

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
OCTOBER 28, 2020, 7:30 P.M.
LIBRARY MEETING ROOM &
ONLINE VIA GOTO MEETING**

In accordance with Public Act 101-0640, this meeting will be held in-person and by remote attendance and all votes will be taken by roll call.

Members of the public can attend in-person or view and listen to the proceedings using GoTo Meeting. Below is the link to join the online meeting and information to download the app in advance of the meeting. For those who want participate via phone only, you may call into the audio only using the phone number below.

In lieu of providing public comment in person or by phone, members of the public may send public comments to the Library Director, at <https://dglibrary.org/feedback/> Please indicate that this is a Board Meeting Comment in the body of the comment. Be aware that comments sent to the Library will be read individually.

Board of Library Trustees Meeting

Wed, Oct 28, 2020 7:30 PM - 9:00 PM (CDT)

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AGENDA

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
 - a. September 23, 2020, Regular Meeting Requested Action: Approval

- b. September 23, 2020, Committee of the Whole
Requested Action: Approval
- 5. Financial Matters
 - a. September 2020 Financial Report
 - b. October 2020 Invoices
Requested Action: Approval
- 6. Public Comment on Agenda Items
- 7. Public Comment on Other Library Business
- 8. New Business
 - a. Discovery Report from RGW Consulting
Requested Action: Discussion
 - b. Election of Board Officers
Requested Action: Approval
 - c. Employee Vacation Carry Over Maximum for 2021
Requested Action: Approval
- 9. Unfinished Business
 - a. Bylaws Revisions
Requested Action: Approval
 - b. Library Director Evaluation Form and Process
Requested Action: Approval
 - c. COVID-19 Response and Reopening Phasing Plan
Requested Action: Approval
- 10. Library Director's Report
- 11. Trustee Comments and Requests for Information
- 12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
SEPTEMBER 23, 2020, 7:30 P.M.
LIBRARY MEETING ROOM &
ONLINE VIA GOTO MEETING**

DRAFT 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. August 26, 2020. Library Director Milavec noted an addition to Agenda Item 10, where the phrase “for quarantining materials” should be inserted after “RAILS delivery guidelines.” It was moved by Stapleton and seconded by Khuntia THAT the Minutes of the August 26, 2020 Regular Monthly Meeting be approved with revision. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. August 2020 Financial Report. Library Director Milavec reported that the library is 67% through the year and has collected 62% of its property taxes. The Per Capita Grant was received in September in the full amount of \$61,516. It will be reflected in the revenue report in next month’s Board packet. Milavec noted that she was informed the personal property replacement tax collections are expected to drop in the next fiscal year. The library budgeted for that change accordingly. The expenditure lines that are charged in annual or quarterly increments continue to show as over budget.
 - b. September 2020 Invoices. It was moved by Dougherty and seconded by Humphreys THAT the payment of September 2020 Capital Replacement Fund invoices totaling \$20,000.00, the payment of September 2020 Operating Fund invoices totaling \$84,047.53, the acceptance of September 2020 credit memos totaling \$189.69, and the ratification of August 2020 payrolls totaling

\$236,443.03 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. Architect Proposal for 2021 Roof Replacement Project. The roof replacement is the main part of the 2021 building project and the budgeted amount is approximately \$990,000. The architect is doing a flat fee of just under 3.4%, which is fairly standard for a project this size.

It was moved by Humphreys and seconded by Stapleton THAT the proposal for architectural services related to the 2021 Roof Replacement Project in the amount of \$33,000.00 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

9. **Unfinished Business.**

- a. Bylaws Revisions. This was the second of three readings for the proposed revisions to the bylaws. There were no comments or questions from Trustees.
- b. Library Director Evaluation Form and Process. Trustee Dougherty explained her thought process while putting together the timeline and proposed Library Director Evaluation Form. She summarized the goals from the Board's discussion at the August meeting, including accountability, a continual improvement cycle, and aligning on goals. Trustee Dougherty made assumptions before creating the form and led a discussion with the rest of the Board about each assumption to make sure everyone agreed. The Board will continue the discussion at the October Board meeting and will tentatively plan to have a closed session meeting at the November Board meeting.
- c. COVID-19 Response and Reopening Phasing Plan. Library Director Milavec noted significant changes were made to Phase 4 of the Reopening Phasing Plan. The changes reflect a broader process to restore services and hours. It was moved by Gigani and seconded by Dougherty 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. Library Director Milavec presented her report. She noted that the Board packet included a report on curbside service from Circulation Manager Christine Lees. The library is running at about 75% of last year's circulation, which falls in line with other SWAN libraries. Milavec attended a meeting through OrangeBoy Savannah, a company that compiles library data across the country and does a lot of data analysis. They discovered a similar pattern nationally and attributed the difference to the fact that libraries are not getting as many new users during the pandemic. Milavec encouraged Trustees to have a look at the recently cleaned Journey to Janus sculpture and the two newest artworks donated by the Downers Grove Public Library Foundation. The two new pieces are temporarily hanging in the lobby before they move to their permanent locations in the library. Milavec has gotten early word that the per capita grant requirements for the 2021 Per Capita Grant will require the Board and staff to read through the new *Serving our Public 4.0: Standards for Illinois Public Libraries*.

11. Trustee Comments and Requests for Information.

Trustee Humphreys commented that the Journey to Janus sculpture looks as good as it did when it was installed and it is beautiful.

12. Adjournment. President Graber adjourned the meeting at 8:18 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
COMMITTEE OF THE WHOLE
SEPTEMBER 23, 2020, 8:00 P.M.
LIBRARY MEETING ROOM & ONLINE VIA GOTO MEETING**

DRAFT MINUTES

1. **Call to Order.** President Graber called the meeting to order at 8:18 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, Reesheda Graham Washington of RGW Consulting.

3. **Public Comment.** President Graber invited comment. There was none.
4. **Diversity, Equity, and Inclusion Listening Session.** Reesheda Graham Washington, of RGW Consulting, led the Board of Library Trustees in a listening session on diversity, equity, and inclusion at the Downers Grove Public Library and in the Downers Grove community.
5. **Adjournment.** President Graber adjourned the meeting at 9:18 p.m.

DOWNERS GROVE LIBRARY 9/30/2020

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$ 2,677,904	\$ 1,036,977
FUND BALANCE	2,652,412	\$ 1,036,977

Revenue by Object Report

Village of Downers Grove
9/1/2020 through 9/30/2020

Grand Totals

<i>Object/Title</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
4101 Current Property Taxes	5,497,919.00	1,830,595.01	5,250,887.31	247,031.69	95.51
4109 Prior Year Property Taxes	100.00	0.00	3.46	96.54	3.46
4313 Personal Property Replacement Tax	51,500.00	63.98	52,487.71	-987.71	101.92
4410 Sales of Materials	9,900.00	0.00	1,746.36	8,153.64	17.64
4502 Charges For Services	20,000.00	748.85	41,760.44	-21,760.44	208.80
4509 Fees For Non-Residents	16,000.00	3,102.00	11,208.00	4,792.00	70.05
4571 Rental Fees	4,000.00	0.00	880.00	3,120.00	22.00
4581 Fines	33,000.00	225.73	10,592.88	22,407.12	32.10
4590 Cost Recovered For Services	10,000.00	792.33	7,017.29	2,982.71	70.17
4610 Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620 State, Operational Grants	61,516.00	61,516.25	61,516.25	-0.25	100.00
4711 Investment Income	7,500.00	2.16	2,683.31	4,816.69	35.78
4712 Investment Income - Property Taxes	0.00	0.00	0.00	0.00	0.00
4820 Contributions, Operating	5,000.00	1,163.66	4,941.71	58.29	98.83
4988 Bond Issue Proceeds	0.00	0.00	0.00	0.00	0.00
4997 Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00
Grand Totals	5,716,435.00	1,898,209.97	5,445,724.72	270,710.28	95.26

Capital Replacement Fund

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09/25/2020 12:07PM
Periods: 9 through 9

Expenditures by Object Report

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Village of Downers Grove
9/1/2020 through 9/30/2020

Grand Totals

<u>Object/Title</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
5315 Professional Services	0.00	0.00	0.00	0.00	0.00	0.0
5760 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5770 Capital Equipment	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	447,000.00	20,000.00	213,886.34	0.00	233,113.66	47.8
5910 Transfer For Capital Projects	0.00	0.00	0.00	0.00	0.00	0.0
Grand Totals	447,000.00	20,000.00	213,886.34	0.00	233,113.66	47.8

Operating Fund

glExpObj
09/25/2020 11:38AM
Periods: 9 through 9

Expenditures by Object Report

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Village of Downers Grove
9/1/2020 through 9/30/2020

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5101 Salaries, Exempt	1,594,544.25	124,248.07	1,174,356.44	0.00	420,187.81	73.6
5104 Bonus	0.00	0.00	0.00	0.00	0.00	0.0
5111 Salaries, Non-Exempt	251,401.02	24,744.68	343,621.11	0.00	-92,220.09	136.6
5119 Part-Time Employee Wages	1,252,673.30	83,199.57	700,555.17	0.00	552,118.13	55.9
5131 IMRF Pension Contributions	232,934.78	17,890.00	176,452.19	0.00	56,482.59	75.7
5133 Medicare Contributions	44,929.98	3,301.46	31,655.10	0.00	13,274.88	70.4
5134 Social Security Contributions	192,114.36	14,116.27	135,349.95	0.00	56,764.41	70.4
5140 Auto Allowance	0.00	0.00	0.00	0.00	0.00	0.0
5167 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.0
5190 Life Insurance	1,044.00	77.35	698.15	0.00	347.85	66.6
5191 Health Insurance	415,774.44	32,807.02	283,548.81	0.00	132,225.63	68.2
5195 Optical Insurance	1,989.69	149.94	1,309.11	0.00	680.58	65.7
5197 Dental Insurance	34,239.11	2,603.58	22,898.95	0.00	11,340.16	66.8
5210 Supplies	97,450.00	7,025.12	56,348.13	0.00	41,101.87	57.8
5251 Maintenance Supplies	18,550.00	1,072.39	30,580.04	0.00	-12,030.04	164.8
5280 Small Tools & Equipment	31,100.00	1,037.94	19,293.12	0.00	11,806.88	62.0
5291 Water Purchase	0.00	0.00	0.00	0.00	0.00	0.0
5302 Dues And Memberships	7,500.00	189.00	3,707.30	0.00	3,792.70	49.4
5303 Seminars, Conferences & Meetings	34,050.00	296.34	12,180.05	0.00	21,869.95	35.7
5308 Recognition Program-Staff	5,000.00	1,721.87	2,874.93	0.00	2,125.07	57.5
5315 Professional Services	60,000.00	1,595.00	24,396.39	0.00	35,603.61	40.6
5322 Personnel Recruitment	1,000.00	146.76	876.90	0.00	123.10	87.6
5323 Special Legal	6,000.00	0.00	2,134.00	0.00	3,866.00	35.5
5336 Cataloging Services	0.00	0.00	0.00	0.00	0.00	0.0
5346 Data Processing Services	105,500.00	0.00	85,231.87	0.00	20,268.13	80.7
5380 Printing Services	24,800.00	4,067.00	14,362.00	0.00	10,438.00	57.9
5391 Telephone	17,000.00	1,166.82	14,406.04	0.00	2,593.96	84.7
5392 Postage	25,500.00	6,111.00	16,419.38	0.00	9,080.62	64.3
5393 Freight And Cartage	0.00	0.00	0.00	0.00	0.00	0.0
5407 Advertising And Public Relations	19,000.00	1,927.13	6,177.54	0.00	12,822.46	32.5

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Operating Fund

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Periods: 9 through 9

Expenditures by Object Report

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Village of Downers Grove
9/1/2020 through 9/30/2020

Grand Totals [Continued]

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5420 Insurance - Other Policies	43,125.00	0.00	50,491.00	0.00	-7,366.00	117.0
5430 Building Maintenance Services	91,550.00	4,017.45	50,281.01	0.00	41,268.99	54.9
5450 Cleaning Services	80,000.00	6,186.60	52,607.11	0.00	27,392.89	65.7
5461 Utilities	25,250.00	702.36	8,846.14	0.00	16,403.86	35.0
5470 Other Equipment Repair And Maintenance	12,000.00	392.75	14,274.81	0.00	-2,274.81	118.9
5481 Rentals	15,500.00	899.55	10,305.95	0.00	5,194.05	66.4
5620 Recoverables	4,000.00	0.00	384.85	0.00	3,615.15	9.6
5630 Contingency	0.00	0.00	0.00	0.00	0.00	0.0
5670 Claims & Similar Exps	0.00	0.00	0.00	0.00	0.00	0.0
5681 Community Events Grants	0.00	0.00	0.00	0.00	0.00	0.0
5690 Unemployment Compensation	5,000.00	0.00	92.00	0.00	4,908.00	1.8
5730 Intangibles & Artwk	0.00	0.00	0.00	0.00	0.00	0.0
5750 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5770 Capital Equipment	60,000.00	1,528.75	27,952.33	0.00	32,047.67	46.5
5801 *** Title Not Found ***	0.00	0.00	0.00	0.00	0.00	0.0
5850 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5851 Electronic Resources	226,800.00	10,341.74	176,565.61	0.00	50,234.39	77.8
5852 Print Materials	345,250.00	23,528.13	181,324.84	0.00	163,925.16	52.5
5853 Audiovisual Materials	147,725.00	7,577.53	59,861.72	0.00	87,863.28	40.5
5860 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	84,000.00	0.00	61,599.01	0.00	22,400.99	73.3
5880 Intangible Assets (Software)	52,000.00	2,493.21	26,904.95	0.00	25,095.05	51.7
5899 Depreciation	0.00	0.00	0.00	0.00	0.00	0.0
5910 Transfer For Capital Projects	350,000.00	0.00	350,000.00	0.00	0.00	100.0
5930 Transfer For Debt Service	0.00	0.00	0.00	0.00	0.00	0.0
Grand Totals	6,016,294.93	387,162.38	4,230,922.00	0.00	1,785,372.93	70.3

Capital Replacement Fund

InvEdPst
10/22/2020 9:16AM

Invoice Edit Listing
Village of Downers Grove

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Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
004814 KNICKERBOCKER ROOFING & PAVING	1	1,733.15	0.00	1,733.15
Grand Total:	1	1,733.15	0.00	1,733.15

INVOICES OF NOTE

For Library Board Meeting on October 28, 2020
Capital Replacement Fund

004814	Knickerbocker Roofing & Paving (Roof Samples)	\$1,733.15
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InvEdPst
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Invoice Edit Listing
Village of Downers Grove

