

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

MINUTES

1. **Call to Order.** President Graber called the meeting to order at 7:30 p.m.
2. **Roll Call.** Members present: Trustee Swapna Gigani, Trustee David Humphreys, Trustee Barnali Khuntia, Trustee Kim Stapleton, President Jonathan Graber.

Trustee Carissa Dougherty arrived at 7:35 p.m.

Also present: Library Director Julie Milavec, Assistant Library 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. September 23, 2020, Regular Meeting. It was moved by Humphreys and seconded by Khuntia THAT the Minutes of the September 23, 2020 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
 - b. September 23, 2020, Committee of the Whole. It was moved by Gigani and seconded by Stapleton THAT the Minutes of the September 23, 2020 Committee of the Whole Meeting be approved as presented. Roll call: Ayes: Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. September 2020 Financial Report. Library Director Milavec reported that the library is currently 75% through the year and over 95% of revenue has been received to date. Property tax collections came in as expected and the Illinois Public Library Per Capita Grant came in fully funded. Revenue for sales of materials and rental fees has been greatly impacted by COVID-19 but Milavec expects the library to reach 100% of its projected revenue by the end of the year. The Capital Replacement Fund had an expense this month for

the roof core samples needed to create the specifications for next year's roofing project. The only expenditures lines significantly over budget are the maintenance supply lines, which is expected due to the extra PPE and cleaning supplies needed.

- b. October 2020 Invoices. It was moved by Stapleton and seconded by Khuntia THAT the payment of October 2020 Capital Replacement Fund invoices totaling \$1,733.15, the payment of October 2020 Operating Fund invoices totaling \$140,695.00, the acceptance of October 2020 credit memos totaling \$209.85, and the ratification of September 2020 payrolls totaling \$232,192.32 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. Discovery Report from RGW Consulting. The Board discussed what they thought of the Diversity, Equity, and Inclusion listening session and began a discussion on the findings in Reesheda Graham Washington's report. Library Director Milavec noted that she is meeting with Washington on November 4 for a debriefing session. The discovery report included some concrete steps to get started and one of the first steps was to create an Equity Advisory Team. The Board discussed how they would like to create the team. Milavec will report on her debriefing session at the next Board meeting to help continue the discussion.

- b. Election of Board Officers. President Graber opened the floor for nominations. Trustee Humphreys nominated Jonathan Graber for President and Trustee Gigani seconded the nomination. President Graber nominated David Humphreys for Secretary and Trustee Khuntia seconded the nomination.

It was moved by Gigani and seconded by Stapleton THAT the nominations be closed. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

It was moved by Gigani and seconded by Stapleton THAT the slate of officers be accepted as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- c. Employee Vacation Carry Over Maximum for 2021. According to the Personnel Policy, staff can carry over one prorated week of vacation each year. Library Director Milavec would like to increase the carry over to two prorated weeks for 2021. Due to COVID-19, many staff were unable to use their vacation time because of cancelled vacations as well as the need for more staffing in the library for the additional public service roles. This increase would only apply to 2021.

It was moved by Humphreys and seconded by Dougherty THAT employees may carry over one additional week of earned vacation from 2020 – 2021. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

9. **Unfinished Business.**

- a. Bylaws Revisions. It was moved by Stapleton and seconded by Khuntia THAT the Bylaws be amended as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
- b. Library Director Evaluation Form and Process. Trustee Dougherty reviewed the proposed evaluation process, which included the Library Director Self-Evaluation, the Evaluation Form filled out by the Board, and the timeline for the full evaluation process. Library Director Milavec will complete her self-evaluation in the next couple of weeks and the Board will meet in closed session at the November meeting to discuss her evaluation.

It was moved by Khuntia and seconded by Gigani THAT the Library Director Evaluation Forms and Process be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- c. COVID-19 Response and Reopening Phasing Plan. It was moved by Humphreys and seconded by Stapleton THAT the Library Director be reauthorized to continue 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. RAILS has rolled back their quarantine time to three days. Assistant Director Jen Ryjewski continues to work on a disaster response plan for the library. Katelyn Vabalaitis and Scott Anderson are working on formatting the policy manual.

There have been changes to dates on the Illinois Per Capita Grant application requirements and staff are continuing to work on the checklist of requirements. Milavec noted that in September, the library reached 85% of its circulation year over year as circulation statistics continue to climb. Staff have been offering many non-screen opportunities for patrons, including new additions to the Anything Emporium, the introduction of Binge Boxes, and the launch of a board game collection.

11. Trustee Comments and Requests for Information.

Trustee Humphreys commented on the RAILS quarantine change and wanted to make sure staff felt comfortable with the shorter quarantine time for materials.

12. Adjournment. President Graber adjourned the meeting at 8:51 p.m.