans moving forward.

It was moved by Stapleton and seconded by Gigani THAT the Library Director continue to be authorized to make temporary policy changes in consultation with the Board President and within 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 June 30, 2020. Now that curbside has begun, in-library shifts are required for all staff in public-facing positions. There are still significant telecommuting opportunities for staff as well. As services evolve, the library will be requiring more in-library work from staff members. Milavec recommends continuing to pay staff according to the Emergency Closings Policy, and noted that the percentage of time staff are working in the library and through telecommuting is continuing to rise.

It was moved by Humphreys and seconded by Khuntia THAT library staff be paid according to Personnel Policy, Section 3.28 Emergency Closings through June 30, 2020. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- c. Development of Preliminary 2021 Budget. The Board discussed the direction of the 2021 Preliminary Budget. Milavec stressed that there are so many unknowns at this point, which makes it hard to plan ahead. The library's budget process always includes a bit of guesswork, as the budget has to be completed so far in advance for the next fiscal year. There are large budget items that staff do not know in time for the budget process, including health insurance renewals and liability insurance renewals. Merit increases are scheduled to be implemented this year for 2021. Up to 70% of the budget is staff salaries and benefits. Milavec noted the inverse relationship between the library's levy and the Equalized Assessed Valuation (EAV). The Board discussed the unknown future of the EAV due to the pandemic and the possible implications to the library's levy. Milavec will provide multiple versions of the budget for the next meeting.

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

10. **Library Director's Report.** Milavec presented the report. In addition to the written report in the packet, Milavec gave a big thanks to some long-time employees who decided to retire. Ray Papacek, Maureen Karl, and Irene Strods have all been wonderful employees of the library and staff are very sorry to see them go. Milavec gave kudos to library staff, recognizing their amazing work on curbside service and virtual programming. The Kids Room is looking at providing make-and-take craft kits for curbside. The COVID memories program will begin in July/August and will go out in Discoveries. Summer Reading Club has 326 people registered as of this afternoon. Patrons are encouraged to go to the library's website to register for the online platform or to download sheets to track progress at home.

11. Trustee Comments and Requests for Information.

Trustee Gigani was excited to see Summer Reading Club launched in an online format. Staff have been doing a great job getting the phases rolled out. She would like to see more of a social media presence, especially regarding virtual programming.

Trustee Humphreys thanked library staff for everything they have been doing. He especially called out the IT staff for all they have been doing. He has been reading about libraries having crowds in their parking lot using their WiFi and asked if DGPL has had any demand. Milavec responded that the building itself, as a brick building with steel framing, makes it hard to get the WiFi too far out into the parking lot. There has not been a lot of crowds or complaints related to WiFi.

Trustee Stapleton received an email from College of DuPage about a program they are hosting that is very similar to the COVID memories program.

Trustee Khuntia asked how staff are going to handle minors in the library. Milavec responded that unattended children in the library are one of the biggest concerns of library staff. Staff are discussing raising the age of unattended children allowed in the building or requiring children have a parent or guardian with them.

President Graber noted that there is work needing to be done on the elevator and asked if this is something that could be done while the building is closed. Milavec noted the high price tag of the elevator project and that this project would have to go through a public bid process, which takes time.

12. Adjournment. President Graber adjourned the meeting at 8:56 p.m.