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Vendor Totals				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
000322 AMAZON.COM	1	1,689.23	0.00	1,689.23
000428 ANDERSON'S BOOKS, INC.	2	152.40	0.00	152.40
000403 AT&T	1	267.77	0.00	267.77
000672 BAKER & TAYLOR - L0217582	82	22,524.93	0.00	22,524.93
019652 BEST QUALITY CLEANING	1	5,175.00	0.00	5,175.00
016893 BIBLIOTHECA, LLC	5	2,355.80	0.00	2,355.80
014883 BOOKPAGE	1	882.00	0.00	882.00
012746 BRAINFUSE, INC.	1	4,100.00	0.00	4,100.00
001223 CASE LOTS, INC.	1	699.00	0.00	699.00
001264 CDW GOVERNMENT, INC.	1	8,197.36	0.00	8,197.36
008323 CENGAGE LEARNING	12	1,833.38	0.00	1,833.38
018807 CHAD LEWIS	1	200.00	0.00	200.00
002319 CHAMBER630	1	445.00	0.00	445.00
001459 CINTAS CORPORATION #344	7	1,720.75	0.00	1,720.75
019866 CLOTHESPIN PUPPETS	1	250.00	0.00	250.00
001553 COMCAST CABLE	1	305.83	0.00	305.83
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	859.55	0.00	859.55
002056 DEMCO, INC.	2	794.09	0.00	794.09
002359 DOWNERS GROVE SANITARY DIST.	2	143.60	0.00	143.60
002539 EBSCO SUBSCRIPTION SERVICES	1	5,498.71	0.00	5,498.71
005572 FIA CARD SERVICES, N.A.	12	14,488.79	0.00	14,488.79
009775 FINDAWAY WORLD, LLC	6	4,795.22	0.00	4,795.22

Operating Fund

InvEdPst
10/22/2020 9:13AM

Invoice Edit Listing
Village of Downers Grove

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Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
017510 FIRST COMMUNICATIONS, LLC	1	451.26	0.00	451.26
019894 FISH WINDOW CLEANING	2	2,870.00	0.00	2,870.00
016977 GARVEY'S OFFICE PRODUCTS, INC.	4	1,921.66	0.00	1,921.66
013544 GOOGLE, INC.	1	966.00	0.00	966.00
003188 GRAHAM CRACKERS COMICS, LTD.	2	461.62	0.00	461.62
008770 GRAINGER	2	81.09	0.00	81.09
018411 HAYES MECHANICAL, LLC	2	5,110.00	0.00	5,110.00
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	126.00	0.00	126.00
002133 JAKOSZ, DIANE	1	40.49	0.00	40.49
020505 JENNIFER A. WARNER	1	150.00	0.00	150.00
018694 JOHNSON CONTROLS FIRE, PROTECTION LP	1	2,213.28	0.00	2,213.28
020521 KIMBERLY J. MC IVER	1	200.00	0.00	200.00
005866 MIDWEST TAPE	18	8,965.78	0.00	8,965.78
019803 MILDER, THEA	1	25.00	0.00	25.00
006161 NICOR GAS	1	534.60	0.00	534.60
006229 NOTARY PUBLIC ASSOCIATION	1	54.00	0.00	54.00
012499 OVERDRIVE, INC.	2	4,417.95	0.00	4,417.95
018491 PEOPLEFACTS, LLC	1	142.31	0.00	142.31
006859 R.H. DONNELLEY	1	15.21	0.00	15.21
014549 REACHING ACROSS ILLINOIS, LIBRARY SYSTEM	1	82.50	0.00	82.50
013422 RUNCO OFFICE SUPPLY & EQUIP CO	6	364.12	0.00	364.12
007676 SIGNS NOW	1	60.90	0.00	60.90
012698 SWAN	1	16,581.00	0.00	16,581.00

InvEdPst

10/22/2020

9:13AM

Invoice Edit Listing

Village of Downers Grove

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Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
020469 SWK TECHNOLOGIES, INC.	1	5.00	0.00	5.00
019757 THE ART OBJECTS, INC.	1	16,350.00	0.00	16,350.00
019483 THE LANGUAGE LABS	2	100.00	0.00	100.00
018118 TUMBLEWEED PRESS, INC.	1	639.20	0.00	639.20
010471 TWIST OFFICE PRODUCTS	1	53.07	0.00	53.07
018458 URBAN ELEVATOR SERVICE, LLC	1	216.32	0.00	216.32
008621 USI, INC.	1	76.66	0.00	76.66
009792 WESTON WOODS STUDIOS, INC.	2	41.57	0.00	41.57
Grand Total:	206	140,695.00	0.00	140,695.00

INVOICES OF NOTE

For Library Board Meeting on October 28, 2020

012746	Brainfuse, Inc. (Annual Database Renewal)	\$4,100.00
001264	CDW Government, Inc. (Creative Cloud Licensing Subscription)	\$8,197.36
018807	Chad Lewis (Program Payment)	\$200.00
002319	Chamber630 (Annual Principle Partnership Package Investment)	\$445.00
019866	Clothespin Puppets (Program Payment)	\$250.00
002359	Ebsco Subscription Services (Flipster Subscription)	\$5,498.71
002133	Jakosz, Diane (Employee Reimbursement)	\$40.49
020505	Jennifer A. Warner (Program Payment)	\$150.00
020521	Kimberly J. Mc Iver (Program Payment)	\$200.00
019803	Milder, Thea (Employee Reimbursement)	\$25.00
012698	Swan (Quarterly Fees)	\$16,581.00
019757	The Art Objects, Inc. (Journey to Janus Sculpture Conservation)	\$16,350.00

Vendor Totals

<u>Vendor</u>	<u>Number of Memos</u>	<u>Amount</u>
016977 GARVEY'S OFFICE PRODUCTS, INC.	1	209.85
Grand Total:	<u>1</u>	<u>209.85</u>

Library Credit Card Details for the October 28, 2020 Board Meeting

Julie Milavec				
971	5303 Seminars, Mtgs, & Conferences	ALA Institutional Membership Renewal	\$	816.00
			Total	\$ 816.00
Katelyn Vabalaitis				
972	5852 Print Materials	America in the World 2020	\$	73.80
978	5251 Maintenance Supplies	Spray Paint, Disinfecting Wipes	\$	629.09
978	5280 Small Tools & Equipment	Paint and Supplies for Lite Brite	\$	44.46
			Total	\$ 747.35
Ian Knorr				
971	5870 Capital Equipment	Colored Extruded Acrylic, Plexiglass Rods	\$	3,974.40
978	5251 Maintenance Supplies	Spray Paint, CFL Ballasts	\$	144.28
978	5280 Small Tools & Equipment	Hole Saw, Bit and Chisels	\$	37.71
978	5470 Other Equipment Repair & Maint	Paint, Electro Pads, Battery Packs, Light Bulbs	\$	889.61
			Total	\$ 5,046.00
Elizabeth Matkowski				
972	5210 Supplies	Program supplies	\$	57.33
972	5280 Small Tools & Equipment	Roku Streaming Stick	\$	106.23
976	5315 Professional Services	Pick Pack Items	\$	93.73
			Total	\$ 257.29
Karen Bonarek				
972	5210 Supplies	Program supplies	\$	166.32
			Total	\$ 166.32
Amelia Prechel				
972	5852 Print Materials	Magazine Renewal, Sullivan's Law Directory	\$	110.52
977	5210 Supplies	Office supplies, Labels	\$	875.13
977	5303 Seminars, Mtgs, & Conferences	ALA Membership Renewal	\$	295.00
			\$	1,280.65
Sharon Hrycewicz				
973	5210 Supplies	Program supplies	\$	294.92
973	5280 Small Tools & Equipment	Boxes	\$	93.67
973	5303 Seminars, Mtgs, & Conferences	ALA Membership Renewal	\$	248.00
973	5853 AV Materials	Sphero Robot Kit, iPad case, Binoculars, Go Pro Cam	\$	834.47
974	5210 Supplies	Office Supplies	\$	419.43
			Total	\$ 1,890.49
Traci Skocik				
971	5302 Dues & Memberships	ALA Membership Renewal	\$	275.00
973	5210 Supplies	Program supplies	\$	836.96
973	5303 Seminars, Mtgs, & Conferences	ALSC Registration	\$	50.00
			Total	\$ 1,161.96

Allyson Renell				
973	5303 Seminars, Mtgs, & Conferences	ALA Renewal, ALSC Virtual Institute	\$	1,127.00
			Total	\$ 1,127.00
Christine Lees				
			Total	\$ -
Paul Regis				
975	5280 Small Tools & Equipment	Legal Pads	\$	7.03
975	5770 Capital Equipment	Earbuds, iPad Stands, Laptop Bags, Chromebooks	\$	764.12
975	5880 Intangible Assets	Google, Zoom, GoToMeeting, Libsyn	\$	573.12
			Total	\$ 1,344.27
Grace Goodwyn				
			Total	\$ -
Cynthia Khatri				
			Total	\$ -
Jen Ryjewski				
971	5302 Dues & Memberships	ILA Membership Renewal	\$	150.00
972	5852 Print Materials	Magazine Renewal	\$	34.97
			Total	\$ 184.97
Amanda Klenk				
972	5210 Supplies	Program Supplies	\$	466.49
			Total	\$ 466.49
			Library Credit Card July 2020 Totals	\$ 14,488.79

PAYROLLS FOR SEPTEMBER 2020

SEPTEMBER 11	\$117,719.84
SEPTEMBER 25	\$114,472.48
TOTAL SEPTEMBER 2020 PAYROLLS	\$232,192.32

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
OCTOBER 28, 2020**

Agenda Item 8A

Discovery Report from RGW Consulting

Reesheda Graham Washington of RGW Consulting has submitted her Discovery Report, recommending a trajectory for the Downers Grove Public Library in its diversity, equity, and inclusion work. This report is the final deliverable for our Diversity, Equity, and Inclusion Trajectory Discovery Project with RGW Consulting. In it, she synthesizes her findings from over 30 hours of interviews and listening sessions with more than 60 stakeholders, including Trustees, management, staff, and community members. The report includes both the strengths and challenges for building a Downers Grove Public Library culture that is free of injustice. Recommended next steps include:

- Develop an Equity Advisory Team
- DEI Strategic Plan Development
- Board Development
- Leadership Development
- Staff Development
- Operations & Policy Auditing
- Programming

A final meeting between consultant Reesheda Graham Washington and Library Director Julie Milavec is scheduled for November 4.



RGW

DISCOVERY REPORT

BY RGW CONSULTING, LLC.
PROPOSED TO:

**Downers Grove
Public Library**

708.646.8312

WWW.RGWASHINGTON.COM

"Reimagining & Generating Wonder"

Who We Are

RGW

RGW Consulting, LLC is a boutique consulting firm that curates opportunities for its clients to Reimagine and Generate Wonder that leads to diversity, equity, and inclusion for all.

Our vision is a world where differences are embraced and celebrated. Our mission is to create a community of individuals who possess a growing consciousness of the cultural space they occupy and are agile in their ability to navigate a variety of cultural spaces, toward a more viable and sustainable framework for doing business equitably.

Reesheda Graham Washington



CEO, PRINCIPAL
CONSULTANT

"If you are always trying to be *Normal*
you will never know how *Amazing* you
can be!"

~Maya Angelou

CONTACT RGW

PHONE: 708-646-8312

LOCATION: 163 S. OAK PARK AVE.

OAK PARK, IL 60302

EIN NO.: 83-4284702



TED



REESHEDA GRAHAM WASHINGTON

CHIEF EXECUTIVE OFFICER

PERSONAL PROFILE

I am an entrepreneurial consultant with over 10 years experience in providing mission inspired, intersectional leadership that invites equity for all using an efficacious, asset-based approach.

SKILLS & ABILITIES

- Facilitator of community & connectivity
- Expertise in curriculum development & experience design,
- Well versed in cultural agility, equity & justice principles & practices
- Knowledgeable regarding strategic planning & data analysis
- Entrepreneurial, innovative, generative, and iterative in thinking & leadership style
- Centers practices of collaboration, mindfulness & discernment in decision making
- As a Black Woman, I embody DEI practices by way of lived experiences

INTERESTS & HOBBIES

- Social Enterprise, Economic Development, & Equity
- Liberal Arts & Sciences
- Interior Design
- Cooking Regionally Inspired Recipes

CONTACT INFORMATION

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info@rgwashington.com
www.rgwashington.com
163 S. Oak Park Avenue,
Oak Park, IL, 60302

MOST RECENT EMPLOYMENT

RGW Consulting, LLC, Chief Executive Officer
Oak Park, IL January 2019-Present. www.rgwashington.com
RGW consulting supports individuals, communities, and organizations recognize the actual and realize the ideal through speaking, coaching, training, consulting, and facilitating. Our clients are remarkably diverse: large and small, private and public, faith-based and secular, for-profit and nonprofit. We curate curiosity & wonder to foster sustainable transformation that emphasizes equitable practices for all.

LIVE 2.0, LLC, Chief Experience Office
Oak Park, IL 2016-Present. www.livexclamation.com
Design and develop a start-up artisanal, destination, transformational experience café that infuses asset-based community development, economic development and equity (ABCDE²) practices and serves as a model for sustainable community development for other organizations. Innovated the concept, ethos, mission, and vision of a diverse, inclusive, transformational space that curates opportunities to live in tension, live intentionally, and facilitate practices in being in difficult dialogue with one's self and others.

