

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
SEPTEMBER 22, 2021, 7:30 P.M.
LIBRARY MEETING ROOM**

MINUTES

1. **Call to Order.** President Graber called the meeting to order at 7:32 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, Public Relations Manager Cindy Khatri, Adult & Teen Services Librarian Van McGary, Adult & Teen Services Manager Lizzie Matkowski, Reesheda Graham Washington of RGW Consulting.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. August 25, 2021 Regular Meeting. It was moved by Stapleton and seconded by Khuntia THAT the Minutes of the August 25, 2021 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
 - b. September 7, 2021 Committee of the Whole Meeting. It was moved by Humphreys and seconded by Dougherty THAT the Minutes of the September 7, 2021 Committee of the Whole Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. August 2021 Financial Report. Library Director Milavec presented the report. The library is two thirds of the way through fiscal year 2021. Revenue is at 63% received and that percentage will go up in September. The Illinois Public Library Per Capita Grant was received in the full amount of \$72,589.18. The second installment of property taxes is due September 1, so that revenue will be reflected beginning in the next revenue report as well. On the expenditure side, the library is at 58.7% spent and most expenses are right in line. Milavec noted that a revised September 2021 invoice edit list was distributed due to an invoice being removed by the Village while they wait for more documentation. Milavec also noted the large Hayes Mechanical invoice that

covered an indoor air quality project. This project added some controls to the system for Building Operations Director Ian to be able to monitor the library's air quality and flush the building of air every night.

- b. September 2021 Invoices. It was moved by Gigani and seconded by Stapleton THAT the payment of September 2021 Capital Replacement Fund invoices totaling \$225.55, the payment of September 2021 Operating Fund invoices totaling \$139,150.42, the acceptance of September 2021 credit memos totaling \$635.13, and the ratification of August 2021 payrolls totaling \$241,815.97 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**. There was none.
 9. **Unfinished Business**.
 - a. Framework for Releasing Anti-Hate Statements. Library Director Milavec gave background on how the framework was developed. The library started doing anti-hate statements in spring 2020 when the George Floyd murder occurred. Public Relations Manager Cindy Khatri and Adult & Teen Services Librarian Van McGary have written the library's statements and put together the framework that they used when writing each one. The library has published four statements, all of which can be found on the library's Equity, Diversity, and Inclusion webpage. Khatri commented that one of the big motivators is that these statements are for the affected community members in the HITMPG groups that are in crisis in that moment. The purpose of the message is to tell them that the library is with them, cares about them, and that their issues are seen. The library wants to reinforce that these community members are welcome in the building.

Reesheda Graham Washington of RGW Consulting led the Board in a discussion on how to navigate the process of releasing anti-hate statements and how to use the proposed framework to assist in that process. Washington suggested beginning the document with a section in italics that gives the context in which the framework was created. She also suggested inserting the link to the recording of this conversation into the framework as another opportunity for people to understand how the Board came to this process and to reinforce that this is a living document that will be altered by history, time, and occurrences. Milavec noted that she will work with Assistant Director Jen Ryjewski, Public Relations Manager Cindy Khatri, and Librarian Van McGary

to create a preface to the framework document that gives context and links to this meeting's conversation as well as the initial conversation had by the Board in June 2021.

It was moved by Khuntia and seconded by Humphreys THAT the Framework on Releasing Anti-Hate Statements be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- b. COVID-19 Response and Phased Reopening Plan. The library is back in masks again. Right after the last Board meeting, Illinois went back to a mask mandate. Staff are not doing the zero tolerance rule and are instead giving patrons a little more grace with mask issues. The Person in Charge and the Library Monitors are walking around with masks to offer to patrons who are coming in unmasked, but overall there have been far fewer problems this time around. In-person programming restarted and there has been great turnout. Public meeting room bookings reopened, the Quiet Study Room reopened, and notary service restarted. Statistics are still down from 2019 but not that far down anymore. It has been great to see more people returning to the library.

It was moved by Gigani 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. She congratulated Trustee Dave Humphreys on his Montrew Dunham award. The pick-up lockers should be going live around October 1. They are in the process of getting the signage wrap on right now. The public safety staffing changes are in progress. The changes were presented to the Management Team last week and the library is moving forward with the new model, with the goal of having it in place by the first of the year. The Equity Advisory Team has a bunch of new members and is making good progress on the Equity Strategic Plan. On Monday, the Downers Grove Public Library Foundation voted to support the social work intern program with a stipend of \$15 an hour for two interns, starting in January 2022. They passed the funding for the first year and then they will be fundraising for a second year of the stipends. There are a lot of potential changes coming to social services needs at the library and in the community. The Village of Downers Grove has hired a full time social worker, who will be looking at putting together a social services referral program. DuPage Pads is in the process of purchasing the former Red Roof Inn in Downers Grove to create an interim housing center. The Land Acknowledgement event is on Saturday, October 2 at 10 a.m.

11. Trustee Comments and Requests for Information.

President Graber congratulated Trustee Humphreys on his award and commended him for never letting the Board forget how what they do impacts people.

Trustee Humphreys asked if the Village's social worker might spend some time with the library's social work interns. Library Director Milavec responded that the social worker met with Adult & Teen Services Manager Lizzie Matkowski and Public Relations Manager Cindy Khatri during her first couple of weeks on the job. Trustee Humphreys also thanked the Foundation for funding the stipend program.

12. Adjournment. President Graber adjourned the meeting at 8:50 p.m.