

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
APRIL 27, 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, Business Office Manager Katelyn Vabalaitis, Information Technology Manager Paul Regis, Public Relations Manager Cindy Khatri, Adult & Teen Services Assistant Manager Van McGary, Computer Help Desk Associate Omar Martin, Reesheda Graham Washington of RGW Consulting, Pastor Andi Voinovich, Ed Pawlak.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
  - a. March 23, 2022 Regular Meeting. It was moved by Gigani and seconded by Humphreys THAT the Minutes of the March 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. March 2022 Financial Report. Library Director Milavec presented the report. The library is 25% through the year and expenditures have been 23.3% expended. Milavec noted that there was no revenue report included in the Board's materials. This was due to the Village's migration to a new financial software. The migration as not been going well and as of this meeting, the library does not have the ability to run necessary reports or view and add attachments to records. The Board will be provided with reports as soon as they become available.
  - b. April 2022 Invoices. It was moved by Khuntia and seconded by Gigani THAT the payment of April 2022 Capital Replacement Fund invoices totaling \$8,848.10, the payment of April 2022 Operating Fund invoices totaling \$188,634.98, and the ratification of March 2022 payrolls totaling \$250,281.85

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. There was none.

8. **New Business.**

- a. Equity Strategic Plan. Library Director Julie Milavec introduced Reesheda Graham Washington of RGW Consulting, who worked with the Equity Advisory Team to develop the Equity Strategic Plan. The plan came as a result of the work done in the discovery process to create an after action report. The report had recommendations on how to move forward, including the creation of the strategic plan. The Equity Advisory Team looked at the four quadrants of racism and developed this plan, with the idea that it would be folded into the library's full strategic plan.

The members of the Equity Advisory Team in attendance at the meeting each talked about their personal thoughts and impressions that came out of the work done to create the plan. Washington stressed that the Equity Strategic Plan is a living document that will be frequently reviewed and updated as necessary.

It was moved by Humphreys and seconded by Gigani THAT the Equity Strategic Plan be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.

- b. Officer Election – President, Unexpired Term. President Graber noted that this was his last meeting as President and as a Trustee. The Board needed to fill the vacant President position until the term expires in October 2022. Library Director Milavec commented that various trustees spoke one on one and all agreed on who would serve as President until the term expires. The trustees all agreed that Trustee Swapna Gigani would be nominated to serve as President and Trustee Gigani indicated she would be willing to serve.

It was moved by Graber and seconded by Khuntia THAT Trustee Swapna Gigani be elected President of the Downers Grove Public Library Board of Trustees. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Graber. Nays: None. Abstentions: None.

9. **Unfinished Business.** There was none.

**10. Library Director's Report.** Library Director Milavec presented her report. She commended Assistant Library Director Jen Ryjewski on her fantastic work doing double duty as the Interim Access Services Manager in addition to her work as Assistant Director. Yesterday, Administration determined who was going to be offered the position of Access Services Manager and Milavec is hopeful she will be able to make an announcement soon. Cataloging Librarian Nora Mastny left the library and Adult & Teen Services Librarian Kira Riddle will be moving to that vacant position. Adult & Teen Services Manager Lizzie Matkowski is now working on hiring for two librarian positions. Milavec thanked Business Office Manager Katelyn Vabalaitis and Business Office Assistant Scott Anderson for persevering through the Village software transition. Children's Services Manager Allyson Renell is bringing on her new Program Coordinator now that Traci Skocik has moved into the Children's Services Assistant Manager role. Milavec also acknowledged Public Relations Manager Cindy Khatri and Adult & Teen Services Assistant Manager Van McGary on their articles in the March issues of the *ILA Reporter* and *Library Journal*. Milavec thanked Trustee Jonathan Graber for being Board President for most her tenure at Downers Grove Public Library.

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

President Graber acknowledged that this was his last meeting and he thanked Milavec for being a partner when things weren't going smoothly. He also thanked Mayor Martin Tully who originally nominated him for the Board of Library Trustees.

Trustee Humphreys thanked President Graber, Library Director Julie Milavec, and library staff for all their work. He thinks there has been more positive movement and positive progress for the library in the last five years of Graber being president than any other part of Humphreys' term on the Board. He also thanked Assistant Library Director Jen Ryjewski for all of her hard work.

Trustee Dougherty loves the idea of the staff Q&A after Board meetings. She asked about what kind of questions come up from staff and asked if there are things the Board can do to help address staff. She looks forward to learning more in the next few months about what staff would like to see from the Board.

Trustee Gigani noted increasing references to banned patrons and asked if it was still related to mask issues. Milavec responded that there has been an increased number of behavioral issues to the extent that there have been more calls to the police in the last six weeks than in an entire previous year. Trustee Gigani also commented that she was excited to see that the Summer Reading Club was back and thanked all of the staff who put together the themes each year.

Trustee Humphreys was happy to see that the library will be participating in Pride Month programming. He was also happy to see that Youth Outlook is going to be the organization of the month in June.

12. **Adjournment.** President Graber adjourned the meeting at 8:40 p.m.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES COMMITTEE OF THE WHOLE  
APRIL 27, 2022, IMMEDIATELY FOLLOWING 7:30 P.M. BOARD MEETING  
LIBRARY MEETING ROOM**

**MINUTES**

1. **Call to Order.** President Graber called the meeting to order at 8:41 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, Business Office Manager Katelyn Vabalaitis, Pastor Andi Voinovich, Ed Pawlak.

3. **Building Tour.** Library Director Milavec led the Board on a tour of staff workspaces, highlighting workroom renovation options for Maintenance, Children's, and Access workrooms.
4. **Adjournment.** President Graber adjourned the meeting at 9:03 p.m.