Communities First Association, Executive Director
Oak Park, IL 2013-2019
Led and strategically developed a board, staff, and national community of practitioners as part of a faith-based, intermediary organization that specializes in the multiplication of asset-based community development, economic development, and equity (ABCDE²). Increased board diversity by 34% within the first 12 months of tenure and 73% within the first 24 months. Increased affiliate diversity by 800% within the first 24 months of tenure. Developed and redesigned equitable vetting and certification processes. Rebranded the organization enhancing communication of mission, vision, and values of the organization. Reclaimed relationships with two major foundations formerly acquainted with the organization. Developed a sustainability model shifting the organization from foundation reliance to a fee for service framework, simultaneously avoiding mission drift. Launched a professional development initiative comprised of 11 core competencies, including an online learning community, allowing for an equitable, collaborative network with standards of excellence in asset-based community development

REFERENCES

Jerod Frenzl, Manager, RTSP, Rebuilding Together,
jfrenzl@rebuildingtogether.org*
Bob Tucker, Former Board Member, The Village of Oak Park,
rtucker@cclfcchicago.org
Dr. Carol Kelley, Superintendent, Elementary School District 97,
ckelley@op97.org*
Kathleen Porreca, Principal, Regina Dominican High School,
kporreca@rdpanthers.org*
Rozella Haydee White, Director, Gulf Coast Synod, Evangelical Lutheran Churches of America, rozella@rozellahwhite.com*
Wilonda Cannon, Director of Development, Breakthrough Urban,
wcannon@breakthrough.org*
Alaina Kleinbeck, Director, Leadership Education, Duke University,
akleinbeck@div.duke.edu*
David Seleb, Executive Director, Oak Park Public Library,
d.seleb@oppf.org*
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*Denotes all past/current clients who can speak to our experience



RGW CONSULTING, LLC

WWW.RGWASHINGTON.COM

WHO WE ARE

RGW is a company skilled at guiding individuals and groups on an inquisition of curiosity and wonder about their goals and passions, particularly as it pertains to decolonization and deconstruction of systems that marginalize historically underserved and/or underrepresented people groups. We assist clients in determining what needs to be dismantled, as well as what needs revision and restoration to ensure justice oriented growth and development.

WHAT WE DO

RGW consulting supports individuals, communities, and organizations recognize the actual and realize the ideal through speaking, coaching, training, consulting, and facilitating. Our clients are remarkably diverse: large and small, private and public, faith-based and secular, for-profit and nonprofit. We curate curiosity & wonder to foster sustainable transformation that emphasizes equitable practices for all.

CONTACT INFORMATION

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RGW: "Reimagining & Generating Wonder"

EMPLOYMENT HISTORY

**The Evangelical Covenant Church, Director of Mission Mobilization
Chicago, IL 2011-2013**

Managed and Led a team mobilized to obliterate extreme poverty in the Equateur Province of Congo through the denomination's partnership with World Vision to sponsor 10,000 children in one year and ultimately 20,000 children in Congo. Recruited 400+ churches' involvement in Covenant Kids Congo. Acted as point person and liaison between the ECC & World Vision. Monitored and communicate on the ground developments in Congo. Comprehensively created, coordinated, and implemented tiered strategic plans related to recruitment, marketing, communications, resourcing, and treatment-streaming

**American Quality Schools, Regional Manager of Curriculum & Instruction
Chicago, IL 2008-2011**

Managed and Supported 9 Elementary and Secondary Charter Schools in traditionally underserved urban communities as it pertained to building & budget management, school leadership, culture & climate, parent & community satisfaction, curriculum & instruction, and professional development. Created, planned, and evaluated the implementation of curriculum. Facilitated partnerships and communications with representatives from school stakeholders. Created a NEW school with a strong culture and climate that supports data-driven decision making and lifelong learning.

EDUCATIONAL HISTORY

National Louis University Chicago, IL 2006-2007
Master of Educational Leadership, Supervision & Administration

Chicago State University Chicago, IL 1996-1999
Master of Arts, English Literature

Northern Illinois University DeKalb, IL 1992-1996
Bachelor of Arts, English Literature

CERTIFICATIONS & PUBLICATIONS

**State of Illinois Administrative Certificate Type 75, April
2007**

State of Illinois Teaching Certificate Type 09, August 1998

**Bi-Vocational Minister's License, The Evangelical Covenant
Church, June 2012-Present**

Certified Life Coach, Christian Coaching Institute, April 2015

**Co-Author, Soul Force: Seven Pivots Toward Courage,
Community, and Change Published June 5, 2018, Herald
Press.**



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Oak Park, IL 60302



PRIMARY POINT OF CONTACT:

Reesheda Graham Washington

Reesheda@rgwashinton.com

THE SCOPE OF WORK

THE COMPANY

RGW Consulting supports individuals, communities, and organizations recognize the actual and realize the ideal through speaking, coaching, training, consulting, and facilitating. Our clients are remarkably diverse: large and small, private and public, for-profit and nonprofit. We curate curiosity & wonder to foster sustainable transformation.

THE CLIENT

The Downers Grove Public Library (DGPL) is a place for everyone to discover, grow, play, and learn! DGPL is committed to lifelong learning, relationship building, transparency of information, and equitable access for all.

CONTACT INFO

Downers Grove Public Library

1050 Curtiss St.

Downers Grove, IL 60515

Julie Milavec, Director

jmilavec@dglibrary.org

630-960-1200

PLAN GOALS

RGW will work with the Downers Grove Public Library's leadership and staff to complete a comprehensive discovery process that leads to the robust reporting of objective impressions, findings, and recommendations to enhance the launch of the library's equity work in partnership with its current stakeholders.

PLAN DELIVERABLES

In terms of deliverables under this proposal, RGW has provided the services projected below:

- Preliminary consultation with appointed library representation to review the scope of work, identify issues, priorities, and approaches
- Design, Implementation, and Analysis of a comprehensive needs assessment that includes a series of interactions to ensure intersectional feedback and recommendations regarding the development of a DEI trajectory
- A Consultation with designated library staff that includes recommendations for the best way forward in terms of a plan for DEI Training
- Commencement Debrief with Recommended next steps to further the library's equity work

OUR METHODOLOGY

Let's Get Curious!

Discovery

Born out of a desire to interrupt racism, bias, and injustice, RGW Consulting emerged from a determination to reimagine the way we approach diversity, equity, and inclusion.

Inquiry

Participants often approach DEI, building on the last traumatic experience they've had, leading to reservation, disdain, and guardedness, before they even start the training. With a sheer wit, a bit of levity, and the significance of storytelling in mind, RGW prides itself on engaging its participants in the preliminary work of thinking about how we learn (metacognition), interrogating our posture (self-reflection), and equipping participants with practices (mindfulness) that lead to a more healthful engagement of humanity in DEI content.

Differentiation

With a commitment to truth, vulnerability, and transparency, we help our clients hold the tension between the deep and difficult work ahead and the care required to face the challenges associated with DEI. With an emphasis on a customized and uniquely differentiated journey for each client, our discovery implementation and curation of a curious space in which to ask hard and heavy questions, cultivates opportunities for individual and organizational transformation. We discover your purpose and align scalable solutions to your passion points, infusing equitable practices all along the way.

KEY COMPONENTS

01

PRELIMINARY
DISCOVERY
CONSULT

02

PRELIMINARY
PLANNING
CALL(S)

03

LISTENING
SESSION
IMPLEMENTA-
TION

04

FINAL REPORT
& FOLLOW UP
CONFERENCING

OBJECTIVES

- Participants have given an account of the equity journey the library has taken to date, both from an ideal and an actual perspective
- Participants will be instrumental in the shaping and forming of the objective impressions that will develop over the course of intersectional listening sessions and the reporting recommendations
- Participants are informed by what they hear and share over the course of the discovery process as it unfolds intersectionally
- Participants are empowered toward implementation of the recommendations that emerge from the discovery process as a result of their participation in the development of the resulting findings

ESSENTIAL QUESTIONS

- What are the elements of the organization that have been addressed by way of the equity work that has taken place? What are the elements of the organization's development that need further attention as it pertains to DEI?
- What are the ways in which policies, protocols, and procedures must be amended to fortify the library's journey toward equity for all?
- What are the next natural best steps that the library can take to enhance its practices of DEI for all?

RGW

DISCOVERY QUESTIONS

1. If you were to explain the current state of diversity, equity, and inclusion at Access Living to a stranger, what would you say to them?
2. What seems to support the presence of diversity, equity, and inclusion at your organization right now? What helps the organization practice and participate in diversity equity and inclusion today?
3. What are some of the things that serve as road blocks to diversity, equity, and inclusion? What are some of the challenges that get in the way of your organization being as diverse, equitable, and inclusive as it could be?
4. What is the very next best step that this organization could actually take toward becoming more diverse, equitable, and inclusive?
5. Is there anything else that you would like to share that may not have been covered by the questions I have asked?

Let's Get Curious!!!

Discovery Overview

RGW Consulting (RGW) spent the week of September 21, 2020 interviewing and listening to a cross section of over 60 Downers Grove Public Library (DGPL) stakeholders including DGPL executive leadership team members, board members, department directors, and community members, as well as stakeholders who represent particular affinity group members based on gender, race, sexual orientation, age, ability, and interests/passions, to illuminate some of the root causes that impact the library's culture and climate, specifically as it pertains to practices related to diversity, equity, and inclusion. The discovery process illuminated strengths, challenges, and the need for stakeholders to continue to engage the interrogation of inequitable practices and how those practices show up systemically in DGPL culture. This document outlines those strengths and challenges that were revealed during the discovery process. Additionally, this document lays out a recommended course of action to address inequitable culture, behaviors, processes, and protocols within DGPL.

After Action Reporting

Having spent more than 30 hours interviewing over 60 different stakeholders including executive leadership, management, board trustees, community members, and staff members across roles, responsibilities, departments, and affinities on issues of equity at Downers Grove Public Library, RGW offers the following strengths, challenges, recommendations, and questions to consider for future work. This after action report also serves as the premise for the recommended next steps and future work that RGW recommends for DGPL.

STRENGTHS

Some of the key strengths upon which to build a Downers Grove Public Library culture that is free of injustice include:

- **ACKNOWLEDGMENT.** The library recognizes and acknowledges across stakeholderhood (though to varying degrees) that there are individual, cultural, operational, and systemic inequities within DGPL. This is a strength in that the organization acknowledges that there is an issue and that its stakeholders (though to varying degrees) are complicit in both the manifestation of the issue and the solutions to remedy the issue of inequity within DGPL.
- **WILLINGNESS.** Stakeholder interviews revealed a team of leaders and other stakeholders who have passion and desire to have the DGPL free of inequity. This energy will serve the implementation of diversity, equity, and inclusion practices well.
- **AWARENESS.** The library team, which is predominantly white, is aware that it has blindspots regarding its own DEI practices and acknowledges that they need to integrate even more diversity on their team in order to further illuminate what lies beyond what they can see on their own. The DGPL team is aware that they have more work to do to become a more equitable and inclusive organization. They also are aware that they need non-dominant culture voices speaking into the process to guide them toward the next best steps on their DEI journey.
- **POSTURE.** DGPL has been working intently to be a better community partner by listening to and operationalizing what they hear as the expressed felt needs of this community. This way of being serves embarking on a DEI journey well.
- **ORGANIZATIONAL CULTURE.** DGPL has a uniquely cohesive team that works together synergistically and respectfully, one that is honoring and dignifying, both personally and professionally. Naturally curious and equipped as a solutions oriented band of collaborators with vast critical thinking capacity, the vibrance of this organization's culture and climate will serve them well as they face new challenges in DEI.

STRENGTHS

Some of the key strengths upon which to build a Downers Grove Public Library culture that is free of injustice include:

(cont.)

- **ADMINISTRATIVE & GOVERNING SUPPORT.** There was clear consensus from management and the broader team members that they feel extremely supported by administration to unapologetically carry out equitable practices in their work. Additionally, the board of trustees are unapologetically supportive of the entire team carrying out its work from a DEI based framework. Having this kind of administrative and governing support will prove beneficial to DGPL's DEI implementation.
- **COMMUNITY PARTNERSHIPS.** DGPL has worked diligently to develop partnerships with external community organizations who are committed to DEI as mission central. There is evidence to support DGPL's intentionality around partnering with school districts, churches, organizations who work to obliterate homelessness, seniors, as well as organizations focused on LGBTQIA+ rights. There is also evidence that these partnerships operate as a result of "outreach" efforts that illustrate DGPL's commitment to going beyond its own walls to reach historically, intentionally, and traditionally marginalized people groups (HITMPGs).
- **LEARNING/COACHING ORIENTATION.** Rather comprehensively, the DGPL team, from the boardroom to the front desk is composed of people who know that they possess shortcomings, blindspots, and even biases, and they are willing to subject themselves to learning and coaching to enhance their awareness and illuminate their blindspots. DGPL's learning and coaching orientation will serve them well in their desires to improve as a library that centers diversity, equity, and inclusion.

CHALLENGES

Some of the key challenges upon which to build a Downers Grove Public Library culture that is free of injustice include:

- **MARGINALIZATION.** Racism has historically pervaded the systems and policies that inform all library operational systems at large. While a great deal has been done to rectify some of those issues, DGPL does have systems, policies, and protocols that allow for inequitable treatment of people representing historically, intentionally, and traditionally marginalized people groups (HITMPG). This is most evident in the reality that the library's most senior leaders are all white, and that there are not systems/conditions in place that would compel people of more diverse backgrounds to seek employment at DGPL amongst its senior ranks. This issue came up in almost every single convening throughout the listening process. Another pervasive issue was the way in which the MLIS degree creates a barrier for diversity at the senior management level of DGPL. This issue was also pervasive throughout the discovery process.
- **SHARED LANGUAGE.** DGPL does not share a common language as it pertains to terminology that impacts racism. Who defines literacy? Who defines community? What do we mean when we say "public space?" If very few of the people who hold the power to construct definitions are people who represent HITMPGs, meaning will continue to be made and operationalized in a way that omits their needs and presence in the community. Additionally, developing a common language across stakeholderhood is essential to having common understandings as we work toward pervasively DEI culture. DGPL stands to improve upon its ability to share a common language and understanding around issues pertaining to DEI. Additionally, there is "coded language" that everyone understands as a means by which to signal exclusivity and marginalization. For example, "taxpayer dollars" signal a level of power and privilege that intimates that the library staff, whose salary is paid by these dollars, must acquiesce to whatever the proceeding requests entail. Likewise, a patron naming that they are from the north side of Downers Grove implies an expected level of privilege and respect that residing on the south side of Downers Grove does not imply. Allowing for the codification and signaling that the use of language in this way entails, perpetuates power dynamics that allows certain people to be prioritized above others.

CHALLENGES

Some of the key challenges upon which to build a Downers Grove Public Library culture that is free of injustice include:

(cont.)

