

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MARCH 24, 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.

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, Resident Ed Pawlak.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. February 24, 2021 Regular Meeting. It was moved by Gigani and seconded by Khuntia THAT the Minutes of the February 24, 2021 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. February 2021 Financial Report. Library Director Milavec presented the report. The library is 16.6% through the year as of the end of February. Revenue totals are still under 1% as expected. The Capital Replacement Fund is 1.7% expended and Milavec noted a March invoice from Shales McNutt for preconstruction services. Operating Fund expenditures are at 13.8% and as noted in last month's meeting, the same categories are over. Milavec noted the invoice from K&J Painting, which covers removal of the wall covering, prep work, and painting of the meeting room. The project is complete and looks fantastic.
 - b. March 2021 Invoices. It was moved by Stapleton and seconded by Humphreys THAT the payment of March 2021 Capital Replacement Fund invoices totaling \$10,500.00, the payment of March 2021 Operating Fund invoices totaling \$137,720.97, the acceptance of March 2021 credit memos totaling \$20.56, and the ratification of February 2021 payrolls totaling \$241,842.01 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. Resident Ed Pawlak commented that he is thankful for the library doing a great job this past year keeping library staff and patrons safe.

7. **Public Comment on Other Library Business.** President Graber invited comment. There was none.

8. **New Business.**

- a. Elara Engineering Electrical Relay Panel Project Proposal. Library Director Milavec noted that this is one of two projects that was added to the Capital Needs Assessment Plan this past budget session, with the other being the elevator. The electrical relay panel project is estimated to cost \$75,000 plus contingency, with the estimate running a little high.

Building Operations Director Ian Knorr commented that the library would be working with Elara Engineering on the project, who has done work for the library in the past. Parts for the current relay panel are old and not made any more and due to the age of the equipment, some parts are failing. Old wall switches and occupancy sensors that are not compatible with new technology will be replaced. Knorr will still be able to do some lighting networking and there are some substantial rebates through ComEd for that work. Everything will be digital and networked to computers and current, newer parts will be reused if possible.

It was moved by Humphreys and seconded by Khuntia THAT the Elara Engineering Electrical Relay Panel Proposal in the amount of \$10,500.00 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Update to General Policy, Section 2.13.4 Security Cameras, Retention of Digital Images. Library Director Milavec explained that more cameras and HD cameras were added to the library and now there is not as much of a recording log. Depending on how much data the HD cameras capture, three to ten days of recordings can be saved with the new setup.

It was moved by Khuntia and seconded by Dougherty THAT the update to General Policy, Section 2.13.4 Security Cameras, Retention of Digital Images 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. Limited tables and chairs have been added back to the public floor of the library. There was a soft launch due to spring break but an official announcement will go out in next week's eNews. The Management Team will be discussing next steps, which

may include more seating and plans for study rooms to return. Many reopening plans will be based on how soon staff can be vaccinated.

It was moved by Humphreys 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 gave kudos to all of the amazing library staff, especially while having a really rough start to the month of March. It has been a challenge to balance enforcement of rules while showing empathy and staff have been working so hard to do it right. The Equity Advisory Team had its first meeting. It was very productive and the team has a great direction with the Equity Strategic Plan. Milavec reminded the Board that the second Board of Library Trustees Equity, Diversity, and Inclusion training has been moved from August 3 to September 7. The first training is on June 1. Library staff have been working on the land acknowledgement with the Downers Grove Historical Museum and Dr. John N. Lowe from Ohio State University. Librarian Van McGary has taken the lead on the project and is moving forward with the acknowledgement, an FAQ, and supporting resources that other local entities can use.

Milavec noted that the strategic plan review did not make it to the March meeting but she has it prioritized for the April meeting. A copy of the Illinois Public Library Annual Report was included in the Board Packet and Milavec pointed out some positive statistics. The library was open for about 50% of its typical hours in 2020. During that time, there was a third of the normal patron visits but the library still managed to check out 68% of its normal circulation. Passive program attendance, which included virtual programming, rose in 2020. Staff training was more than doubled in 2020 and website views were up almost 400%.

Milavec addressed the library's Anti-Asian Hate Crime Statement that went out earlier in the day. As of the meeting, the library had received 14 negative emails in response to the statement. There had been eight positive emails and an entirely positive social media response as of the meeting.

11. Trustee Comments and Requests for Information.

Trustee Humphreys cheered when the Board's statement came out today. The Board needs to be proactive with statements of that sort. In regards to staff dealing with patrons not wearing masks properly, Trustee Humphreys thanked staff for being proactive and making sure they are protecting themselves and patrons. He wants to make sure the staff knows that the Board has their back. He is in favor of pursuing the land acknowledgement and thinks it is very appropriate

to acknowledge indigenous peoples who were living in the area before Pierce Downer settled here as well as the indigenous peoples who are still living in the area today.

Trustee Khuntia thanked Julie and the library staff for writing the hate crime statement and for supporting AAPI staff members. She appreciates everyone's support and appreciates everyone standing together.

12. **Adjournment.** President Graber adjourned the meeting at 8:31 p.m.