

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
FEBRUARY 24, 2021, 7:30 P.M.  
ONLINE VIA GOTO MEETING**

**MINUTES**

1. **Call to Order.** President Graber called the meeting to order at 7:30 p.m.
2. **Roll Call.** Members present: Trustee Carissa Dougherty, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Barnali Khuntia, Trustee Kim Stapleton, President Jonathan Graber. Absent: None.

Also present: Library Director Julie Milavec, Assistant Library Director Jen Ryjewski, Executive Assistant Katelyn Vabalaitis, Media Lab Coordinator Ed Bromiel, Building Operations Director Ian Knorr, John Shales from Shales McNutt Construction, Jason Perkunas from Shales McNutt Construction, Alex Krug from Product Architecture + Design.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
  - a. January 27, 2021 Regular Meeting. Trustee Khuntia noted that her name was spelled wrong in Section 5b. It was moved by Stapleton and seconded by Gigani THAT the Minutes of the January 27, 2021 Regular Monthly Meeting be approved as corrected. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
5. **Financial Matters.**
  - a. Final 2020 Year End Financial Report. Library Director Milavec presented the report. Revenues stood at 100.81% collected, which was great to see in such a difficult year. Capital expenditures, which included the masonry project that came in far under budget, were at 53% of budgeted expenditures. All 2020 projects plus additional work was done for that amount. Operating expenditures finished at 95.6% spent, which was decently under budget.
  - b. January 2021 Financial Report. Library Director Milavec presented the report. At the end of January, the library was 8.3% into fiscal year 2021. Revenue was at 0.27% collected, which is typical due to the regular tax collection timetable. For the Capital Replacement Fund, expenditures were at 1.7%, which was for pre-bid work done by the construction management firm and architects in preparation for the roof project. Milavec highlighted the Data Processing Services expenditure line, which was at 13.1% spent due to quarterly and annual fees, such as SWAN fees. She also noted the Postage

expenditure line at 23.5% spent, which was due to postage paid in advance for the Discoveries newsletters. The Insurance – Other Policies expenditure line was at 80.9% spent, due to the LIRA package for property and liability policies, which is an annual cost that comes in January every year. Capital Equipment was at 19.3% spent due to a necessary server replacement.

- c. February 2021 Invoices. It was moved by Humphreys and seconded by Dougherty THAT the payment of February 2021 Operating Fund invoices totaling \$97,971.48, the acceptance of February 2021 credit memos totaling \$346.39, and the ratification of January 2021 payrolls totaling \$242,205.42 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. Roof Replacement Project Bid Award. Jason Perunas from Shales McNutt presented the Recommendation to Award as well as the bid numbers to the Board. He noted that there were seven bidders and numbers came in close. The Recommendation to Award included an alternate for the removal of sheet metal. Jason and Building Operations Director Ian Knorr met with Riddiford Roofing, who are one of the top installers of the Tremco roofing system. They understood the scope and phases of the project. The overcall cost report showed the project coming in \$250,000 under what was budgeted in the initial building assessment.

It was moved by Khuntia and seconded by Gigani THAT the Roof Replacement Project Bid be awarded to G.E. Riddiford Company Inc. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Bibliotheca Annual Service and Maintenance Agreement Renewal. Library Director Milavec presented the annual agreement renewal, which included the automated material handler, induction points, conveyer system, sorting stations, self-checks, RFID stations, and the software to power all of the components. It also included two preventative maintenance tune-ups as well as any additional service required. The total cost is less than last year due to the purchase of new self-check machines last year that came with one-year warranties still in effect.

It was moved by Dougherty and seconded by Khuntia THAT the Bibliotheca Annual Service and Maintenance Agreement in the amount of \$36,961.97 be approved. 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 had a fairly smooth reopening on February 1. At the time of the meeting, there were a number of patrons banned for repeated mask violations. Reduced hours remain with visits set at a maximum of one hour per day with 45-minute computer sessions. The Curtiss Street entrance was also reopened and there have been door monitors at each entrance to monitor capacity. The plan is to move to Phase 4 on March 1, which includes increasing visit times to two hours and PC sessions to 90 minutes. On March 3, the Management Team will be discussing next steps, including reintroducing tables and chairs. RAILS reduced material quarantine time to 24 hours, which allowed quarantined materials to be moved back to the Circulation workroom. The Meeting Room is now open and undergoing a refresh, with the removal of wallpaper and fresh paint to match the staff lounge. The divider wall is also being refreshed.

It was moved by Gigani and seconded by Stapleton 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. The leadership team has had two of its four sessions with Reesheda Graham Washington to work on Equity, Diversity, and Inclusion training. The next step is to get the Equity Advisory Team meetings scheduled. Staff are working on diversity audits of the collections, books being used for book discussions, booklists, etc. Staff are working to keep an equity lens when creating items and selecting for the collection. A staff member brought forward the idea of a land acknowledgement and using it for library programming and on the library's website. Staff reached out to the Downers Grove Historical Museum to begin the process. Milavec received the final word from the DuPage County Health Department that they will not be including library workers in Group 1b for vaccinations. Frontline library workers are anticipated to be included in Group 1c. The Aspen Discovery beta catalog should appear on the library's website sometime in early March. It will be a little button in the upper right hand corner of the library's main web page. Usability testing shows that patrons really like this new catalog. The Illinois Public Library Per Capita Grant application has been submitted and a copy is included in the Board Packet. Assistant Library Director Jen Ryjewski just submitted the Illinois Public Library Annual Report to the state library and a copy will be included in next month's packet. Milavec thanked the

Board for their support and sympathy during the past month with her father's passing.

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

President Graber thinks the library has a very strong Equity Advisory Team assembled and asked if the Team will be discussing ideas and offering recommendations to the Board. Library Director Milavec responded that the number one task of the Equity Advisory Team is to create the Equity Strategic Plan. Moving forward, they will be shepherding the library through that process, evaluating how it is going, and determining and taking the next steps.

Trustee Stapleton thanked Trustee Barnali Khuntia for serving on the Equity Advisory Team.

Trustee Humphreys noted that many buildings in the area had leaky roofs over the last couple of weeks due to heavy snow and subsequent melting. He asked if there were any issues at the library. Building Operations Director Ian Knorr noted that at this time, there have been no issues.

Trustee Humphreys is thrilled that Cavanaugh Gray is a member of the Equity Advisory Team. He is also happy to hear about the land acknowledgement discussion and is hoping for library programming around that to acknowledge the source of our land and engage the community in talking about it. He is getting his second vaccine shot on Saturday.

Trustee Stapleton had an idea to offer a community event for recycling batteries.

Trustee Dougherty does not know all of the library managers well and she appreciates the way the department reports are written and how she can hear their voices come through the report. She also commented on circulation and programming data and noted that next month we will begin comparing COVID data between this pandemic year and last. Looking at last year versus other libraries, do we know if we are comparable to other libraries in our region during the pandemic? Library Director Milavec noted that the library uses data from SWAN to compare area libraries and DGPL has been one of the busiest libraries during this time. Typically, libraries in the pandemic range have been running at about 60% of circulation.

**12. Adjournment.** President Graber adjourned the meeting at 8:30 p.m.