- **HISTORY, TRADITION, MERITOCRACY, & NEUTRALITY.** The culture of libraries in general highly values its own institutionalization by way of its history, traditions, meritocracy, and academization. The challenge is that the very history, traditions, and academization that libraries tend to uphold is what often serves as the foundation for unjust principles and practices. Additionally, the idea of neutrality, libraries as a place of impartiality on all issues (which would include topics around racism, sexism, gender, inequality, ageism, ableism, etc.) is pervasive in library sciences. As such, one contention is that taking a just and equitable stance is to “take a side” and diminish the library’s historical identity as a “neutral space,” not naming and identifying policies and procedures that explicitly name and take a stance as a DEI centering institution. The question then becomes what do we preserve from this rich history steeped in tradition, and what are we willing to relinquish, uproot, and/or dismantle toward becoming a DEI centering institution? Discovering the “in between” is part of the challenge of DGPL becoming more developed in its practices of diversity, equity, and inclusion.
- **APPROPRIATION & PERFORMATIVE ALLYSHIP.** In an effort to increase diverse representation, particularly as it pertains to programming, DGPL has both implicitly and explicitly participated in appropriation (the adoption of icons, experiences, and representations of another culture, and using it for purposes that are unintended by the original group or somehow made offensive to that culture’s people) and performative allyship (professing support and solidarity with marginalized groups in ways that either isn’t helpful or results in active harm to said groups). This misfortune often occurs as a result of a shallow integration of DEI, as opposed to the deep examination and re-working of policies, procedures, protocols, programs, and professional development that would spur the redistribution of power, wealth, access, and decision making necessary to achieve a more genuine and authentic representation of diversity, equity, and inclusion that moves beyond depictions, celebrations, and holiday regalia, toward a more integral, pervasive, and holistic approach.

CHALLENGES

Some of the key challenges upon which to build a Downers Grove Public Library culture that is free of injustice include:

(cont.)

- **THE GAP BETWEEN THE IDEAL VS. THE ACTUAL.** DGPL has notable passion and enthusiasm for a library free of “-isms.” Most stakeholders articulate a deep desire to have a more equitable expression of the library, ideally. However, upon further probing, some stakeholders, particularly from the Downers Grove community (less so as it pertains to the DGPL internal team) struggled to commit to the kinds of actual commitments and sacrifices that they would have to embody in order to achieve a truly equitable library. In order for a greater depth of DEI culture to emerge, DGPL community stakeholders will need to make a greater sacrifice and commitment to relinquishing privilege, power, control, and resources toward DEI.
- **THE "TAXPAYERS DOLLARS" TIGHTROPE.** Patrons of DGPL that represent dominant culture people groups frequently cite themselves as taxpayers who should inform the direction of the library, as just cause for disengaging issues of DEI. The sentiment is that because they pay taxes, they should have resources and experiences that are aligned to their own value system. The challenge in this sentiment is that there are also taxpayers who represent HITMPGs, as well as HITMPG allies who pay taxes and far less frequently see their interests represented in the integral acculturation of the library experience. The challenge that the library faces is how to hold all of the competing interests of its taxpaying patrons, honoring the library as a public square that welcomes everyone, while also upholding the interests of people who have had their interests most primarily neglected historically. Finally, there is also the challenge of acculturating white-centering patrons to the embrace of HITMPGs and their interests in order to ensure health-full acculturation for ALL, as well as in order to mitigate additional harm to HITMPG representatives from dominant culture tax-paying patrons.

CHALLENGES

Some of the key challenges upon which to build a Downers Grove Public Library culture that is free of injustice include:

(cont.)

- **PARTNERSHIP EXPANSION.** While the robust partnerships that DGPL has developed will strengthen their emphasis on DEI work, many of these partnerships were said to have been more robust on the north side of Downers Grove when compared to the south side of Downers Grove, where more HITMPGs typically reside. There seems to be a perception that there is room for more robust partnership development with people and organizations on the south side of Downers Grove. This may be more difficult to consider during this COVID-19 pandemic, but this may be something to consider a bit more, post-pandemic.
- **REPRESENTATION BEFORE ACCULTURATION.** Library stakeholders ubiquitously expressed a need to have more diversity amongst its staff. Stakeholders talked about ways to incorporate language into job postings and descriptions (ie. non-binary pronoun usage) to signal to HITMPGs that DGPL welcomes them. However, the challenge is that the organization has not first integrated an equity framework into all that it is and does, DGPL runs the risk of signaling to attract candidates from HITMPGs, only to have them experience a white centered cultural experience that causes harm, isolation, and fatigue. DGPL must first address the challenges of a white-centered organizational culture prior to onboarding people who represent HITMPGs to ensure a healthful transition for all.
- **GENERAL PUSHBACK.** There is conservative holdover from patrons about homeless people sitting in the cafe; complaints about the community listening sessions that preceded the development of this report. There are people who hold DEI work as synonymous with the Black Lives Matter movement, though DEI certainly holds more depth and expanse than BLM and is not synonymous with the BLM movement. There are also people who tie DEI work to the narrative that has recently emerged nationally about DEI efforts being “anti-American.” Such narratives create fear in some people about the implications of implementing DEI efforts at the library. As such, DGPL should anticipate some pushback from patrons who are not on board with DEI initiatives as the library furthers and deepens the work.

CHALLENGES

Some of the key challenges upon which to build a Downers Grove Public Library culture that is free of injustice include:

(cont.)

- **FEAR OF MISTAKES.** A nominal representation of DGPL staff spoke of fear of making mistakes, upsetting people, and/or “getting it wrong,” as an impetus for overthinking and debilitation as it pertains to DEI initiatives. They want to do the work, but they are afraid of the repercussions that accompany doing the work. The repercussions they feared varied based on how much perceived and/or actual power they held based on their race, socioeconomics, title/role. For example, socioeconomically vulnerable people may be afraid because they need their jobs and might be fired for getting it wrong or saying too much. People with more prominent roles/titles feared being shunned or judged for being a leader who didn’t know better. These feelings may be emerging due to the deeply rooted culture of meritocracy that exists within library culture. The fear of doing the work, resulting in overthinking or debilitation must be mitigated to widen the way forward.
- **WHITENESS.** Whiteness is a social construct that significantly informs how everyone should be/act/show up in this country. Designed and informed most specifically by white males, whiteness is also often extremely patriarchal. Whiteness informs how we manage time, hold space, distribute resources, and share power (or not). The pervasive state of whiteness superimposes itself as “the way to be or operate,” rather than “a way to be or operate.” It is held in place by behaviors that maintain the status quo. Most people operate within, carry out, prioritize, and preserve whiteness subconsciously, as they have been so immersed in it their entire lives that it happens without a thought. However, HITMPG representatives are often oppressed, micromanaged, and micro-aggressed as a direct result of nonconformity to whiteness. The extent to which whiteness is allowed to prevail at DGPL is directly correlated to the extent to which the library will be effective in its integration of DEI.

RECOMMENDED NEXT STEPS

There are a few focal points that RGW Consulting recommends as a result of the research, listening, and discovery protocol implementation. While these elements will be further informed by the development of a DEI team and a team charged with the creations of an equity strategic plan (more details below), the following are key areas that RGW anticipates will require implementation for the continued growth and development of Downers Grove Library, as it pertains to diversity, equity, and inclusion:

- **DEVELOP AN EQUITY ADVISORY TEAM.** The development of an equity team that represents intersectional stakeholderhood; comprised primarily of people of color; comprised of internal and external stakeholders; co-curated with support from a DEI consultant; this team serves to provide an equity lens and race analysis for the decision making process that would otherwise become negatively impacted by the current homogeneous nature of the library staff. Rather than to hire POCs into an environment that may not be completely ready to receive them (performative behavior), this team would support the library in its equity development, paving the way to become a library ready to receive more staff of color without causing harm. This team could also assist departments in its equity auditing protocols, and support leaders as they work to be integrative rather than performative in their work (displays, programs, hospitality, etc.). Any non-staff participants should be compensated (honorarium?) for this work.
- **DEI STRATEGIC PLAN DEVELOPMENT.** Convene a cross section of stakeholders (administrators, staff, patrons, board representation, and young adults) to become the Equity Strategic Planning Team, committed to the development of a comprehensive yearlong equity and anti-racism strategic plan that would include activities, benchmarks, milestones, evaluative measures, and communications. This plan should address all four quadrants of anti-racism work (internalized, interpersonal, institutional, and structural), both from an internal and external perspective. An equity consultant should work with library leadership to appoint 1-2 people who represent historically, intentionally, and traditionally marginalized people groups to run point between the equity consultant, the strategic planning team and the advisory team. Once the plan has been written, dedicate monthly meetings with the DEI Strategic Planning Team to gauge implementation and activate an effective feedback and communications loop for the larger stakeholder community. Any non-staff participants should also be compensated (honoraria?) for this work.

Note: To the potential question of why there needs to be a separate strategic plan, singly focused on equity: think of it as having training wheels. It helps the organization to focus on the learning and the practice by highlighting it as a very intentional element of organizational life. However, over time, as more stakeholders can effectively embody equitable practices, RGW recommends the integration of the equity goals into the larger strategic plan. This methodology keeps us from inadvertently misstepping in DEI priorities. We can talk more about this in the reporting debrief session to follow this report.

RECOMMENDED NEXT STEPS

(CONT.)

- **BOARD DEVELOPMENT.** All board members will take the Cultural Agility Assessment. Review board of Trustee composite data across 10 cultural agility indicators. Plan and implement 3-5 consultant-designed learning experiences that focus on leadership development in anti-racist work at the board level to ensure readiness and capacity to support the development and implementation of an equity strategic plan the following year; receive training on how to implement an equity framework for equitable decision making; engage a by-laws audit that utilizes an equity framework for ensuring that all governing policies and procedures are equitable for all.
- **LEADERSHIP DEVELOPMENT.** All department leaders will take the Cultural Agility Assessment. Review leadership team composite data across 10 cultural agility indicators. Plan and implement 3-5 consultant-designed learning experiences that focus on leadership development in anti-racist work at the executive leadership level to ensure leadership readiness and capacity for the implementation of the equity strategic plan the following year; tie their own leadership development goals to the goals, objectives, and benchmarks named within the equity strategic plan; integration of equitable decision making protocol into the work of the leadership team; receive training on how to implement an equity framework for equitable decision making; engage a by-laws audit that utilizes an equity framework for ensuring that all governing policies and procedures are equitable for all.
- **STAFF DEVELOPMENT.** Dedicated time for 2-4 all staff development implementations and communications that focus on developing shared language and posturing well for anti-racism work so that they are prepared for the more robust equity works that will emerge from the advisory team and the equity strategic planning team.
- **OPERATIONS & POLICY AUDITING.** Complete operations and systems audit examining all processes, protocols, and procedures, building aesthetics, and partnerships for inequitable practices. Share findings with all relevant and pertinent team members for revisions and reworkings as necessary. This includes purchasing and vendor management, fiscal management and budgeting protocols, as well as human resources.
- **PROGRAMMING.** Develop a DEI programming track, perhaps in partnership with other community partners, to be hosted via zoom, and eventually at DGPL, intended to bring patrons/community members along in their knowledge and understanding of DEI work in an effort to mitigate some of the cultural harm that patrons often inadvertently inflict upon staff. This programming also serves as a means by which to acculturate patrons to the library's new and emerging ways of being.

Projected Equity Strategic Plan Elements

RGW

While the primary activities of the equity strategic plan must be developed by the DEI Strategic Planning Team, here are a few equity strategic plan objectives that are strongly recommended to be considered for the DEI Strategic Plan:

1. Developing a sense of belonging with staff members who represent intentionally, historically, and traditionally marginalized people groups
2. A host of interactions to increase community acculturation and engagement in the implementation of the DEI strategic plan
3. A continuation of consistent and intentional analysis of systems and processes that could become an impetus for racist practices
4. Training and implementation of an equity-based decision making protocol that makes clear what decisions are acceptable to make at what "level" of the organization and how those decisions are to be made equitably
5. An inquiry to determine what boosts morale, and an implementation plan based on those recommendations
6. Continued work and development around anti-racist principles and practices for all stakeholder representative groups, both internally and externally
7. A series of social, celebratory activities that strengthen relationships proactively to support us in times of difficult and challenging anti-racism work
8. A professional development and evaluation framework that measures and compensates (raises and promotions) for individual and organizational development around DEI and anti-racists practices

Further Curiosities

As RGW processed the information garnered from the discovery, there were a few questions that arose as ones to continue to grapple with, while no immediate answers may be currently evident. The following are a few of those questions to consider as this work continues:

1. Is it the library's responsibility to simply provide the community with that which it desires in terms of learning, growing, and resources for learning, or is it the library's responsibility to stretch the community by creating opportunities for learning that the community might respond to with hesitancy, reticence, or even recoil? In such a diverse community, the responses to these questions could be endless, so how does DGPL respond to that?
2. Who are our partners in our work toward anti-racism? Who are ones that we should come alongside to learn from? Who are ones that we should be coming alongside to learn along with in ways that might raise the tide across the village and beyond?

Further Curiosities (cont.)

3. What are the ways in which it might make sense to formalize a coalition between the township, high school district, elementary school district, park district, village, others, to more intentionally synergize our efforts toward becoming an anti-racist village?
4. How can we mitigate the impact of the MLIS requirement in ways that create access to more opportunities for diversity in more senior roles at DGPL? How do we mitigate the impact of being exempt/non-exempt? Hourly/Part-time? An employee with benefits vs. without, especially during the pandemic?
5. How will we ensure that the ways in which we inadvertently center whiteness as a social construct won't negatively impact the non-dominant cultural work of DEI? How can we be intentional about not fitting the square peg of DEI into the round hole of whiteness that is so pervasively and inherently a part of all that we already do?

The RGW Commitment



RGW

It is our belief that these findings should be shared in the fullest and most appropriate ways with the board of trustees, leadership team, staff, and other stakeholders. RGW is committed to supporting the sharing of these findings by:

- Holding a debrief session with the Executive Director
- Holding a debrief session with the leadership team
- Holding a debrief session with the board of trustees
- Holding a debrief session with staff and other key stakeholders as identified by the DGPL leadership team

The RGW Commitment (cont.)

Let's Get Curious!!!

Additionally, RGW Consulting, LLC, having established these recommendations, would welcome an opportunity to deliver upon these recommendations as a consultant to the implementation phase. RGW welcomes the opportunity to discuss this report, its recommendations, and future planning in greater detail. Should you have interest, please email us at info@rgwashington.com to set up a day and time for us to connect to speak about this report/plan and the potential to move forward with these recommendations. Thank you for the opportunity to have come alongside DGPL in this great work! It has truly been a joy to support you! We look forward to hearing from you soon. Be well.



REIMAGINING & GENERATING WONDER



163 S. Oak Park Ave.
Oak Park, IL 60302
EIN No.: 83-4284702

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
OCTOBER 28, 2020**

Agenda Item 8B

Election of Board Officers

According to the Board of Library Trustees Bylaws, 1.5.2 Section, 2. Election of Officers: "Officers shall be elected by the Board from its members at a regular or special meeting in even numbered years after that year's appointment to the Board has been made. Election of an officer requires an affirmative vote by a majority of the appointed Trustees. Any Trustee may nominate members of the Board for office. In the case that more than one nomination is made for an office, a blind ballot shall be used. If the vote results in an irresolvable tie, the decision will be made by drawing lots. Newly elected officers will assume their responsibilities after the close of the meeting at which the election was held."

