

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
MAY 26, 2021, 7:30 P.M.  
ONLINE VIA GOTO MEETING**

**MINUTES**

1. **Call to Order.** President Graber called the meeting to order at 7:36 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, Children's Services Manager Allyson Renell, 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. April 28, 2021 Regular Meeting. President Graber noted that there was a misspelling in Section 6 – Public Comment. The third sentence of Richard Barker Jr.'s public comment should begin with "First" rather than "Frist."

It was moved by Humphreys and seconded by Stapleton THAT the Minutes of the April 28, 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. April 2021 Financial Report. Library Director Milavec presented the report. The Library Fund, also known as the General or Operating Fund, is in the negative as expected. Tax revenue will begin coming in May and should be reflected in next month's financials. The library is 33% of the way through the year. Milavec noted that the first pay application for the roofing project has hit the Capital Replacement Fund this month. It went through the vetting process with the construction manager before it was approved for payment. The Library Fund is at 28.5% spent for the year and none of the lines that are over their proportions have changed. Milavec noted that the library is using a new vendor, Ingram Library Services, for some materials orders due to issues with Baker & Taylor.
  - b. May 2021 Invoices. It was moved by Dougherty and seconded by Gigani THAT the payment of May 2021 Capital Replacement Fund invoices totaling

\$296,159.00, the payment of May 2021 Operating Fund invoices totaling \$94,348.81, and the ratification of April 2021 payrolls totaling \$239,326.15 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. Summer Reading Club Presentation. Children's Services Manager Allyson Renell presented the details of the 2021 Summer Reading Club.

b. Girl Scout Troop Gardening Project Presentation (pre-recorded). The pre-recorded presentation was not received by the Board meeting date. Library Director Milavec hopes to have it for the June 23, 2021 Board of Library Trustees meeting.

c. Non-Resident Fee Card Participation. The Illinois Non-Resident Library Card Program is an opt-in program for every library in the state and the Board must vote annually to participate. In past years, the Board chose to use the General Mathematical Formula and this year, that formula would result in no change, leaving the fee at \$282.00 per household effective August 1, 2021.

It was moved by Humphreys and seconded by Stapleton THAT the Board approve participation in the Illinois Non-Resident Library Card Program using the General Mathematical Formula to calculate a fee of \$282.00 per household per year. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

d. TIF District Expiration and Potential Budget Impact. Library Director Milavec explained the impact of the TIF District expiration. The Tax Increment Financing District was created to bolster economic development in a specific area. The default length of time for a TIF District is 23 years and the Downtown's TIF District expired in 2020. The EAV (Equalized Assessed Valuation) of property in the area is frozen in the first year of the TIF, and then the difference between that value and the current value is used to reinvest in that area. Once the TIF expires, the taxing bodies that have only been receiving the frozen value receive the full value of the property in the TIF District, which comes back onto the EAV all in one year. While the 2021 EAV is not yet available, using the 2020 EAV, this represents an increase of over 2.5% for the library.

The library budgets very conservatively and usually uses a 0-1% EAV growth in its estimates for the impact of the levy. The TIF expiration guarantees that the library will get at least double what it normally estimates in the budget process. The Board's role in the property tax process is to set the library's tax levy amount. As the levy increases, so does the tax rate, as long as the EAV stays the same. If the EAV increase, the tax rate goes down. The library's tax rate has not increased since 2015. While the library's levy has increased, as the value of the property in the library's service area increases, it offsets the impact to the individual taxpayer. The library's current tax rate is lower than it was in 2013. The Board will have an opportunity to benefit from the impact of the TIF expiration without it adversely affecting the library's tax rate in the 2022 fiscal year.

**9. Unfinished Business.**

- a. COVID-19 Response and Phased Reopening Plan. May was a crazy month for the library. Staff made the first major revision to the COVID-19 Response and Phased Reopening Plan by revising Phase 5 and making it the Bridge to New Normal. Until kids can be vaccinated, staff propose that masks would be required in the Kids Room for all patrons and staff. Play areas and toys would not return until kids can be vaccinated as well. The library would enter its Phase 6 New Normal when vaccines are available for kids ages 2 and up.

On May 3, study rooms returned and more open seating came back. Staff have not been enforcing the zero tolerance mask policy, but masks are still required for all patrons and staff. Newspapers are back and door monitors are no longer counting capacity. Library staff will be approximately 92% vaccinated by June 11.

It was moved by Stapleton and seconded by Khuntia 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. The roof replacement project has been a headache, between weather issues, timeline changes, and schedule changes. The actual roofing portion should be done by tomorrow, and then lingering sheet metal work and exterior painting will be left. The Board's first EDI training with Reesheda Graham Washington will be on Tuesday, June 1 from 6-9 p.m. Katelyn Vabalaitis will be sending out the agenda in the next couple of days. There will be no Board action taken at the meeting but there will be a public comment section per the Board's bylaws. Milavec highlighted the growing partnership between Public Relations Manager Cindy Khatri, Librarian Van McGary, and the Midwest SOARRING Foundation. The

library will be displaying some of the organization's photographs and items in the galleries in October.

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

Trustee Dougherty asked if the social work intern program would be continuing this year. Library Director Milavec responded that the library currently has two social work interns. Due to COVID, much of their work has changed but they do hold office hours out on the library floor and have intake forms and referral information for programs in the area. They also help maintain The Cupboard in the library's lobby.

Trustee Dougherty commented that with outdoor children's programming in the summer, it would be nice to have a mobile children's book checkout station for parents that do not want to bring their kids into the building. Milavec responded that there are no plans for a mobile station at this time but the library has been encouraging those parents to use curbside service and there is always virtual readers advisory available if needed.

Trustee Humphreys notified the Board that the First Congregational United Church of Christ was contacted by the Illinois Department of Public Health, who offered a mobile vaccine van to use onsite for one or more days to give walk-up J&J vaccines. The church asked the library and Community Kitchen to help promote the event if a date can be confirmed. They are looking at Tuesday, June 8. The van will have up to 200 vaccine doses.

Trustee Humphreys noted that June is the traditional Pride Month in many areas and for the first time, Downers Grove is going to have a more active and visible Pride Month. Several organizations and businesses in the community are working on this, including the library. He is proud that the library is participating.

Trustee Humphreys commented that the First Congregational Church had a consultant in town asking community leaders how the church can be of service to them and how they can help the church in its long term planning in how to serve the community. Library Director Milavec met with the consultant and Trustee Humphreys thanked Milavec for her time. He also mentioned that the Community Kitchen has been serving Downers Grove's housing and food insecure neighbors for the last few months and noted that there is a very active volunteer who is also a library staff member and he appreciates the partnership.

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