

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

**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 Ryjewski, Executive Assistant Katelyn Vabalaitis, Media Lab Coordinator Ed Bromiel.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
  - a. June 24, 2020. It was moved by Dougherty and seconded by Khuntia THAT the Minutes of the June 24, 2020 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
5. **Financial Matters.**
  - a. June 2020 Financial Report. Milavec presented the report. The library is 50% through the year and the first round of property tax revenue is reflected in the June Revenue Report. The Library Capital Replacement Fund is very under budget and the 2020 project is complete. On the expenditure side, budget line 5251, Maintenance Supplies, is where the cost of PPE is reflected. That line will be well over budget. The library has applied for the FEMA-IEMA grant, which can reimburse the library for up to 75% of eligible expenses. Assistant Director Jen Ryjewski has submitted the completed grant and the library had over \$30,000 in eligible expenses.
  - b. July 2020 Invoices. It was moved by Humphreys and seconded by Gigani THAT the payment of July 2020 operating invoices totaling \$157,790.59, the acceptance of July 2020 credit memos totaling \$45.86, and the ratification of June 2020 payrolls totaling \$230,386.03 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. Authorization to Transfer Monies from Library Fund to Library Capital Replacement Fund. This is an annual transfer and the Library Fund balance would remain at over one million dollars after the transfer. It was moved by Gigani and seconded by Stapleton THAT the Board authorize the transfer of \$350,000 from the Library Fund to the Library Capital Replacement Fund. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

b. 2021 Salary Structure. The proposed change is the annual update to the salary structure under the new compensation system. The new compensation system was created to provide benchmark increases in lieu of cost of living increases. HR Source recommended a 1.9% benchmark increase, which also takes into account the minimum wage increase for 2021.

It was moved by Khuntia and seconded by Dougherty THAT the 2021 Salary Structure be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

c. Library Services Policy, Section 5.7 Fines and Fees. The library is currently fine free, which is scheduled to end on August 3. Milavec believes that as long as the library is quarantining materials, it should be fine free. The 2021 budget includes the plan to go fine free permanently. The current fine free rules would be extended indefinitely.

It was moved by Dougherty and seconded by Humphreys THAT the updated Library Services Policy, Section 5.7 Fines and Fees be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

d. Illinois Non-Resident Library Card Program. The Board must vote annually to participate in the Illinois Non-Resident Library Card Program. Effective August 1, the fee would go down by \$10 when using the General Mathematical Formula.

It was moved by Humphreys and seconded by Khuntia THAT the Board approve participation in the Illinois Non-Resident Library Card Program using the General Mathematical formula to calculate a fee of \$282.00 per household per year. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- e. Authorized Callers for Bank of America Credit Card Account. It was moved by Stapleton and seconded by Gigani THAT the update to the Bank of America authorized callers be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

**9. Unfinished Business.**

- a. 2021 Draft Budget and Levy. Milavec provided budget drafts with the levy at the 0% level and 2% level, as requested at the last Board meeting. The expenditures were identical between the two drafts and included benchmarking and merit increases for select staff who went over and above during the COVID crisis. At the 0% levy, the Library Fund balance was only about \$110,000 different than at the 2% levy. Either way, the Library Capital Replacement Fund transfer was included. Milavec noted that the beginning Library Fund balance was misquoted and should have been listed as \$1,440,019.

Milavec also noted that on the expenditure side, the lower impact of the 1.9% benchmark increase was due to staff turnover. There will be a more accurate prediction on those budget lines by the next meeting. There are 22 employees that would receive an additional merit increase, between 1% and 3%, with the total coming in under \$20,000. IMRF and employee benefits renewal are the driving factor. For non-personnel costs, the budget is almost flat, with the exception of liability insurance and worker's compensation.

The 0% levy would give the average taxpayer would get back \$2.25 from what they spent last year. Under the 2% levy, the average taxpayer would pay about \$2.25 more than last year.

Milavec will update the wage and salary lines for the August meeting, which will be presented with the 0% and 2% levy options for a final vote.

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

- 10. Library Director's Report.** Milavec presented her report. Visits are continuing slow and steady. The library has not reached close to capacity yet. Curbside service continues to be popular. Staff have restarted home delivery services and the library completed its first satellite stack delivery/restocking at Oak Trace. The

next adjustment staff are looking at is redoing the logistics of curbside service to allow the Curtiss Street entrance to open back to the public. There are a lot of new staff coming on in July. The library is partnering with the Village of Downers Grove to host a listening session on policing, which will take place August 5. In September, the Diversity, Equity, and Inclusion project will move forward with listening sessions with the community and a listening session with the Board. This will be advertised in the next issue of Discoveries, along with a month of programming to promote diversity, equity, and inclusion. Circulation Assistant Manager Cheryl Pawlak is retiring after 19 years of service. She is an amazing staff member and fantastic leader in the Circulation Department. She will be sorely missed.

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

Trustee Humphreys thinks the listening sessions are amazing opportunities for the community. He also gave a huge shout out to library staff. He had an opportunity to walk around the building and it looks very different and very weird. It looks very open and functional and staff have done an amazing job. He was also blown away by the number of bags waiting for curbside pickup.

Trustee Dougherty is very interested to see next month's Circulation statistics.

President Graber asked about any issues that were not anticipated by staff. Milavec responded that there have been complaints about the lack of hands-on help, especially with computers. There have also been patrons who bring their devices to use the library's WiFi and have nowhere to sit. The biggest issues related to masks are patrons who allow the masks to slip down below their noses.

**12. Adjournment.** President Graber adjourned the meeting at 8:21 p.m.