The Officers of the Board of Library Trustees are President and Secretary. Officers are appointed to 2 year terms and do not have term limits. Jonathan Graber became President in 2017 for a one-year unexpired term and was re-elected to a second term in 2018. Dave Humphreys was elected as Secretary in 2016 and re-elected to a second term in 2018.

Recommended Action: Nominate and elect a President and Secretary of the Board for 2-year terms.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
OCTOBER 28, 2020**

Agenda Item 8C

Employee Vacation Carry Over Maximum for 2021

According to the Personnel Policy, Section 3.49 Vacation: "The equivalent of one week's vacation hours may be carried from one year to the next. All other earned but unused vacation time will be lost at the end of the calendar year."

Due to the circumstances of the COVID-19 pandemic in 2020, many staff have a significant amount of unused vacation time as the end of the calendar year approaches. Staffing constraints of the additional public service positions for door greeter and curbside services will not allow all staff to use all earned vacation time before it would be lost at the end of the year.

Allowing carryover of one additional pro-rated week of vacation time, to be used in 2021, will prevent staff from losing some earned, unused time. This would be a one-time exception to the carry over allowed in the current policy.

Recommended Action: Motion to authorize employees to carry over one additional week of earned vacation from 2020 to 2021.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
OCTOBER 28, 2020**

Agenda Item 9A

Bylaws Review and Update

The Board of Library Trustees' Bylaws were reviewed using the new checklist included in *Serving Our Public 4.0: Standards for Illinois Public Libraries*. Wording is generally adapted from *Serving Our Public*. Deletions are ~~struck through~~. Additions are highlighted.

The following changes and additions were made in the draft presented in September:

Section 1.3.2 Terms of Office, the wording is updated to reflect the Village of Downers Grove Village Council's appointments earlier this year that begins to bring terms of office back into the statutory stagger of two terms expiring every other year.

Section 1.3.7 Removal of Trustees is new, reflecting the Village of Downers Grove Municipal Code on removal of Trustees, using home rule authority.

Section 1.4.4 Duties of the Board first bullet point is expanded to include the annual evaluation of the Library Director's performance, including termination if necessary.

Section 1.5.8 Removal of Officers is new, explicitly stating that the Board of Library Trustees may vote to remove an officer from office.

Section 1.6.11 Meeting Minutes is expanded to state what is included in meeting minutes.

Section 1.8 Article 8. Amendments to the Bylaws changed to reduce the number of meetings required for changes to the bylaws from three to two.

Section 1.10 Article 10 Review of Bylaws is new, to reflect the biennial review of Bylaws.

This new draft includes the elimination of gendered to inclusive pronouns as requested at the September Board meeting in the following sections:

Section 1.4.3 Ethics and Conflict of Interest

Section 1.4.4 Duties of the Board

Article 1.9 Indemnification of Trustees, Employees, and Volunteers

Under the current Bylaws, an initial draft of amendments to the Bylaws is presented to the Board at a regular meeting. Discussion and suggested revisions are sought at the next regular meeting. Final text of recommended changes are sent with the agenda of a third regular meeting of recommended changes. Vote on the recommended changes may take place at the third regular meeting.

Recommended Action: Motion to amend the Bylaws as presented.

1 Bylaws of the Board of Library Trustees of the Village of Downers Grove

1.1 Article I. Compliance with the Law

The following Bylaws are directed specifically toward governing the operation of the Board of Library Trustees of the Village of Downers Grove. These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the governance of Boards of Library Trustees. For questions not addressed within these Bylaws, the current Illinois statutes including the Illinois Local Library Act (75 ILCS 5/1 – 5/5-9) shall apply. The Board of Library Trustees of the Village of Downers Grove shall comply with all provisions of the Illinois statutes pertaining to libraries and trustees.

1.2 Article 2. Name

This organization shall be called the Board of Library Trustees of the Village of Downers Grove existing by virtue of the provisions of Chapter 75 of the Illinois Compiled Statutes of the State of Illinois (Illinois Local Library Act, 75 ILCS 5/1 – 5/5-9) and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

1.3 Article 3. Membership and Terms of Office

1.3.1 Section 1. Appointment of Trustees

Pursuant to the requirements for villages under the commission form of government in the Illinois Compiled Statutes (75 ILCS 5/4-2), the Board of Library Trustees of the Village of Downers Grove (hereafter called the Board) shall consist of six members appointed by the Village Council of the Village of Downers Grove. Newly appointed Trustees take the oath of office at the first regular board meeting after September 1, or following appointment, whichever comes first.

1.3.2 Section 2. Terms of Office

A full term on the Board of Library Trustees is six years. ~~The terms are staggered so that one term expires each year on August 31.~~ By statute, terms are staggered so that two terms expire every other year. Terms generally expire on August 31. A Trustee whose term has expired is encouraged to continue to serve until a successor is appointed, as long as the Trustee continues to be otherwise eligible to serve.

1.3.3 Section 3. Vacancies

A vacancy occurs when “the appointed trustee declines to serve, or is unable to serve, or is absent without cause from all regular meetings for a period of one year, or is convicted of a misdemeanor for failing, neglecting, or refusing to discharge any duty imposed upon a trustee by this Act, or becomes non-resident of the city, village,... or who fails to pay the library taxes levied by the corporate authorities.” (75 ILCS 5/4-4) Vacancies are filled by appoint by the Village Council of the Village of Downers Grove.

1.3.4 Section 4. Resignations

If a Trustee wishes to resign from service on the Board, it is requested that a minimum of three months' notice be given to the Library Board to allow the Village Council time to make a new appointment.

1.3.5 Section 5. Orientation of New Trustees

The President of the Library Board and the Library Director shall meet with any new Trustee(s) of the Board within one month of appointment in order to review with the Trustee(s) key operational and policy information.

1.3.6 Section 6. Compensation

Trustees serve without compensation. Reimbursement for actual and necessary expenditures incurred in the performance of their duties shall be made, subject to Board approval.

1.3.7 Section 7. Removal of Trustees

Pursuant to Downers Grove Municipal Code § 2.53.1(d) (amended June 5, 2007), the Village Council of the Village of Downers Grove may remove any member of the Board of Library Trustees.

1.4 Article 4. Purpose and Responsibilities

1.4.1 Section 1. The Role of the Board

The Board of Library Trustees serves the residents of the Village of Downers Grove with the responsibility to determine the purpose of the library in the community and to develop appropriate goals for service; to seek adequate funding to achieve the goals of the library; to adopt written policies to govern the operation of the library; to authorize plans of expenditure to allow implementation of the library's service program; to be aware of issues in library service and legislation affecting libraries; to communicate actively with local government and the general public; and to employ a competent and qualified library administrator.

1.4.2 Section 2. The Role of the Library Director

The Library Director is the library administrator and employed to act as the professional advisor to the Board and as the manager of library operations. In this capacity, the Library Director is responsible for planning, budgeting, recommending and implementing policies, employing and managing the library staff, and enacting the adopted plan of service. The Library Director reports directly to the Board of Library Trustees and participates actively at all board meetings but is not a member of the Board and has no vote.

1.4.3 Section 3 Ethics and Conflict of Interest

Library Trustees hold positions of public trust. Trustees are expected to conduct themselves according to the highest ethical standards and to avoid conflicts of interest.

- Trustees are expected to observe ethical standards with absolute truth,

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integrity, and honor.

- Trustees must avoid situations in which personal interests might be served or financial benefit gained at the expense of library users, colleagues, or the institution. It is incumbent upon any Trustee to disqualify ~~himself or herself~~ **themselves** immediately, whenever the appearance of a conflict of interest exists.
- Trustees must be aware of and comply with the Illinois Governmental Ethics Act and State Gift Ban Act.
- No Trustee shall engage in any business or transaction, or have a financial or personal interest, whether directly or indirectly, that is incompatible with the proper discharge of ~~his or her~~ **their** official duties in the public interest or that may tend to impair ~~his or her~~ **their** independence of judgment or action in the performance of such official duties. Library Trustees may not be employed by the library.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes, and those of the institution, acknowledging the formal position of the Board even if they personally disagree.
- Trustees must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest, the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept library Board responsibilities are expected to perform all of the functions of library Trustees as described in the Illinois Compiled Statutes (75 ILCS 5/4-7.5)
- Trustees should respect the opinions and contributions of other Trustees and work toward acceptable compromise on contentious issues.
- Trustees should refer complaints and/or requests for information from the public to the Library Director.
- Trustees should refer staff grievances or problems to the Library Director, who has full responsibility for managing staff.
- Trustees must conform to the Open Meetings Act in posting and conducting meetings with advance notice to the press and public.
- New Trustees will be given a copy of the Ethics and Conflicts of Interest section of the Bylaws when they take office and will be required to sign a receipt affirming that they understand the policy and will abide by it. Whenever the policy is revised, current Trustees will be required to sign a receipt affirming that they understand the new policy and will abide by it.

1.4.4 Section 4. Duties of the Board

The Board of Library Trustees of the Village of Downers Grove is charged with the responsibility of the governance of the library.

- ~~The Board will hire~~ **appoints** a skilled Library Director who will be

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responsible for the day-to-day operations of the library, annually evaluates the Library Director's performance, and takes action necessary to address unsatisfactory performance as needed, up to and including termination.

- The Board will generally meet once per month. These meetings will be open to the public and noticed in advance.
- Each Trustee shall file a Statement of Economic Interest in their primary county of residence by April 30 of each year.
- The agenda and/or information packet for the meetings will be distributed to the Board by the Library Director prior to meetings. Any Trustee wishing to have an item placed on the agenda will contact the President and Library Director in sufficient time preceding the meeting to have the item placed.
- Any Trustee who is unable to attend a meeting will contact the library to indicate that ~~he or she~~ they will be absent. Due to the fact that a quorum is required for each meeting, this contact should be made as far in advance as possible.
- To be effective, Trustees must attend most meetings, read materials presented for review, and attend an occasional Library System (or other library related) workshop, seminar, or meeting. Attendance at meetings via telephone conferencing or electronic means shall not constitute an absence.
- Individual Trustees do not speak for the Board. If questions or comments about the library are submitted to an individual Trustee, those questions will be referred to the Board as whole for consideration, or to the Library Director for a response, as appropriate.
- Trustees are expected to promote the purpose, values, and services of the library; however, they should be very careful to refrain from comments on matters of policy, controversy, or dispute. All communications on specific issues will be made by the Library Director or the President of the Board of Library Trustees, unless another Trustee has been designated as the spokesperson for a particular project or issue. Most questions about day to day library operations will be referred to the Library Director.

1.4.5 Section 5. Professional Meetings, Workshops, Training, and Memberships
Library Trustees are encouraged to participate in professional organizations and to attend workshops, conferences, and other activities related to their responsibilities. Reimbursement will be made for reasonable expenses related to these activities. Reimbursement for automobile mileage will be based on the current rate allowed by the Internal Revenue Service. Membership dues for the American Library Association and the Illinois Library Association will be paid for all Trustees.

1.5 Article 5. Officers

1.5.1 Section 1. Board Officers

The elected officers of the Board shall be a president and a secretary. Officers shall serve a term of two years.

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1.5.2 Section 2. Election of Officers

Officers shall be elected by the Board from its members at a regular or special meeting in even numbered years after that year's appointment to the Board has been made. Election of an officer requires an affirmative vote by a majority of the appointed Trustees. Any Trustee may nominate members of the Board for office. In the case that more than one nomination is made for an office, a blind ballot shall be used. If the vote results in an irresolvable tie, the decision will be made by drawing lots. Newly elected officers will assume their responsibilities after the close of the meeting at which the election was held.

1.5.3 Section 3. Board Officers – Vacancy

A special election will be held to fill any vacancy created by officers who leave the board before completing their term of office. The length of the term will be limited to the remaining months of service in the term vacated by the officer.

1.5.4 Section 4. President

The President shall preside at all meetings of the Board, appoint all committees, and perform other duties normally associated with the office or assigned to the office by the Board. In the absence of the President, the Secretary shall preside over the meeting.

1.5.5 Section 5. Secretary

The Secretary has the responsibility to see that adequate minutes of meetings of the Board are taken and maintained as a public record. The Secretary certifies documents on behalf of the Board, including levy requests, grant applications and annual reports. In the absence of the President, the Secretary will preside over the Board meeting. In the absence of the Secretary, a secretary pro tem will be appointed.

1.5.6 Section 6. Treasurer

The Board does not elect a treasurer from among its members. The Treasurer of the Village of Downers Grove serves as the official bonded treasurer for the Board of Library Trustees and coordinates the financial services on behalf of the Board. The Treasurer of the Village of Downers Grove has no voting privileges on the Board of Library Trustees.

1.5.7 Section 7. Additional Duties of Officers

In addition to the duties previously specified, each officer shall perform such other duties as may be required by law or by the ordinances or resolutions of the Board.

1.5.8 Section 8. Removal of Officers

Officers may be removed from office prior to the expiration of the term of office by majority action at a duly posted meeting of the Board of Library Trustees.

1.6 Article 6. Meetings

1.6.1 Section 1. Open Meetings Act and Public Notice

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All regular meetings, special meetings, and committee meetings of the Board of Library Trustees are open to the public as provided in the Illinois Open Meetings Act (5 ILCS 120/1 – 120/7.5). The Library Director is responsible for issuing notice of all meetings to Trustees, the press, and the public in accordance with the Illinois Open Meetings Act and other current legal requirements. Notice shall include the agenda of business items to be discussed at the meeting.

1.6.2 Section 2. Regular Meetings

Regular meetings of the Board of Library Trustees are held on the fourth Wednesdays of each month at 7:30 PM at the Library. Meetings in November and December are generally held on the second Wednesday of the month at 7:30 PM at the Library to accommodate holidays. Regular meetings may be canceled if there is no business that requires the attention of the Board or rescheduled to accommodate holidays or other events.

1.6.3 Section 3. Special Meetings

Special meetings may be held at any time at the call of the President, the Secretary, or any two Trustees. Except in the case of a bona fide emergency, notice and the agenda of the special meeting must be delivered to all Trustees at least 48 hours prior to the meeting time.

1.6.4 Section 4. Attendance

A maximum of two Trustees may attend regular or special meetings electronically when they are not able to physically attend a meeting for reasons allowed by the Open Meetings Act (5 ILCS 120/1 – 120/7.5). A Trustee attending electronically shall be a full participant in the meeting; however, such attendance shall not be used to establish a quorum.

