

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
AUGUST 26, 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 7:30 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. July 22, 2020. Milavec noted a word change needed in Agenda Item 10, Library Director's Report. The word "Staff" should be changed to "Visits" in the second sentence. President Graber noted a change in Agenda Item 9A paragraph 3, where "taxpayer" should be written as one word.

Note: Trustee Dougherty's video and audio feed dropped out at 7:30 p.m., prior to the vote. She returned in Agenda Item 5A at 7:33 p.m.

It was moved by Stapleton and seconded by Gigani THAT the Minutes of the July 22, 2020 Regular Monthly Meeting be approved with revisions. Roll call: Ayes: Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

5. **Financial Matters.**
  - a. July 2020 Financial Report. Milavec presented the report. The library is 58% through the year, revenues are on track through July, and 54% of property taxes have been collected. Milavec noted the Charges for Services revenue amount reflects the ComEd incentive received earlier in the year from the 2019 HVAC project. The final invoices for Trane's VAV box replacement project were received and are reflected in the Capital Replacement Fund report. Milavec reminded the Board that there were three payrolls in the

month of July. Expenditures through July 31 stand at 51%, which includes the extra payroll.

- b. August 2020 Invoices. It was moved by Humphreys and seconded by Khuntia THAT the payment of August 2020 Capital Replacement Fund invoices totaling \$11,486.00, the payment of August 2020 Operating Fund invoices totaling \$102,477.35, and the ratification of July 2020 payrolls totaling \$350,455.07 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. Bylaws Revisions. Milavec presented revisions to the Bylaws of the Board of Library Trustees. The proposed revisions are a result of the newly released *Serving Our Public 4.0: Standards for Illinois Public Libraries*. Milavec reviewed the core standards checklist and added anything that was missing and made any necessary updates and corrections. This agenda item counts as the first reading of the bylaws, where trustees can make comments or suggestions. There will be a second reading in September to review any changes, and a third reading and vote in October to approve the revised bylaws.

The Board discussed the provision that covers the removal of officers, Section 1.5.8, but decided no edit was needed. Trustee Stapleton also recommended changing the review process of the bylaws from three readings to two readings. Milavec will make the change for the next meeting.

- b. Library Director Evaluation Form and Process. According to the core standards checklist in *Serving Our Public 4.0: Standards for Illinois Public Libraries*, the Library Director should be reviewed annually by the Board of Trustees. Milavec noted that she has not received a review in her four years at Downers Grove Public Library. Milavec provided trustees with multiple versions of evaluation forms received from the Illinois Library Association and other area libraries. The Board discussed what samples they liked and what components they would like to see on the evaluation. The Board agreed it would be helpful for the Director to fill out a self-evaluation form prior to the evaluation. Trustee Dougherty offered to take the lead on compiling trustee

suggestions and putting together an initial draft of an evaluation for Board review at a future meeting.

**9. Unfinished Business.**

- a. 2021 Draft Budget and Levy. Milavec noted an error in the Board's draft where the 2020 estimated beginning balance was listed as \$1,140,159 and should be \$1,440,019, which adds about \$300,000 to the fund balance. The difference in the two levies the Board considered was \$2.50 to the average homeowner for the year per 1% Equalized Assessed Valuation. This results in a difference of about \$111,000.

On the expenditure side, the final personnel lines came in just under a 1.9% increase due to benchmarking and minimum wage changes. The proposed merit increases for staff who went above and beyond during COVID adds an additional 0.8%, which brings the total increase to wage and salaries to 2.6%. Insurance benefits and the IMRF rate are a significant portion of the increase. On the non-personnel side, there is a 0.3% increase due to the estimated renewal premium for the library's liability insurance package.

It was moved by Humphreys and seconded by Khuntia THAT the 2021 Budget and Levy be approved with an expenditure budget of \$5,857,823.68 and a flat levy of \$5,553,474. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- b. COVID-19 Response and Reopening Phasing Plan. It was moved by Stapleton and seconded by Gigani THAT the Library Director be reauthorized 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 the report. At last month's meeting, Trustee Dougherty said she was interested to see the July circulation statistics. July ended with circulation being down 45% but downloadables being up 50%. The gate count went down 63%, reference questions were down 45%, and PC use was down 65%. Programs were down by 58% but those are starting to ramp up in August and September. Inter-library loans started up again in August, which will increase circulation statistics. Baby steps are being made on the COVID plan, and the next big change will be phasing into self-service holds and phasing out of bagging and checking out materials to patrons in advance. This will lead to the ultimate goal of reopening the Curtiss Street entrance. On Monday, cleaning and conservation will begin on the *Journey to Janus* sculpture in the Curtiss Street atrium, which will take about two weeks. Milavec asked

trustees to share any feedback they hear from the community about patrons' wants and needs from the library. Earlier in the day, RAILS delivery guidelines for quarantining materials were extended back to seven days.

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

President Graber asked why the statistics for circulation desk checkouts were so high in July. Milavec responded that this was due to curbside service, because staff desks were used to check out all of the materials. President Graber also asked what the next steps were for the library moving forward towards full services. Milavec responded that pickup anywhere and reopening Curtiss Street are both coming soon. The next step will be staff looking at increasing the amount of PC time, increasing visit durations, and putting chairs back on the public floor.

Trustee Humphreys applauded staff for doing an outstanding job. He does not want to rush too fast as COVID numbers are still going up. He is conservative on the library's reopening plans but he trusts library staff to decide what is safe and what is not.

Trustee Gigani commented that now that District 58 is fully remote and school libraries are closed, she would love to find a way for DGPL to fill the void of students not being in a library setting. She would love to find a way to collaborate or support school libraries. Milavec responded that the library has agreed to accept returns of any District 58 or 99 library materials. Staff have touched base with District 58 and are discussing the idea of getting cards for all students in District 58 who are residents of Downers Grove or live in an unserved area.

Trustee Dougherty clarified what counts as a passive program. Assistant Director Ryjewski responded that make and take programs and pre-recorded videos are both considered passive programs. Trustee Dougherty asked if there was a way to support District 58 with more synchronous activities and programs. Milavec responded that staff are working closely with the schools to see what they need, but right now schools are focused on figuring out remote learning.

Trustee Stapleton suggested supporting parents and recommended putting out more Discovery Bags and make and take programs that would give parents activities to do with their children that did not involve screens.

Trustee Dougherty commented on the negative response received to the library's Fine Free Forever announcement and asked if any positive feedback had been received. Milavec responded that there has been a lot of positive feedback and some patrons are able to come back to the library now that they do not have to worry about fines.

Trustee Humphreys has received numerous positive comments on the Fine Free Forever change. He also thanked the library for its leadership role in the August 5 listening session on Policing in Downers Grove. He recommended all trustees view the recording of the event. He is looking forward to the library's diversity, equity, and inclusion listening sessions next month.

12. **Adjournment.** President Graber adjourned the meeting at 9:06 p.m.