

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
JANUARY 27, 2021, 7:30 P.M.  
ONLINE VIA GOTO MEETING**

**MINUTES**

1. **Call to Order.** President Graber called the meeting to order at 7:31 p.m.
2. **Roll Call.** Members present: Trustee Carissa Dougherty, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Barnali Khuntia, Trustee Kim Stapleton, President Jonathan Graber. Absent: None.

Also present: 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. November 18, 2020, Regular Meeting. Library Director Milavec noted a correction in the second sentence of Section 8a, where “metal roof” should be replaced with “rubber membrane.” It was moved by Stapleton and seconded by Khuntia THAT the Minutes of the November 18, 2020 Regular Monthly Meeting be approved as corrected. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
  - b. November 18, 2020, Executive Session Meeting. It was moved by Humphreys and seconded by Gigani THAT the Minutes of the November 18, 2020 Executive Session be approved as presented and opened to the public. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
5. **Financial Matters.**
  - a. November 2020 Financial Report. Library Director Milavec presented the report. She reminded the Board about the Intergovernmental Agreement between the library and the Village of Downers Grove, where the Village acts as the library’s operating reserve in the first half of the fiscal year, until property tax payments are received by the library.
  - b. December 2020 Invoices. It was moved by Gigani and seconded by Dougherty THAT the payment of December 2020 Capital Replacement Fund invoices totaling \$21,500.00, the payment of December 2020 Operating Fund invoices totaling \$131,353.46, the acceptance of December 2021 credit

- memos totaling \$200.15, and the ratification of November 2020 payrolls totaling \$235,376.02 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
- c. December 2020 Financial Report. Library Director Milavec presented the report. The Board Packet includes the unaudited numbers for the end of the 2020 fiscal year. Over 100% of anticipated revenues were received in 2020 and expenditures came in at 94.4% of the projected expenditures. Milavec noted an additional invoice edit list that was sent out the day of the meeting related to a server issue that required last-minute payment. Milavec also reminded the Board that there were three payrolls in the month of December. The 2020 payroll year was 27 pay periods, which happens roughly every nine years.
  - d. January 2021 Invoices. It was moved by Humphreys and seconded by Gigani THAT the payment of January 2021 Operating Fund invoices for fiscal year 2020 totaling \$55,467.11, the payment of January 2021 Capital Replacement Fund invoices for fiscal year 2021 totaling \$21,692.94, the payment of January 2021 Operating Fund invoices for fiscal year 2021 totaling \$124,010.80, the acceptance of January 2021 credit memos for fiscal year 2020 totaling \$72.36, and the ratification of December 2020 payrolls totaling \$360,795.54 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. Succession Plan. The new version of *Serving Our Public 4.0: Standards for Illinois Public Libraries* includes a checklist item recommending each library have a written succession plan. This year's Illinois Public Library Per Capita Grant application focuses on libraries meeting all of the standards listed in *Serving Our Public*. The proposed plan fulfills the requirement and gives staff and the Board a clear plan to fill anticipated needs for library leadership. It was moved by Khuntia and seconded by Gigani THAT the Succession Plan be approved as presented. Roll call: Ayes: Dougherty, Gignai, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
  - b. Outdoor Pickup Locker Proposal. Staff started talking about the idea of pickup lockers when curbside service became popular and it was evident a long term plan was needed to offer this type of service to patrons in a way that was not so staff intensive. Lockers would allow the library to serve

patrons who are not ready to come back into the building. There are four primary locker vendors for libraries and two of those vendors do not integrate with the library's integrated library software (ILS). Of the two vendors that will integrate with the library's ILS, only one vendor, D-Tech, is equipped for outdoor use.

The proposed location of the lockers is near the Curtiss Street entrance of the library, under the overhang where the picnic tables used to be located. The current proposal is for three banks of lockers, with one having the touch screen/barcode scanner. The proposal also includes the necessary wiring, data cabling, and installation of a security camera.

It was moved by Stapleton and seconded by Khuntia THAT the Outdoor Pickup Locker proposal in the total amount of \$39,106.00 be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

**9. Unfinished Business.**

- a. COVID-19 Response and Phased Reopening Plan. The library is on track to open to the public on Monday, February 1. Visits will be limited to one hour per day and computer sessions will be 45 minutes per day. Current hours of service will continue and there will be door monitors to watch capacity and make sure patrons are wearing masks properly. Staff are going to be more stringent about masking – patrons will get one warning and then be asked to leave for the day after the second offense. The Cupboard is fully stocked and ready to go and will reopen with the library on February 1.

It was moved by Dougherty and seconded by Khuntia 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 thanked Trustees for their responses regarding an additional community member for the library's Equity Advisory Team. She will be reaching out to everyone to finalize the group. The first meeting of the library staff BIPOC support group led by PR Manager Cindy Khatri was a success. The In Service Day with Reesheda Graham Washington and RGW Consulting was a huge success with a lot of positive staff feedback. The Board will be having its own two 3-hour sessions with RGW Consulting and Julie is working on getting the meetings scheduled. The Aspen Discovery Platform pilot project is moving forward but the rollout to the public was postponed. Access Services Manager Amy Prechel, Adult & Teen Service Manager Lizzie Matkowski, Adult & Teen Services Librarian Joy

Matteson, and PR Manager Cindy Khatri have all been working very hard on the project. Children's Service Assistant Diane Jakosz is retiring after 15 years of service with the library. She is the mastermind behind the Kids Room decorations and will be sorely missed.

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

Trustee Humphreys asked if the internship program has become functional again. Library Director Milavec responded that Octavia and Theresa are the current social work interns and they are focusing on the social services resource guide and a social services web page. They will also be handling maintenance and restocking of The Cupboard as well as working with PADS to create move-in kits for people moving into temporary housing. Trustee Humphreys is thrilled the library is working with PADS to meet the needs of people who are food or housing insecure. The PADS organization now has over 200 people in hotel or apartment housing.

Trustee Humphreys is very excited to see the Foundation going strong through the pandemic and was pleased to see new people were added to the Foundation Board.

Trustee Stapleton will be participating in the Versiti Blood Drive in the lot outside the library on Friday. Every slot is full.

Trustee Humphreys asked if there is anything the Board can do to support the effort to get library staff included in vaccination group 1b.

Trustee Dougherty asked about the Life in 2020 project and was curious how many community members had submitted something. Milavec responded that there has not been a huge response, but the library is now working with the schools to allow teens volunteer service hours for participating in the Life in 2020 project.

Trustee Dougherty asked Assistant Library Director Jen Ryjewski about the webinar she attended titled "Jerks with Homes," presented by Ryan Dowd. Ryjewski highly recommended the training.

Trustee Stapleton recommended the documentary *A Most Beautiful Thing*, which is about the first African American high school rowing team in the country.

#### **12. Adjournment.** President Graber adjourned the meeting at 9:08 p.m.