1.6.5 Section 5. Quorum

A quorum consists of the majority of those Trustees appointed to the Board that are physically present at a meeting. Quorum is four Trustees when a full Board of six are appointed.

1.6.6 Section 6. Rules Governing Procedure

The latest edition of *Roberts Rules of Order* shall govern the parliamentary procedures of the Board to the extent practicable.

1.6.7 Section 7. Voting

Each Trustee, including the President of the Board of Library Trustees, shall be entitled to one vote upon each matter submitted to vote at a meeting of the Board of Library Trustees. All votes in any question shall be ayes, nays and abstains and the spread of record recorded in the minutes of the meeting. Roll call votes shall be required for all ordinances, resolutions, and expenditures from all funds. A majority of those physically present shall determine the vote taken on any question, unless a larger majority is

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specified by law.

1.6.8 Section 8. Order of Business

The order of business for regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown so far as circumstances will permit:

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
5. Financial Matters
 - a. Approval of Invoices
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
9. Unfinished Business
10. Library Director's Report
11. Executive Session (if applicable)
12. Action for Items Discussed in Executive Session (if applicable)
13. Trustee Comments and Requests for Information
14. Adjournment

1.6.9 Section 9. Public Comment

In order to give the public an opportunity to present their comments to the Board of Library Trustees, the agenda of all open meetings of the Board or Board committees will include an opportunity for public comment.

The public will be given an opportunity to make comments relating to specific items of business on the current meeting agenda. The public will also be given an opportunity to make comments on other areas relating to the business of the Board of Library Trustees. The Board of Library Trustees are not obligated to respond to public comments.

Any person present at the meeting may comment. Each individual making a comment will be required to identify himself or herself by name. Each member of the public shall have a maximum of five minutes to address the Board. A maximum of thirty minutes per regular Board meeting will be allotted to Public Comment.

1.6.10 Section 10. Executive Session

Executive session may be used when deemed necessary by the Board and in accordance with the Open Meetings Act (5 ILCS 120/1 – 120/7.5). A roll call vote shall be required to convene an executive session.

1.6.11 Section 11. Meeting Minutes

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Meeting minutes shall reflect attendance and actions taken for all meetings of the Board of Library Trustees. Minutes of Board meetings shall be retained in accordance with current legal requirements. Recordings of Executive Session meetings shall be retained in accordance with current legal requirements. Recordings of open Board meetings shall be retained for 18 months.

1.7 Article 7. Committees

The Board of Library Trustees shall function as a committee of the whole, with special assignments being undertaken by individuals or ad-hoc committees as deemed appropriate. No committee shall have other than advisory powers unless, by formal action of the board, it is granted specific power to act. The President shall be an ex-officio member of all committees with full rights.

1.8 Article 8. Amendments to the Bylaws

These Bylaws may be altered, amended or repealed and new Bylaws adopted by an affirmative vote of two-thirds of the appointed Board at a regular meeting, provided the following conditions have been met:

1. An initial draft of proposed changes are presented to the Board at a regular meeting, with
- ~~2. Discussion and suggested revisions are sought at a second regular meeting; and~~
2. The final text of amendments is sent to each Trustee with the agenda for a ~~third~~ second regular meeting.

A vote on the amended Bylaws may occur at the ~~third~~ second regular meeting.

1.9 Article 9. Indemnification of Trustees, Employees, and Volunteers

If any claim or action not covered by insurance is instituted against a Trustee of the Downers Grove Public Library, out of an act or omission by a Trustee acting in good faith for a purpose believed to be in the best interest of the Downers Grove Public Library; or if any claim or action not covered by insurance is instituted against an employee or volunteer of the Downers Grove Public Library allegedly arising out of an act or omission occurring within the scope of ~~his or her~~ their duties as employee or volunteer; the Downers Grove Public Library shall, at the request of the Trustee, employee or volunteer:

1. Appear and defend against the claim of action; and
2. Pay or indemnify the Trustee for a judgment and court costs, based on such claim or action; and
3. Pay or indemnify the Trustee for a compromise or settlement of such claim or action, providing the settlement is approved by the Board of Library Trustees.

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For the purpose of this Section, the term Trustee, employee and volunteer shall include any former Trustee, employee and volunteer of the Library. This indemnification resolution shall not apply if the Board of Library Trustees finds that the claim or action is based on malicious, willful, or criminal misconduct. In such case the action to be taken by the Board of Library Trustees will be determined after an investigation of the facts.

1.10 Article 10. Review of Bylaws

These bylaws shall be reviewed at least biennially.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
OCTOBER 28, 2020**

Agenda Item 9B

Library Director Evaluation Form and Process

As discussed at the September 23, 2020 Board of Library Trustees meeting, the Library Director Evaluation Forms and Process are included in your packets. The timeline in the Process document was updated to reflect the discussions at that meeting and include the possible closed sessions needed. The timing of the Self Report and goals progress was moved forward to be submitted to the Trustees prior to the group evaluation, reflecting the process used with library staff.

Recommended Action: Motion to approve the Library Director Evaluation Forms and Process as presented.

Library Director Evaluation Form

Rating scale:

- 4 - Consistently demonstrates exceptional performance
- 3 - Often demonstrates performance beyond expectations
- 2 - Performance meets expectations
- 1 - Performance needs attention
- 0 - No opportunity to observe

Long-Range Planning and Leadership

Rating (see scale above):	Competency description: Articulates and works to achieve a guiding vision for the Library. Sets goals and makes decisions based on the direction set by the Library's strategic plan. Gathers input from the Board, the community, staff, and other stakeholders to understand the Library's impact and effectiveness. Reports regularly on the progress and outcomes of the strategic plan. Stays current with library best practices, trends, and innovations.
Examples and notes:	

Board Relations

Rating (see scale above):	Competency description: Keeps the Board informed about the activities of the Library. Provides all relevant information for decision-making in a timely way. Offers direction and makes appropriate recommendations as needed for Board discussions. Explains to the Board new developments in library services and their applicability to the Library's strategic plan. Supports and administers Board decisions and policies.
Examples and notes:	

Legal and Financial Responsibilities

Rating (see scale above):	Competency description: Stays up-to-date with the Library's financial and legal matters. Ensures all governmental and legal requirements of the Library are met. Maintains accurate and current financial records. Prepares budgets and directs spending in accordance with Board policy and the best interests of the community. Works with the Board to ensure long-term financial sustainability.
Examples and notes:	

Representing the Library

Rating (see scale above):	Competency description: Builds effective, positive, respectful relationships with the Village, community members, and other stakeholders. Serves as an advocate for the Library in interactions with the public. Responds or directs responses to community feedback in a timely, professional manner. Represents the Library in professional organizations and among peers.
Examples and notes:	

Staff Relations

Rating (see scale above):	Competency description: Serves as an example for staff through professional conduct and mutual respect. Maintains high standards of ethics, honesty, and integrity. Communicates with staff in a timely and transparent way. Supports and encourages staff development and professional growth. Delegates authority and efficiently organizes work among direct reports. Creates a positive, equitable, and stimulating workplace environment.
Examples and notes:	

Library Director Self-Evaluation Form

What do you consider your biggest accomplishments this year?

Describe any significant challenges that may have affected how you performed your work this year.

What suggestions do you have for changes you could make to improve your job and / or job performance?

What suggestions do you have for the Board of Trustees to better support you or improve your job and / or job performance?

Library Director Evaluation Process

The Downers Grove Public Library Director's annual evaluation consists of three main components:

- Progress on annual goals
- Self-report
- Board of Trustees evaluation

The process culminates with a closed session meeting at the end of the year during which the Trustees and the Director engage in a conversation about each of these components.

Suggested timeline:

- **June Board meeting:** Director provides a brief check-in report on annual goals
- **September/October:** Director prepares self-report, including progress on current goals and suggested goals for next year.
- **Prior to October Board Meeting:** Director sends Board Evaluation Form and Library Director's self-report to Trustees.
- **October Board meeting:** Closed session to create a whole-Board evaluation to be shared with the Director. Designated Trustee appointed to share this evaluation with Director.
- **Prior to November Board Meeting:** Designated Trustee meets with Director to present Board evaluation.
- **November Board meeting:** Board and Director discuss goals for next year; Board sets goals; Closed session for Board and Director evaluation discussion if needed.
- **December Board meeting:** Board makes a recommendation about the Director's merit increase for the year.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
OCTOBER 28, 2020**

Agenda Item 9C

COVID-19 Response and Reopening Phasing Plan

At the September 23, 2020 meeting, the Board of Library Trustees again reauthorized the Library Director to enact temporary policies, in consultation with the Board President and within the parameters of the COVID-19 Response and Reopening Phasing Plan. The COVID-19 Response and Reopening Phasing Plan includes a revised Phase 4 “Restoring Service and Hours,” which reflects the non-linear progression of service restoration since the library reopened to the public in July.

DGPL remains in its Phase 4, Restoring Services and Hours. Public service hours were increased on weekends in response to community use. Public service hours are now Monday through Friday 10:00 a.m. to 7:00 p.m., Saturday 10:00 a.m. to 5:00 p.m., and Sunday 1:00 to 5:00 p.m. The Curtiss Street entrance reopened to the public on October 12. Capacity limits remain in force, with staff monitoring the entrances to track capacity and remind visitors to wear masks properly. An iPad app allows tracking of capacity in real time with two entrances in use. In early October, the restriction for adults to accompany all children under 13 was rolled back to pre-COVID policy: Children age eight and older may visit the library without an adult. Curbside service usage remains steady. Visit duration remains at two hours and computer sessions at 90 minutes.

Illinois remains in its Phase 4: Revitalization of the Restore Illinois plan, but Resurgence Mitigations for Region 8 (DuPage and Kane Counties) are in force as of October 23, 2020. Mask requirements and social distancing remain in place. Gathering size allowed is reduced to 25 people. However, the use of Meeting, Conference, and Study Rooms for quarantine of items, storage of furniture, and socially distanced staff workspaces does not allow for gatherings in the library. Capacity limits are now 25%. Due to the Resurgence Mitigations, plans to deploy study tables and chairs for public use are on hold.

Recent REALM (Reopening Archives, Libraries, and Museums Project) results and statewide guidance provided by several states for all of their libraries has led the Illinois State Library to seek aid from the Illinois Department of Public Health in determining statewide guidance on quarantine of materials for libraries. Under advice for their statewide health agencies, Wisconsin and Oregon have recommended a 24-hour quarantine of library materials, while Maine’s recommendation is 72 hours. RAILS (Reaching Across Illinois Library System) quarantine requirement remains 7 days.

Recommended Action: Reauthorize Library Director to continue to make temporary policy changes in consultation with Board President and within parameters of COVID-19 Response and Reopening Phasing Plan as presented.

COVID-19 RESPONSE AND PHASED REOPENING PLAN DOWNERS GROVE PUBLIC LIBRARY

INTRODUCTION: COVID-19 has forced the library building to close temporarily, but it has not closed our library. Virtual services continue, developed and provided through the talents and creativity of the library's extraordinary staff. This document, COVID-19 Response and Phased Reopening Plan, outlines proposed stages to reopen our library building. This phased strategy keeps the health and safety of the staff and public as the highest priority of Downers Grove Public Library. In this time, our decisions will be health-driven rather than customer service driven. In addition to compliance with national and state Executive Orders, the library will follow the recommendations of the DuPage County Health Department, Illinois Department of Public Health, and the CDC for staff and public safety.

Caveats and Considerations:

- We don't know when we will implement any phase of this plan.
- We don't know how long each phase will be implemented, if phases may be combined, or if public health recommendations require reverting to a previous phase.
- We don't know if we will receive clear public health guidance for public libraries, or if we will have to rely on the general consensus of public health agencies and others in our profession.
- SWAN is seeking to achieve uniformity in the reopening schedule of its member libraries, so to some extent we may be required to conform to timelines set by SWAN.
- We don't know when RAILS will resume delivery.
- Summer Reading will be planned with all virtual programs. If restrictions ease, in-person programs may be added back at that time.

- Good faith attempts will be made to rotate the in-building staff so that all take turns working in-library and telecommuting. Complete equity of staff time in-library and telecommuting is not possible, given specialization of tasks.
- The Board of Library Trustees approved Fine Free through August 2, both to help those in our community struggling financially as a result of the COVID-19 crisis and to mitigate cash handling concerns.

REOPENING PHASES

General overview of the phased open approach

Phase 1: Return of Materials Only

Library building is closed to the public. Staff come in to prepare to reopen the building. Book drops reopen for materials return.

Date Implemented: Monday, May 4, 2020 (Actual Date: May 4, 2020)

Context: Restore Illinois Phase 2 implemented for our area. Social distancing is recommended. Face masks are required. Infection risks are still high. Supplies are limited and restocking ability is uncertain.

Summary: Library building remains closed to the public. Scheduled staff start working onsite (under specific safety procedures) to prepare spaces, collections, and technology for reopening the building. Staff may work in staff and public areas. Some staff continue to work remotely. Materials return begins. Materials are quarantined for 7 days before being checked in and reshelved.

Phase 2: Curbside Pickup

Library provides curbside service for access to physical materials, with reduced hours. Library building is closed to the public. Staff continue to prepare to reopen the building.

Anticipated Date: Monday, May 18, 2020 (Actual Date: May 20, 2020)

Context: Restore Illinois Phase 2 implemented for our area. Social distancing is recommended. Face masks are required. Infection risks are still high. Adequate supplies are on hand to comply with safety recommendations for public and staff, but supply needs and availability are uncertain.

Summary: Curbside pickup service will begin for only those materials available in the library. SWAN holds and delivery may not be available. Reference and readers advisory services continue via phone, email, and chat. Curbside service procedures to be determined by the Circulation Department. Library staff bring materials to the patron's car, checked out, in bags. Staff wear gloves and non-medical masks. Staff in the building are limited and practicing social distancing as recommended by public health officials. Curbside Pickup hours limited. Continue quarantining books for as long as advised. No reservations for study rooms or meeting rooms are accepted. When SWAN unsuspends holds, holds will begin to be filled. Holds will be available for curbside pickup. RAILS delivery may not be available, limiting holds to local items only.

Phase 3: Limited Public Service, Limited Hours

Library reopens to provide access to physical materials, but with reduced hours. Other services are limited or restricted.

Anticipated Date: Monday, July 6, 2020 (Actual Date: July 6, 2020)

Context: Restore Illinois Phase 3 implemented for our area. Social distancing is recommended. Face masks are required. Infection risks are still high. Adequate supplies are on hand to comply with safety recommendations for public and staff, but supply needs and availability are uncertain.

