

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MARCH 23, 2022, 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, President Jonathan Graber. Absent: None.

Also present: Library Director Julie Milavec, Assistant Library Director Jen Ryjewski, Business Office Manager Katelyn Vabalaitis, Media Lab Coordinator Ed Bromiel, Sue Farley, Ken Lerner, 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 23, 2022 Regular Meeting. It was moved by Humphreys and seconded by Khuntia THAT the Minutes of the February 23, 2022 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. February 2022 Financial Report. Library Director Milavec presented the report. She answered the Board's question from last month about the difference between the cash and investments balance and the fund balance in both the Library Fund and the Capital Replacement Fund. The fund balance takes into account liabilities and assets, whereas the cash and investments balance is just cash. The library's Capital Replacement Fund has no liabilities.

The library is 16.6% through the fiscal year. One percent of revenue has been collected, which is typical for this time of year. Expenditures are at 13.1% spent. The only line that is almost fully spent is the Insurance line, which covers the library's liability and worker's compensation insurance. That is paid at the end of January each year. Milavec noted the deposit for the RGW scope of work that is being voted on at the meeting and explained that if the Board does not approve the scope of work, that payment will not be sent.

b. March 2022 Invoices. It was moved by Dougherty and seconded by Gigani THAT the payment of March 2022 Capital Replacement Fund invoices totaling \$84,800.00, the payment of March 2022 Operating Fund invoices totaling \$206,980.25, the acceptance of March 2022 credit memos totaling \$74.33, and the ratification of February 2022 payrolls totaling \$244,983.34 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.

6. **Public Comment on Agenda Items**. President Graber invited comment. There was none.

7. **Public Comment on Other Library Business**. President Graber invited comment. Resident Ed Pawlak saw the new online SWAN catalog and thinks it looks good and is easy to use. He has a problem with the “More Like This” section and the fact that it steers people towards more of the same things and narrows their focus. The good thing about a library is that there are diverse options and can they provide different subjects and viewpoints for people. He strongly suggests something besides “More Like This” is included to highlight other things. It would provide more diverse viewpoints and help broaden people’s selections of reading materials. Trustee Dougherty suggested a book titled **Algorithms of Oppression** by Safiya Noble, which discusses this very topic.

8. **New Business**.

a. EDI Project Phase 2 Proposal from RGW Consulting. Library Director Milavec announced that the library is nearing the end of its Phase 1 scope of work. The Equity Strategic Plan is nearly ready to be presented before the Board in April. The Phase 2 proposal covers the support of the staff and leadership team during the implementation of the Equity Strategic Plan as well as a continuation of the work being done with the library’s affinity groups and executive leadership coaching. The Equity Advisory Team’s role will change a bit. They will review the library’s policies, procedures, job descriptions, etc. with an equity lens. RGW will help teach the team and staff how to do that and give the library tools to do it moving forward.

It was moved by Khuntia and seconded by Humphreys THAT the EDI Project Phase 2 Proposal from RGW Consulting in the amount of \$48,000.00 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.

b. Pierce Downer Heritage Alliance Memorial Garden Donation. Sue Farley and Ken Lerner of the Pierce Downer Heritage Alliance presented a proposal to plant a memorial bush in the Garden Walk where a tree was removed last year. This bush would be in memory of Former Downers Grove Mayor Betty

Cheever. Farley would also spruce up that corner area and add more native plants to make that area more attractive and greener. The committee would purchase the bush and have a simple ceremony once everything has been planted. Having a ceremony would also draw more attention the Garden Walk and the brick program. They also suggest a plaque to go in that area that the committee would split 50/50 with the library.

It was moved by Humphreys and seconded by Gigani THAT the donation proposed by the Pierce Downer Heritage Alliance be accepted. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.

- c. Davey Tree Experts Tree Donation. Davey Tree Experts is interested in donating a tree to replace a diseased tree that was removed last year. They would like to donate the tree and put up a plaque that matches the other library plaques. It was moved by Gigani and seconded by Khuntia THAT the donation of an American Hornbeam tree and plaque from Davey Tree Experts be accepted. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.

9. **Unfinished Business.**

- a. COVID-19 Response and Phased Reopening Plan. It was moved by Khuntia and seconded by Humphreys 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, Graber. Nays: None. Abstentions: None.

10. **Library Director's Report.** Library Milavec presented her report. By March 28, the library will have rolled back all COVID precautions. Masks will no longer be required in children's programs. The play areas are not all back yet, but they are slowly returning. Part of the relaunch of the play café is waiting on Ian. The new study tables arrived and the old tables are for sale. There has been a lot of staff turnover in the Access Services Department. There are openings for the Access Services Manager and the Cataloging Librarian. Assistant Library Director Jen Ryjewski has been acting as interim manager of that department. Many library staff are currently attending the Public Library Association conference in Portland. Thanks to Assistant IT Manager Max Mogavero for taking most of the evening and weekend Manager on Duty shifts while staff are away at the conference. In this month's Library Journal magazine, there is an article titled *Anti-Hate Statements: How and Why to Write One For Your Library*, written by PR Manager Cindy Khatri and Adult & Teen Services Assistant Manager Van

McGary. The library continues to partner with the Midwest SOARRING Foundation and just hosted a program on sweet grass.

11. Trustee Comments and Requests for Information.

Trustee Khuntia asked if patrons are signing up for on-site events as much as they did before the pandemic. Library Director Milavec responded that the numbers are coming back, though some of the kids programs are still being limited. Staff have also discovered that virtual programs are the format patrons prefer for some programs, such as technology classes. Illinois Libraries Present virtual author events have been very well attended.

Trustee Dougherty asked if staff who attend conferences share their information when they return. Milavec commented that staff generally come back and share a synopsis of what they attended and what they learned. Trustee Dougherty also commented that she really appreciates reading about the behind the scenes work that goes on at the library.

Trustee Humphreys announced that Rotary GroveFest will occur this year. The street fair will return to Main Street and the stage will return to the parking lot. Rotary will begin recruiting volunteers soon, which will be up on their website. Trustee Humphreys also discussed Pride Month coming in June and mentioned that the Village will be declaring the month as Pride Month and there will be a lot of events and activities, some of which the library is helping with. He noted that President Graber will be leaving after next month's meeting and that the Village needs to be urged to appoint new Board members to the vacant seats.

12. Adjournment. President Graber adjourned the meeting at 8:35 p.m.