

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JULY 28, 2021, 7:30 P.M.
LIBRARY MEETING ROOM**

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, President Jonathan Graber. Absent: Trustee Kim Stapleton.

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, Marian Cook.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.

4. **Approval of Minutes.**

- a. June 23, 2021 Regular Meeting. It was moved by Humphreys and seconded by Khuntia THAT the Minutes of the June 23, 2021 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.

5. **Financial Matters.**

- a. June 2021 Financial Report. Library Director Milavec presented the report. The library was halfway through the year at the end of June and 49% of the projected revenue had been posted to date. Milavec anticipates a couple more property tax payments in July and then a little lull until the rest of the property tax payments start posting in the fall. Expenditures are at 41.9% expended.
- b. July 2021 Invoices. It was moved by Gigani and seconded by Dougherty THAT the payment of July 2021 Capital Replacement Fund invoices totaling \$36,750.00, the payment of July 2021 Operating Fund invoices totaling \$155,396.66, the acceptance of July 2021 credit memos totaling \$21.98, and the ratification of June 2021 payrolls totaling \$240,281.34 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.

6. **Public Comment on Agenda Items.** President Graber invited comment. Marian Cook commented that she agrees with everything the library is doing to keep patrons safe. She asked when the media rooms would reopen. Milavec

responded that she anticipates they will reopen around the time the Meeting Room and conference rooms reopen to the public in September.

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

8. **New Business.**

a. 2021 Update to Capital Needs Assessment Report 2017-2027. The Capital Needs Assessment Report acts as the spending plan for the library's Capital Replacement Fund. Updates are made periodically. Library Director Milavec added a placeholder of \$200,000 to next year's capital replacement budget for the renovation of the Access Services, Children's Services, and IT workrooms, none of which have been updated since 1999. Space needs to be reallocated as staffing patterns and desk configurations no longer work. The project would not start until well into 2022 and would possibly go into 2023. The library is well on track to hit its target ending balance in the Capital Replacement Fund and current estimates show it exceeding the one million dollar target balance in 2027 by about \$300,000.

It was moved by Humphreys and seconded by Gigani THAT the 2021 Update to Capital Needs Assessment Report 2021-2027 be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.

b. Lighting Relay Panel Replacement Project Decline to Award. Building Operations Director Ian Knorr reported that there were seven bidders for the relay panel project but when it came to bid opening, it was clear that the engineering estimate that the library received from Elara Engineering was not in line with what the bidders estimated for the project. The difference was due to manufacturing and cost issues for some materials, labor costs, and an underestimate of the scope of the project by the electrical engineer. Knorr is working on value engineering options, which would involve not doing a complete replacement, but retrofitting the panels and replacing the relays. It would still be a new system but not as advanced. Knorr is waiting on pricing and availability of the materials.

Library Director Milavec noted that the library is going to be doing a new lighting project with GreenBee Electrical, which will utilize the ComEd Energy Efficiency Program to switch over the remainder of the building to LED lighting. There will be daylight harvesting and occupancy sensors coming with the changeover as well.

It was moved by Humphreys and seconded by Khuntia THAT the Board decline to award the Lighting Relay Panel Project. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.

- c. Library Director Evaluation Timeline. The Board discussed the proposed timeline for the Library Director's evaluation. Library Director Milavec will complete her self-evaluation after the September Board meeting and will send it, along with the evaluation forms, to the Board. At the October meeting, the Board will go into closed session to create the evaluation and designate a Trustee to give Milavec her evaluation before the November Board meeting.

9. **Unfinished Business.**

- a. FY 2022 Draft Budget. After the Board's discussion at the June meeting, it was decided to target a flat tax rate for taxpayers. The Downtown TIF District is expiring and will come back onto the tax rolls for the library, which will increase the EAV. As the EAV goes up, the tax rate goes down. Library Director Milavec presented three different EAV estimates to the Board – 3.5%, 4.5%, and 5.5%. The Village is estimating the EAV increase to be 4.6% based on the average over the last few years, so the library's estimates seem to be in the same ballpark. For every one percent the library is over or under the EAV change, the tax rate will go up or down approximately \$2.07 for the average homeowner.

As in years past, the library is looking to utilize the fund balance to balance the budget. The library has been coming in well under budget every year and anticipates that again in 2021. The increase in expenditures in the proposed budget is 4.2%, which includes a 3% increase in staff salaries and wages plus some changes to the structure of public safety staffing. For the last several years, the non-personnel expenses have stayed flat, but this year's proposed budget includes a 4.1% increase. The IMRF rate has gone down for 2022, from just over 11% to just under 9%. Milavec also included anticipated changes to the employee benefits lines. All three versions of the proposed budget estimate an Operating Fund balance of approximately \$900,000. The general consensus of the Board was to go with the 4.5% estimated EAV.

- b. COVID-19 Response and Phased Reopening Plan. Staff are watching all of the latest guidance on masking and vaccinations. As of the meeting, DuPage County was still at the moderate transmission level. Notary service will resume on Monday and in-person programming will resume in September. The Meeting Room and conference rooms will open for public bookings beginning in September. The plan is to continue moving forward and staff are hopeful services will not have to be rolled back again. Plexiglas came down and staff are required to show vaccination cards if they want to work without a mask. The Kids Room is still requiring masks and social distancing for patrons and staff. Toys in the Kids Room will not return until kids can be vaccinated. Trustee Dougherty asked about the process if the library does have to roll back services. Milavec responded that it depends on the guidance

from the CDC and IDPH. The most difficult thing would be adjusting to another mask mandate and staff are starting to formulate a plan.

It was moved by Gigani and seconded by Dougherty 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, Graber. Nays: None. Abstentions: None.

10. Library Director's Report. Library Director Milavec presented her report. The land acknowledgement and accompanying resources is nearing its final version. It will come before the Board at the August meeting for discussion and approval. Staff are planning the first reading event and ceremony for October 2 and working with Midwest SOARRING Foundation and their Executive Director Joseph Standing Bear Schranz. The library is planning to put up plaques of the acknowledgement at each entrance of the library and a children's version at the entrance to the Kids Room as well. The anti-hate statement framework will come back before the Board in September and Reesheda Graham Washington will attend the meeting to facilitate the discussion. The pickup lockers still have no install date. The Downers Grove Public Library Foundation has registered for the non-profit volunteer stipend program for Rotary GroveFest. The Foundation will receive \$40 for each person who registers to volunteer for the fest and lists the Foundation as the non-profit organization.

11. Trustee Comments and Requests for Information.

Trustee Humphreys has been working with food and housing challenged people and the issue of library cards has come up again. A couple of years ago, the library developed a process where PADS-registered guests could get a library card. Over the past 18 months, PADS has changed their process and they do not have shelters at this time. Trustee Humphreys asked about a way the library could get cards to people who are not PADS residents.

Trustee Khuntia asked about the public safety staffing reorganization. Library Director Milavec commented that Building Operations Director Ian Knorr has been looking at a number of other libraries and their models for staffing maintenance, public safety, and security. He has created three different models for consideration. Trustee Khuntia wanted to make sure that staff safety was also a priority in this process.

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