Summary: Library reopens to the public, but not to encourage extended stays or gatherings. Patrons may access materials, including self-service holds. Seating is removed from public areas. Access to Kids Room play areas is restricted. No reservations for study rooms or meeting rooms are accepted. Computer access may be offered by appointment only. Open hours may be limited to allow for materials to be shelved and holds pulled before the library opens to the public. Curbside Pickup continues to accommodate vulnerable patrons and patrons not yet comfortable coming into the library. Limits to number of patrons in the building and limits on access to children under 13 without an adult may be established. Fine free through August 2 limits cash handling. Desks are staffed to allow for social distancing. Staff may be assigned to monitor patron behavior to prevent group gatherings and maintain social distance. Staff continue to offer services through chat, phone calls, and emails. Home deliveries may resume on a “no contact” basis.

Phase 4: Restoring Services and Hours

Gradual restoration of library services return to regular hours.

Anticipated Date: Restore Illinois Phase 4 implemented for our area. Social distancing is recommended. Face masks are required. (Actual Date: Implementation Ongoing)

Context: Physical distancing is still recommended, but infections risks are beginning to decline. Supply needs are predictable and supplies are plentiful.

Summary: Open hours gradually return to regular schedule, in keeping with usage patterns and as staffing allows. Visit duration increase incrementally, but extended stays or gathering remain restricted. Age for access by children without an adult returns to 8. Curbside Pickup continues to accommodate vulnerable patrons and patrons not yet comfortable coming into the library. No reservations for meeting rooms are

accepted. Capacity limits and/or other restrictions continue. Seating is slowly reintroduced, configured to allow for physical distance. Computers are accessible at intervals of at least 6 feet. Limited study room use is slowly reintroduced. Reservations for seating, computer sessions, and study rooms required. Access to Kids Room play areas are restricted. Desks are staffed to allow for physical distancing. Staff may wear gloves and non-medical masks.

Phase 5: Large Group Limits Only

The majority of library services are reintroduced. There may be limitations on larger group gatherings for meetings and programs.

Anticipated Date: Restore Illinois Phase 4 implemented for our area and Restore Illinois Phase 5 anticipated. Social distancing is recommended. Face masks are required.

Context : Physical distancing guidelines have been relaxed to allow for smaller group gatherings. Large group gatherings are still considered a risk.

Summary: Service desks staffed according to social distancing requirements. Device checkouts are permitted. Most computers in operation. Most seating is back in public areas. Toys return to the Kids Room and play areas are open. Meeting rooms and study rooms available for small group meetings.

Phase 6: New Normal

Service returns to “our new normal”.

Context: Restore Illinois Phase 5 implemented for our area. Infection threat is considered low or non-existent.

Summary: Large group gatherings are allowed in meeting spaces.

STAFF CONSIDERATIONS

Phase 1: Return of Materials Only

- Announce date book drops open or do a “soft opening”
- Open book drops.
- Staff empty book drops daily wearing gloves and non-medical masks and put books in Meeting Room, marked in groups by date.
- Quarantine books for 7 days, then check-in, and reshelve. Other materials may be handled differently, based on the type of material.
- Limited staff in building per day during limited hours, practicing social distancing as recommended by public health officials.
- Continue quarantining books for as long as advised during subsequent phases.

What must be in place before this phase begins:

- Acquire adequate non-medical masks (if possible) and gloves for staff.
- Advise staff on resources to make masks.
- Research and advise staff on best practices for glove use to avoid recontamination via gloves.

Phase 2: Curbside Pickup

- Announce opening of curbside pickup of in-library materials or “soft opening”
- Patrons may be able to pick up books already on hold in building (SWAN dependent). If so, staff calls patrons with holds on shelf before closure to let them know they have materials waiting for them.

- Patrons call, email, or chat to place holds for materials currently on-shelf in the library. Staff answer phones, email, and chat, pull materials, place and trap holds. Circulation Department will create procedure for Curbside Pickup service.
- Reference and readers advisory services continue via phone, email, and chat.
- Patrons contact the library when they are outside. Library staff bring their materials to their car, checked out, in bags. Staff wear gloves and non-medical masks.
- Limited staff in building during limited hours. Curbside Pickup hours limited.
- Patron may place holds or make requests for materials by voicemail or email outside of open hours.
- When SWAN unsuspends holds, holds will begin to fill. Holds will be available for curbside pickup.
- Staff wear gloves and non-medical masks.

What must be in place before this phase begins:

- Acquire adequate paper bags for curbside service.
- Acquire adequate non-medical masks and gloves for staff.
- Advise staff on resources to make masks.
- Research and advise staff on best practices for glove use to avoid recontamination via gloves.

Phase 3: Limited Public Service, Limited Hours

- Patrons may enter building to pick up holds and select materials.
- Seating and toys are not available to public. Access to Kids Room play areas is restricted.
- Limited public computer use will be available.

- Limits on access to children without an adult may be established.
- Wipe down computers with antiseptic wipes after each use.
- Wipe down self-check with antiseptic wipes after each use, if possible.
- Wipe down service desks with with EPA-approved disinfectant at intervals throughout day.
- Wipe down staff phones, computers, and mice with antiseptic wipes between shifts.
- Marks on floor for social distancing while standing in line and for maintaining appropriate distance from service desk.
- Fine Free through August 2, 2020 removes some necessity of cash handling.
- Homebound deliveries may resume on a “no contact” basis such as drop off on porch or in other covered area and pick up of returns.
- Staff wear may wear gloves. Masks are required.

What must be in place before this phase begins:

- Acquire adequate PPE for increased staff working in the building.
- Determine reliable source of antiseptic wipes or viable substitutes.
- Set up procedures for staff monitoring and enforcement of social distancing.

Phase 4: Recovery of Services and Hours

- Phase back toward full staffing. Staff still advised to telecommute for “off desk” work to avoid crowding in staff office space.
- Continued curbside service may impact hours due to staffing availability.
- Soft seating and toys are not available to public. Access to Kids

Room play areas may be restricted.

- Computers will be placed in-service/out-of-service to ensure 6 feet distance between users.
- Gradually reintroduce seating at tables for public use.
- Limits on access to children without an adult may continue.
- Wipe down computers with antiseptic wipes after each use.
- Wipe down tables/chairs with EPA-approved disinfectant after each use.
- Reintroduce study rooms for public use if possible with staff needs.
- Cleaning of high touch surfaces at intervals throughout day.
- Wipe down staff phones, computers, and mice with antiseptic wipes between shifts.
- Marks on floor for social distancing while standing in line and for maintaining appropriate distance from service desk.
- Home Delivery and Satellite Stacks deliveries resume on a “no contact” basis, as allowed by the individual or organization, such as drop off on porch or in other covered area and pick up of returns.
- Staff may wear gloves. Masks are required.

What must be in place before this phase begins:

- Create plan for staff monitoring and enforcing social distancing for people moving around library, especially children/teens.

Phase 5: Large Group Limits Only

- Gradually relax social distancing and cleaning routines and use of non-medical masks, as advised by public health officials.
- Soft seating and toys return to public areas.

- Phase back to full on-desk staffing. Staff may telecommute for “off desk” work to avoid crowding in staff office space.
- Opening use of Meeting, Conference, and Study Rooms to the public occurs when rooms are no longer needed for storage of furniture, social distancing of staff work spaces, etc.

Phase 6: New Normal

- Resume in-person programming for all size gatherings.
- Policies for Phased Reopening Plan no longer in force, including temporary Staff Policies and Procedures for Phased Reopening Plan.

**DOWNERS GROVE PUBLIC LIBRARY
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Agenda Item 10

Library Director's Report

2021 Employee Insurance Benefit Premiums

The Downers Grove Public Library participates in the Village of Downers Grove's employee benefits program for medical, dental, and vision insurance. The Village of Downers Grove plan renewal premiums are 5% increase for medical and no increase for dental and vision. Last fall, as part of DGPL's Compensation System Redesign, the Board of Library Trustees approved a new structure for employee benefit premiums, setting a percentage for employer and employee portions at each benefit level. The 2021 Premiums table is included in your packet.

Election Day

The library will be open as usual on election day. According to recent court rulings, municipal governments are not included in the statewide Election Day holiday for November 3, 2020.

Policy Manual

The final edits of the updated Policy Manual are nearly complete. The revised Policy Manual, excluding the Bylaws included on tonight's agenda, will go before the Board for approval in November. Beginning in January 2021, policies will be reviewed according to a biennial cycle.

Illinois Public Library Per Capita Grant Application and Requirements

In past years, the Illinois Public Library Per Capita Grant Application was released by October 15 of each year for the following year's grant. In April 2017, annual requirements were released for grant years 2018 through 2020. Applications are due in January for each grant year. To date, no application or requirements have been released by the Illinois State Library for the 2021 grant year. At an October 19 meeting, not on this topic, Executive Director of the Illinois State Library Greg McCormick stated that the application deadline would be moved back, likely into March, for 2021 and the new requirements will be an annual review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* by Board and staff. In early 2020, all DGPL Trustees and management team members were asked to review the new *Standards* and provide feedback on any areas where DGPL was not meeting the checklists provided. Activities taking place now, such as the library director evaluation process and development of a new Disaster Response Plan, are a direct result of that review.

Submitted by Julie M. Milavec
October 22, 2020

	2021 PREMIUMS					
PPO HIGH DEDUCTIBLE \$1,500	EMPLOYEE	EMPLOYER	TOTAL	EE %	ANNUAL EMPLOYEE COST	ANNUAL EMPLOYER COST
Employee Only w/Screening	\$ 48.28	\$ 595.46	\$ 643.74	7.5%	\$ 579.37	\$ 7,145.51
Employee Only w/0 Screening	\$ 98.28	\$ 595.46	\$ 693.74		\$ 1,179.37	\$ 7,145.51
Employee & Spouse w/2 Screenings	\$ 185.07	\$ 1,295.52	\$ 1,480.59	12.5%	\$ 2,220.89	\$ 15,546.20
Employee & Spouse w/1 Screening	\$ 235.07	\$ 1,295.52	\$ 1,530.59		\$ 2,820.89	\$ 15,546.20
Employee & Spouse w/0 Screening	\$ 285.07	\$ 1,295.52	\$ 1,580.59		\$ 3,420.89	\$ 15,546.20
Employee & Children w/Screening	\$ 168.98	\$ 1,182.87	\$ 1,351.85	12.5%	\$ 2,027.78	\$ 14,194.43
Employee & Children w/0 Screening	\$ 218.98	\$ 1,182.87	\$ 1,401.85		\$ 2,627.78	\$ 14,194.43
Family w/2 Screenings	\$ 257.50	\$ 1,802.47	\$ 2,059.96	12.5%	\$ 3,089.94	\$ 21,629.58
Family w/1 Screening	\$ 307.50	\$ 1,802.47	\$ 2,109.96		\$ 3,689.94	\$ 21,629.58
Family w/0 Screening	\$ 357.50	\$ 1,802.47	\$ 2,159.96		\$ 4,289.94	\$ 21,629.58

VEBA PLAN \$2,500	EMPLOYEE	EMPLOYER	TOTAL	EE %	ANNUAL EMPLOYEE COST	ANNUAL EMPLOYER COST
Employee Only w/Screening	\$ 17.33	\$ 675.81	\$ 693.14	2.5%	\$ 207.94	\$8,109.74
Employee Only w/0 Screening	\$ 67.33	\$ 675.81	\$ 743.14		\$ 807.94	\$8,109.74
Employee & Spouse w/2 Screenings	\$ 119.69	\$ 1,476.19	\$ 1,595.88	7.5%	\$ 1,436.29	\$17,714.27
Employee & Spouse w/1 Screening	\$ 169.69	\$ 1,476.19	\$ 1,645.88		\$ 2,036.29	\$17,714.27
Employee & Spouse w/0 Screening	\$ 219.69	\$ 1,476.19	\$ 1,695.88		\$ 2,636.29	\$17,714.27
Employee & Children w/Screening	\$ 109.21	\$ 1,346.92	\$ 1,456.13	7.5%	\$ 1,310.52	\$16,163.04
Employee & Children w/0 Screening	\$ 159.21	\$ 1,346.92	\$ 1,506.13		\$ 1,910.52	\$16,163.04
Family w/2 Screenings	\$ 166.85	\$ 2,057.87	\$ 2,224.72	7.5%	\$ 2,002.25	\$24,694.39
Family w/1 Screening	\$ 216.85	\$ 2,057.87	\$ 2,274.72		\$ 2,602.25	\$24,694.39
Family w/0 Screening	\$ 266.85	\$ 2,057.87	\$ 2,324.72		\$ 3,202.25	\$24,694.39

	2021 PREMIUMS					
DENTAL	EMPLOYEE	EMPLOYER	TOTAL	EE %	ANNUAL EMPLOYEE COST	ANNUAL EMPLOYER COST
Employee Only	\$ -	\$ 44.95	\$ 44.95	0.0%	\$ -	\$ 539.40
Family	\$ 21.48	\$ 121.73	\$ 143.21	15.0%	\$ 257.78	\$ 1,460.74

	2021 PREMIUMS					
VISION	EMPLOYEE	EMPLOYER	TOTAL	EE %	ANNUAL EMPLOYEE COST	ANNUAL EMPLOYER COST
Employee Only	\$ 0.62	\$ 3.02	\$ 3.64	17.0%	\$ 7.43	\$ 36.25
Family	\$ 1.72	\$ 7.57	\$ 9.29	18.5%	\$ 20.62	\$ 90.86

**DOWNERS GROVE PUBLIC LIBRARY
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Department Reports – September 2020

Administration – Jen Ryjewski

- Participated in the one-on-one and the Management Team EDI listening sessions with consultant Reesheda Graham Washington to identify a trajectory for successful implementation of EDI practices across our organization.
- Assisted Director, Julie Milavec, on a complete re-read, review, and update of the library policy manual.
- Attended Illinois Library Association's Best Practices Committee Meeting where we identified target areas of needed research and parceled out work to the group.
- Conducted annual reference transaction survey for the 2021 IPLAR report.
- Attended a RAILS webinar called Serving Patrons with Dementia in preparation for the next Innovation Team project.

Adult & Teen Services – Lizzie Matkowski

- Programming during September included: Fall Leaf Bowl and Fabric Flowers pickup programs; Creating a Family Archive and Genealogy Library; Safe, Secure and Accessible Elections; and Thomas Armstrong: Autobiography of a Freedom Ride.
- The exhibit Telling a People's Story from the University of Miami Ohio continued through the end of September.
- Nancy and Van wrote and submitted a project for the Back To Books grant program from the Illinois State Library.
- ATS staff attended DEI Listening Sessions.

