

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MAY 23, 2022, 7:30 P.M.
LIBRARY PROGRAM ROOM**

MINUTES

1. **Call to Order.** President Gigani called the meeting to order at 7:30 p.m.
2. **Roll Call.** Members present: Trustee Carissa Dougherty, Trustee David Humphreys, Trustee Barnali Khuntia, President Swapna Gigani. Absent: None.

Also present: Library Director Julie Milavec, Assistant Library Director Jen Ryjewski, Business Office Manager Katelyn Vabalaitis, Media Lab Coordinator Ed Bromiel, Children's Services Manager Allyson Renell, Resident Ed Pawlak.

3. **Welcome to Visitors.** President Gigani welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. April 27, 2022 Regular Meeting. It was moved by Dougherty and seconded by Khuntia THAT the Minutes of the April 27, 2022 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
 - b. April 27, 2022 Committee of the Whole. It was moved by Humphreys and seconded by Khuntia THAT the Minutes of the April 27, 2022 Committee of the Whole Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
 - a. April 2022 Financial Report. Business Office Manager Katelyn Vabalaitis discussed the continuing issues with the financial reports coming out of the Village's Munis software and presented versions of the report for review. There was discussion about how to make the process of running the reports simpler and less time consuming. Library Director Julie Milavec noted that the library is 33% through the year and expenditures are at 22.17% spent. Revenue received is under 2%, which is normal for this time of year. The June reports should start showing some of the property tax allocations.
 - b. May 2022 Invoices. It was moved by Khuntia and seconded by Humphreys THAT the payment of May 2022 Operating Fund invoices totaling \$126,513.59 and the ratification of April 2022 payrolls totaling \$250,746.71 be approved. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Gigani. Nays: None. Abstentions: None.

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

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

8. **New Business.**

- a. Illinois Non-Resident Library Card Program Participation. Library Director Julie Milavec reminded the Board that they must vote annually to participate in the non-resident card program. Historically, the Board has preferred using the General Mathematical Formula, which is easier to calculate and it allows non-residents who live in areas served by Downers Grove school districts to purchase cards. Using this formula, the fee would increase by \$10 to \$292 beginning August 1, 2022.

It was moved by Dougherty and seconded by Khuntia THAT the library's participation in the Illinois Non-Resident Library Card Program, using the General Mathematical Formula, resulting in a fee of \$292.00 per household per year beginning August 1, 2022 be approved. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Gigani. Nays: None. Abstentions: None.

- b. 2023 Salary Structure. Library Director Julie Milavec presented the proposed 2023 Salary Structure, which is the first step towards the budget process for 2023. HR Source consultants recommended a 5% increase to the salary structure. A couple of lines in the schedule are now grayed out and will not be used, as they are under minimum wage. This is causing some compression in the salary schedule. The proposal is to increase the salary structure as recommended, give staff a 5% raise across the board, and then look into some internal pay equity issues related to seniority, performance, and in relation to newer employees in the same grade. Milavec noted that more than 60% of the library's expenditure budget goes towards personnel.

It was moved by Khuntia and seconded by Dougherty THAT the 2023 Salary Structure be approved as presented. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Gigani. Nays: None. Abstentions: None.

- c. Workroom Renovation Project. Library Director Julie Milavec let the Board know that cost estimates for the Workroom Renovation Project came in 100% over budget. Between the cost of materials, labor, and supply chain issues, overall costs are continuing to increase. In the proposed budget presented to the Board, Milavec listed the project budget at \$660,000. The estimate for the construction portion was \$618,000. The extra would be for furniture for the IT Workroom.

Annually, fund balance from the Library Fund moves into the Library Capital Replacement Fund. The library's Fund Balance has grown significantly over the last few years. As of the last audit, the balance was running at \$1.5 million and the Operating Reserve Policy states the library needs \$500,000 in that fund. Milavec proposed transferring an additional \$200,000 from the Library Fund to the Capital Replacement Fund, which would allow the library to continue with the Workroom Renovation Project. The Board directed Milavec to continue planning and budgeting for the project to see where bids fall.

9. Unfinished Business. There was none.

10. Library Director's Report. Library Director Julie Milavec presented her report. The library's new Access Services Manager will be starting on Tuesday, May 31. The latest anti-hate statement went out at the end of the previous week. Some questions came in about the library's decision to release the statement, and staff pointed patrons in the direction of the Framework for Releasing Anti-Hate Statements. The Foundation will be donating money to the library for a new discovery wall in the Kids Room and to pay one of the library's previous social work interns to remain working through the summer. Two new interns will start in the fall. There have been an uptick in patron incidents, many of which have required assistance from the police. Threats have been made against a staff member and Administration is working with Downers Grove Police Department.

- a. Children's Services Department Presentation. Children's Services Manager Allyson Renell presented the details of the 2022 Summer Reading Club. She also discussed the latest staffing changes in the Children's Services Department and presented the findings of the department's recent diversity audit.

11. Trustee Comments and Requests for Information.

Trustee Dougherty commented on the library staff fun facts game that was hosted by the Service Excellence Team.

Trustee Humphreys applauded Allyson Renell's presentation. He was happy to hear library staff are helping to weed some of the elementary schools' libraries. Trustee Humphreys also commented that he was at a music business conference last week and he attended a workshop on diversity auditing within the music business. A pronouns discussion also came up at the workshop and he stressed the importance of recognizing and supporting the LGBTQIA+ community. Trustee Humphreys suggested the idea of adding a "2" to be LGBTQ2IA+, to recognize the Indigenous Two-Spirit identity.

12. Adjournment. President Gigani adjourned the meeting at 8:52 p.m.