

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
NOVEMBER 17, 2021, 7:30 P.M.
LIBRARY MEETING ROOM**

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. 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.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. October 27, 2021 Regular Meeting. It was moved by Gigani and seconded by Khuntia THAT the Minutes of the October 27, 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. October 2021 Financial Report. Library Director Milavec presented the report. The library is 83% through the year and revenue is 100.91% collected. Revenue targets for the year will exceed the anticipated amount. Expenses are at 73.4% and staff are doing a flurry of year-end buying that will bring that number closer to the estimated expenditures for the year. Milavec noted that there may be a building project charged to a capital line in the Operating Fund rather than coming from the library's Capital Replacement Fund. Milavec will look into the issue and report back to the Board if the funds are adjusted.
 - b. November 2021 Invoices. It was moved by Dougherty and seconded by Gigani THAT the payment of November 2021 Capital Replacement Fund invoices totaling \$21,058.22, the payment of November 2021 Operating Fund invoices totaling \$102,925.24, the acceptance of November 2021 credit memos totaling \$17.49, and the ratification of October 2021 payrolls totaling \$238,338.23 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. 2022 Board Meeting Schedule. Library Director Milavec noted that the November meeting was moved from the second week to the third week. It was moved by Gigani and seconded by Stapleton THAT the 2022 Board Meeting Schedule be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

b. 2022 Library Closings and Holidays. The library generally closes for seven holidays per year. There is a new state holiday, Juneteenth, that the Board can consider adding if desired. The Board will keep an eye on what the Village does with the holiday but not add it to the list of closures for 2022. Milavec also noted that there is no set date for staff In Service Day. Due to upcoming building projects, a date has not yet been determined. Trustee Dougherty suggested the Board consider a floating holiday in the future for staff who celebrate holidays that do not occur during library closures.

It was moved by Stapleton and seconded by Gigani THAT the 2022 Library Closings and Holidays be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

c. Resolution 2021-1 Recognizing Milestone Anniversaries and Retirements. It was moved by Humphreys and seconded by Dougherty THAT Resolution 2021-1 Recognizing Milestone Anniversaries and Retirements be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None. President Graber read the resolution aloud into library record.

d. Electrical Relay Panel Project Proposal. Building Operations Director Ian Knorr has been working with Fitzgerald Electric and Graybar and learned about OMNIA Partnership, which is a joint purchasing program. Knorr will produce the scope of work, research the parts, and then there is one flat fee for material, labor, and overtime. Overtime costs were included, as there will be some necessary off-hours work. All existing field devices will be reused. Everything inside and all of the circuitry will be new. The library will be compliant in daylight harvesting and all occupancy sensors needed in offices.

There is an 8-12 week lead-time for materials and Knorr hopes to begin work at the end of January or beginning of February.

It was moved by Dougherty and seconded by Khuntia THAT the Electrical Relay Panel Project Proposal from Graybar Electrical Company in the amount of \$84,800.00 be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- e. Table Purchase Proposal. Library Director Milavec worked with Building Operations Director Ian Knorr to take inventory of the library's tables and determine what types of tables are needed in each area of the building. The tables will be purchased through the TIPS program, which the Board approved at the October meeting. The desired table styles came back at a higher amount than expected, so the proposal is to replace only the public use tables at this time. In 2023, side tables and smaller tables will be replaced. The project cost will be split between two budget years. There is a 50% deposit due and then a 10-12 week lead-time, with the remainder of the balance due once installed. Some of the new tables will have power, which is a consideration in Standards for Illinois Public Libraries.

It was moved by Humphreys and seconded by Gigani THAT the Table Purchase Proposal from Library Furniture International for \$104,402.55 be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- f. Canceling December 15 Regular Board Meeting. It was moved by Stapleton and seconded by Khuntia THAT the December 15, 2021 Regular Monthly Meeting of the Board of Library Trustees be canceled. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

9. **Unfinished Business.**

- a. COVID-19 Response and Phased Reopening Plan. On November 8, the rolling six-month calendar for the meeting room and conference rooms returned. Now that kids age 5 and older can be vaccinated, elementary in-person programming will return in January. Outreach has started up again, with Outreach Coordinator Erin Linsenmeyer returning to in-school visits.

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 Phased Reopening 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 LIRA renewal for the library's property, liability, and workers compensation insurance came back at a 7.19% increase, which is much better than the 20-30% expected increase announced earlier in the year. The library continues to have cyber liability in the insurance package. The pickup lockers are doing great, with 286 locker holds so far.

Milavec brought Building Operations Director Ian Knorr into her report to discuss the status of the library's elevator. Knorr has already received quotes for the elevator modernization project through OMNIA Partners and the cost should remain under \$150,000. The project has been budgeted for 2022, which will include replacing everything but the car and piston. An interior cab renovation is also planned, which will include a security camera in the elevator and two-way communication. The renovation should last another 20-25 years. The elevator contractor will take care of all the permits, drawings, and inspections. Knorr will be the point of contact and on-site manager. There will be an elevator downtime of 3-5 weeks. The Management Team has already started discussing how to deal with the elevator being down and will continue to make plans. The proposal will be on the Board's January agenda. There is a 15-week lead-time on the project.

11. **Executive Session.**

- a. 5 ILCS 120/2(c)(1), for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee. It was moved by Gigani and seconded by Khuntia THAT the Board move into Executive Session. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None. The Board moved into Executive Session at 8:27 p.m.

It was moved by Gigani and seconded by Humphreys THAT the Board reconvene the Public Session. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None. President Graber reconvened the Public Session at 8:54 p.m.

12. **Action for Items Discussed in Executive Session.** There were no action items.

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

President Graber highlighted Assistant Library Director Jen Ryjewski's work on library grants. He also appreciated that the Kids Room restarted the Sew What program. He commented that the number of pickup locker holds is fantastic.

Trustee Humphreys commented that library staff have been doing an outstanding job during the pandemic and before. He thanked the staff for their hard work.

Trustee Stapleton asked if there is a cap on the number of locker holds patrons can place. Library Director Milavec responded that it is a very fluid process, depending on when patrons come to pick up their items.

14. **Adjournment.** President Graber adjourned the meeting at 8:59 p.m.