Children's Services – Allyson Renell

- The Kids Room, with the help of PR, created a Tutor Directory that lists information about local tutors including their contact information, grades or ages they serve, and their subject specialization. The library is not endorsing any of these tutors; we are simply creating an information resource that we hope will be helpful to students and caregivers in our community. The directory is available to anyone who would like a copy and it can be requested at both the Kids Desk and Ask Us Desk. Tutors are still able to add their names to the list via a form on our website and the list will be updated monthly. So far we have had a positive response from the community and we have been able to share it with some of our District 58 partners as well.

- With the permission of District 58, we have also started circulating our copies of school textbooks. These books are technically on loan to us from the district and had originally been for in-house use only. Since the library's current service model doesn't permit students to sit at a table in-house and use the textbook, we are hoping this will be a solution if a student needs their book. The textbooks are able to be checked out for a short period of time, 48 hours, so that if a student forgets their own textbook somewhere and can't retrieve it, they have another option to still get their work done. We have also agreed to this arrangement with the textbooks we have from St. Mary's School.
- The Kids Room hired a new Library Clerk, Megan Mark, who started on September 21.
- Department Manager Allyson Renell and Outreach Coordinator Erin Linsenmeyer spent a lot of time in September researching Intergovernmental Agreements between schools and libraries to prepare for a possible partnership with District 58 to help students who live in unincorporated parts of Downers Grove to receive a fee-free library card. An IGA will be part of a larger goal that we hope to work with the district on to get library cards in the hands of every student enrolled. District 58 has expressed interest in this plan, but we are waiting until they settle down from their busy fall before moving forward.
- Erin is also working with District 58 to use their curriculum guides to analyze and update our non-fiction collection. Their curriculum guides layout what kinds of topics are covered in which grades, so Erin is making sure our non-fiction collection contains materials to supplement and enhance these topics.
- The Anything Emporium collection has continued to be popular and some items are in high demand. In response, Reference and Technology Coordinator Sharon Hyrcewicz and Library Assistant Lisa Hung added more copies of popular kits including our sewing machine, Botley Robot, and Metal Detector kits.
- Allyson spent much of September preparing for her maternity leave which will begin towards the end of October or early November. This included training staff on certain responsibilities and projects and handling a lot of scheduling for the rest of the year. Traci Skocik, Program Coordinator, will be serving as Interim Manager while Allyson is out.

Circulation Services – Christine Lees

- Out of an abundance of caution, during September we moved back to a seven-day quarantine of materials due to the REALM survey. We will continue to monitor quarantine limit recommendations from both REALM and RAILS.
- We were closed for the Labor Day holiday and our remarkable staff were able to catch up on the backlog of work on Tuesday.
- Much focus was given to curbside delivery functions this month. Christine Lees prepared a snapshot of curbside for the Board to review at their September meeting. We had multiple meetings in preparation for opening the Curtiss Street doors to the public in October and Circulation Supervisors trialed a number of

service ideas to pivot our service when our Curtiss Street doors open. We are pleased to say that Curbside Service remains an important feature that patrons appreciate.

- We were pleased to promote Rosie Lewellyn from the shelving position to a clerk position in the Circulation Department. Rosie first came to DGPL during her College of DuPage Library Technical Assistant (LTA) practicum experience. Rosie then applied to join DGPL staff in our department for an open shelver position and she has been an amazing fit! These types of partnerships speak to our strategic plan and are a win, win for DGPL!
- Circulation staff participated in multiple listening sessions with Reesheda Graham Washington in participation with our DEI objectives. We are all anxious to read the results of the DEI sessions and the continued work on these important topics. Thank you to the Board for allowing us the time to participate and for placing such a high importance on continued DEI efforts.
- Christine Lees worked with Midwestern University to renew our Illinois Federal Work Study (ILFWS) status which allows DGPL to be an Illinois Federal Work Study location. In October, we will welcome our new ILFWS student, Haleigh Gardner. Haleigh will be working as a door greeter as well as in the Circulation workroom.
- We participated in the September Reference Transaction survey.

Information Technology – Paul Regis

- Natassia Schulz joined the IT team as a Computer Help Desk Associate in mid-September. Natassia brings years of experience working in public, school, and academic libraries and is passionate about promoting access, equity, and diversity in libraries. Welcome to DGPL, Natassia!
- Technology Trainer Annie Jagielski created a Google Form to help staff sign up for the DEI listening sessions in late September. Annie also set up laptops in the Training Room for staff working during the hosted sessions. Thank you, Annie.
- IT offered a number of virtual computer classes in September, including: Introduction to Zoom; LinkedIn Basics; Job Hunting with Indeed; and iPhone Intermediate.
- The library extended visits to two hours per day, which allowed computer sessions to be bumped from 45 minutes to 90 minutes. This apparently has proven to be a sufficient amount of time, as there have been no complaints about computer sessions since this change.

Public Relations – Brian Ruane and Grace Goodwyn

- PR Manager Cindy Khatri started her maternity leave and is set to return at the end of November or the start of December. In her absence, Marketing Content Coordinator Brian Ruane and Graphic Design and Display Coordinator Grace Goodwyn have attended Managers Meetings and tended to other department issues.

- The Discoveries cycle started again. Brian and Grace worked collectively on the November/December issue, including editing, design layout, and content submissions.
- Updates were made to the website based on our Phased Reopening Plan, including available services, age limits, and time limits.
- Internal signage was updated and added to throughout the month to better reflect the needs of the library following its reopening and adjustments in operating procedures.
- Promotion for DEI programs continued throughout the month, both online and through a postcard designed by Grace.
- Brian and Grace attended multiple Diversity, Equity, and Inclusion sessions with Reesheda Graham Washington.
- Brian and Grace implemented Book Bundle Giveaways to celebrate National Library Card Sign Up Month and five lucky winners were chosen from a pool of 89 participants.
- Grace finalized work on the Binge Boxes and Board Games collection.
- Grace received two new permanent collection artwork pieces from artist Sarvin Haghighi. The pieces were donations from the Downers Grove Public Library Foundation and will be hung in their permanent homes soon.
- Brian and Grace are working with other departments in the final stages of implementing this year's Pick-a-Palooza, which will be incorporating 12 "Pick Packs" as prizes for those who enter.
- Brian and Grace worked with other departments to put together our very own Tutor Directory for families in the area to access. The list is available by contacting the Kids Desk or Ask Us Desk.

Access Services – Amy Prechel

Projects and Updates

- The “fine free forever” circulation rules went into effect Tuesday, September 1!
- Access to our textbook collection was revisited in September, in light of our only offering walk-through service. Adult and Teen Services and Kids Room staff secured permission from the local schools (that own the textbooks) to allow them to circulate outside of the building if needed. Access department staff worked with SWAN to enable appropriate system configurations and made the necessary changes on September 17 and 18. These items can now be borrowed for up to three days.
- A new board game collection launched on September 24 with an original offering of 48 items.
- Final preparations are underway for a collection of ‘Binge Boxes’: Selections of DVDs around a theme paired with coupons for local pizza and popcorn, that circulate as one item. We’re hoping to launch the new collection in October.

- Access Services staff met with audiobook selectors on September 16 to discuss the changes expected to our workflow once Blackstone Audio takes over the exclusive production and sale of Recorded Books content in October of this year.

Inventory and Cataloging

- For ATS collection in September: added 1329 print items, 268 AV items; discarded 785 print and 385 AV items.
- For Kids Room collection in September: added 780 print items and 148 AV items. Discarded 739 print and 90 AV items.
- Among these additions were: 12 Binge Boxes, 37 board games, 10 new Kids Room Playaways, 27 new Playaway Launchpads, and 11 Math Resource kits.
- 25 original cataloging records were created in September.

Reclassification and Repairs

- Repaired 302 ATS and Kids Room books and audiovisual items in September.
- Reclassified 196 ATS and Kids Room items in September.

Staff Training and Professional Development

- Nora Mastny attended the Swan Cataloging Advisory meeting on Thursday, September 3.
- Nora attended “Getting Hit On by Customers: Women (and Men) Share Their Tools for Stopping Unwanted Attention”, a webinar by Ryan Dowd, on September 17.
- All Access Services staff attended the Diversity, Equity, and Inclusion listening session for collection management staff on Wednesday, September 23. Amy Prechel attended individual and management team listening sessions on Tuesday, September 22.
- Nora, Amy, and MaryKellie Marquez attended the live “What is Cataloging Ethics?” RAILS webinar on September 22 and the RAILS Technical Services Networking Group meeting (via zoom) on September 25.
- MaryKellie attended SirsiDynix’s 2-part recorded webinar, “Leading with Gratitude”.
- Amy took on six In-Charge shifts in September and Nora took on five, an increase from the usual three.
- The department logged 10.5 hours of training in September.

Facilities Services – Ian Knorr

- We performed our annual fire alarm systems testing with Affiliated Fire and Safety. Simplex replaced the backup batteries. Our system passed.
- Julie and Ian met with Jim Pitzker from LIRA. Jim performed his annual building inspection and we passed without any infractions.
- Ian met with multiple cleaning service vendors to seek competitive quotes.

- Ian scheduled OASIS Irrigation for fall sprinkler shutdown on October 20.
- Ian attended listening sessions with Reesheda Graham Washington for the library's DEI initiative.
- Ian had his department meeting with Julie and Jen.
- Ian met with SMC and WeatherGuard roofing to start a roof review for the pre-bidding process.
- Knickerbocker Roofing was out and took core samples for the roof report for Product Architecture & Design.

Circulation	SEP 20	%	SEP 19	%	SEP 18	%
Checkouts						
Selfchecks	25,371	64%	38,066	73%	41,345	72%
Staff desk	14,529	36%	14,021	27%	16,365	28%
Total checkouts	39,900		52,087		57,710	
Renewals						
Auto Renewal	30,262		34,229		34,274	
Selfchecks	0		25		28	
Staff desk (incl. phone)	480		296		225	
Patron renewals on website	421		645		487	
Patron renewals on BookMyne	0		37		13	
BlueCloud Mobile/Web Services (22&11)	133		-		-	
Total renewals	31,296		35,232		35,027	
Total item checkout and renewals	71,196		87,319		92,737	
Digital Circulation	11,562		8,655		8,334	
Total Circulation	82,758		95,974		101,071	
Reserves Processed						
Received from ILL	5,308		6,022		6,352	
ILL sent	4,886		4,284		4,660	
OCLC requests processed	190		232		195	
Gate count						
North	13,607		23,954		23,875	
South	0		14,589		14,088	
Total	13,607		38,543		37,963	
Registrations						
New resident cards	109		175		148	
New fee cards	4		4		6	
Professional Development Hours	0		6			
Cost of Professional Development	\$0					

Circulation

	Sep 2019	Sep 2020	YTD Totals			
Adult	46,879	36,767	448,552	232,961		
Teen	1,955	1,908	19,753	10,007		
Children	38,485	32,521	355,320	187,784		
Download	8,655	11,562	77,339	109,069		
Total	95,974	82,758	900,964	539,821	-361,143	-40.1%

Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	23,820	64.79%	3,007	8.18%	8,505	23.13%	1,435	3.90%	36,767
Teen	1,803	94.50%	40	2.10%	25	1.31%	40	2.10%	1,908
Children	27,686	85.13%	1,080	3.32%	2,757	8.48%	998	3.07%	32,521
Total	53,309	74.88%	4,127	5.80%	11,287	15.85%	2,473	3.47%	71,196

Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	119,371	75.38%	15,313	9.67%	16,221	10.24%	7,455	4.71%	158,360
Children	79,280	85.83%	2,738	2.96%	8,416	9.11%	1,935	2.09%	92,369
Total	198,651	79.23%	18,051	7.20%	24,637	9.83%	9,390	3.75%	250,729

Book Collection

	Sep 2019	Sep 2020	YTD Totals		YTD Difference	
Adult	114,821	119,371				
Children	76,254	79,280				
Total	191,075	198,651	191,075	198,651	7,576	4.0%

Audio Collection

	Sep 2019	Sep 2020	YTD Totals		YTD Difference	
Adult	17,766	15,313				
Children	2,876	2,738				
Total	20,642	18,051	20,642	18,051	-2,591	-12.6%

Video Collection

	Sep 2019	Sep 2020	YTD Totals		YTD Difference	
Adult	15,691	16,221				
Children	8,137	8,416				
Total	23,828	24,637	23,828	24,637	809	3.4%

Miscellaneous Collection

	Sep 2019	Sep 2020	YTD Totals		YTD Difference	
Adult	7,602	7,455				
Children	1,951	1,935				
Total	9,553	9,390	9,553	9,390	-163	-1.7%

Statistics for September 2020 (FY Jan-Dec)

Rooms & Spaces

	Sep 2019	Sep 2020				
Community Use of Rooms	1066	0				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	147	0				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	1,213	0	12,266	3,447	-8,819	-71.9%

Programs Offered

	Sep 2019	Sep 2020				
Library Programs Offered						
Adult	28	11				
Teen	5	0				
Children	59	0				
Outreach Programs Offered						
Adult	15	0				
Teen	3	0				
Children	13	0				
Passive Programs Offered						
Adult	5	5				
Teen	1	8				
Children	8	18				
Programs Offered Total	137	42	1,232	530	-702	-57.0%

Program Attendance

	Sep 2019	Sep 2020				
Library Program Attendance						
Adult	403	126				
Teen	161	0				
Children	1,568	0				
Outreach Program Attendance						
Adult	363	0				
Teen	88	0				
Children	511	0				
Passive Program Attendance						
Adult	151	50				
Teen	14	109				
Children	608	581				
Program Attendance Total	3,867	866	36,539	15,557	-20,982	-57.4%

Statistics for September 2020 (FY Jan-Dec)

Gate Count

Sep 2019	Sep 2020	YTD Totals		YTD Difference	
38,543	13,607	372,888	138,277	-234,611	-62.9%

Reference Questions

	Sep 2019	Sep 2020	YTD Totals		YTD Difference	
One on One Tutorials	68	14	606	290	-316	-52.1%

Computer User Sessions

	Sep 2019	Sep 2020				
Adult	3,080	1,307				
Children	1,007	0	YTD Totals		YTD Difference	
Total	4,087	1,307	41,282	13,351	-27,931	-67.7%
Wireless Sessions	2,315	75	22,691	6,282		

Website Views

Sep 2020	YTD Totals
23,736	139,256