

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JULY 27, 2022, 7:30 P.M.
LIBRARY MEETING ROOM**

MINUTES

1. **Call to Order.** President Gigani called the meeting to order at 7:32 p.m. and read aloud the Downers Grove Public Library Land Acknowledgement. Trustee Nienburg suggested the Board recite the Pledge of Allegiance at the beginning of every meeting as well. The Board agreed and President Gigani led the room in the Pledge of Allegiance.
2. **Roll Call.** Members present: Trustee Carissa Dougherty, Trustee Dave Humphreys, Trustee Barnali Khuntia, Trustee Bill Nienburg, 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, Public Relations Manager Cindy Khatri, Ken Lerner from the Pierce Downer Heritage Alliance, and Ed Pawlak.

3. **Welcome to Visitors.** President Gigani welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. June 28, 2022 Regular Meeting. Trustee Nienburg noted a few items that were missing from the minutes that should have been included:
 - In Agenda Item 7 Public Comments on Agenda Items, Trustee Nienburg was asked why he joined the Library Board. Two of his reasons were listed, but his third reason, to support the library in its evolution and preparation for the future, needs to be added.
 - In Agenda Item 9B Transfer to Library Capital Replacement Fund from Library Fund, Trustee Nienburg made a motion to table the transfer pending the full budget discussion at the July 27, 2022 meeting.
 - In Agenda Item 12 Trustee Comments and Requests for Information, Trustee Nienburg noted the sound quality on the Board meeting recordings was difficult to hear over Village TV.

It was moved by Humphreys and seconded by Nienburg THAT the Minutes of the June 28, 2022 Regular Monthly Meeting be approved as amended. Motion passed by voice vote.

5. Financial Matters.

- a. June 2022 Financial Report. Library Director Julie Milavec presented the report. The packet included both expenditure and revenue reports for June and the figures were correct to the best of Administration's knowledge. Business Office Manager Katelyn Vabalaitis is still working through reporting issues with the Village. It was noted that expenditure line 5870, Capital Equipment over \$20,000, will change in next month's report. In the FY 2021 audit, the Village's auditor reclassified a December 2021 invoice for the study table down payment as a 2022 expense, because the tables were not received until 2022.

The library is 50% through the year. The first half of property taxes posted, so revenues are at 54.77% received. More property taxes will be coming in over the next month or so. Milavec also commented that the library has received significant more personal property replacement tax than expected. Expenditures are 44.21% spent as of June 30. The lines that are over budget are exceeding the budget by expected amounts.

Trustee Nienburg asked staff to look into other financial report options, such as a quarterly variance report, that would allow the Board to look at performance versus budget on a month-by-month basis rather than percentage spent over a calendar year.

- b. July 2022 Invoices. It was moved by Dougherty and seconded by Khuntia THAT the payment of July 2022 Capital Replacement Fund invoices totaling \$12,062.50, the payment of July 2022 Operating Fund invoices totaling \$172,961.62, the acceptance of July 2022 credit memos totaling \$65.46, and the ratification of June 2022 payrolls totaling \$246,632.59 be approved. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Nienburg, 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. Ken Lerner of the Pierce Downer Heritage Alliance presented a check for \$1,000 to the Board of Library Trustees. The Heritage Alliance wanted to sponsor a memorial planting and plaque to honor Former Mayor of Downers Grove Betty Cheever. Library Director Julie Milavec has been working with Heritage Alliance member Sue Farley on the arrangements. A planting has been added to the Garden Walk and a plaque is in the works. The dedication for the memorial will be on September 10 and the Heritage Alliance will be publicizing the dedication through their channels and hopes the library can publicize as well.

8. **New Business.**

- a. Suspension of Library Privileges Appeal. Patron Clifford Konicki requested that his one-year suspension of library privileges be reviewed by the Board. Prior to the meeting, Library Director Julie Milavec sent trustees documentation and the video of the incident that led to Mr. Konicki's suspension. Trustee Nienburg commented that he struggled with how to classify this incident but felt that the library jumped to the maximum penalty when Mr. Konicki's actions, while odd, could not be classified as lewd. By putting the penalty at a year, his offense was placed ahead of some pretty serious and offensive behavior.

Trustee Dougherty agreed with Trustee Nienburg that the offense did not meet the definition of lewd. She recognized that there have been multiple incidents at the library involving Mr. Konicki and wondered if there was another level of penalty that would be more appropriate but also respect that staff have had to deal with this issue and repeated issues.

Other trustees also agreed that while not necessarily lewd, it was hard to classify the incident without knowing the intent or if there were any witnesses, aside from a library staff member.

It was moved by Nienburg and seconded by Dougherty THAT the penalty for Clifford Konicki's actions be amended to a three-month suspension of library privileges. Roll call: Ayes: Dougherty, Nienburg, Gigani. Nays: Humphreys, Khuntia. Abstentions: None.

- b. 2023 Budget and Levy Drafts. Library Director Julie Milavec presented three different levels of tax levy for the Board to consider. The budgeted expenditures were identical in all three drafts. Milavec noted that there will be some updates coming to personnel lines as the library is actively filling positions. The personnel lines showed an increase of 5.7%, but Milavec is hoping to have a better estimate on benefits renewal numbers by the next meeting. The non-personnel expense lines show a 6.9% increase, with the biggest drivers being the following:
- Seminars, Conferences, and Meetings (5303) – increase in mileage and meal/meeting costs
 - Professional Services (5315) – update to salary structure with HR consultant, strategic planning consultant, EDI consultant, and outside programming
 - Printing Services (5380) – Discoveries printing costs have drastically increased and will increase more with the plan to return to a 12-page issue in 2023

- Postage (5392) – expecting two increases of two cents per piece next year
- Other Equipment Repair and Maintenance (5470) – increase for the pickup lockers maintenance contract
- Library Materials (5851-5853) – electronic resources have a drastic increase
- Capital Equipment over \$20,000 (5870) – staff anticipate paying more for ongoing furniture replacements
- Intangible Assets – Software (5880) – staff anticipate software costs continuing to rise

On the revenue side, Milavec ran through three options for the levy and discussed the impacts to taxpayers and the Library Fund with each option.

Trustee Nienburg noted that economists hope inflation is mitigated by 2023 and the library has done a good job absorbing inflation rates so far. He does not think the Board should raise the levy based on continued inflation pressures.

Milavec asked the Board what kind of levy they would like to see in August. Nienburg commented that he is looking for a balance between mitigating the levy and tightening expenditures. He would have a hard time supporting anything higher than a flat rate.

There was discussion about the planned renovation project and if it makes sense to do it right now with costs so high. Trustee Humphreys commented that after touring workrooms and seeing some staff working conditions, he's trying to find a balance between finding ways to tighten some things up but still proceed with the renovation project. His concern with delaying the project is that it will create issues with staff recruitment and staff retention. Milavec noted that the Board can still go out to bid on the project and if they are not comfortable with the bids received, they can wait on the project and rebid at a later date. Trustee Khuntia commented that her concern is with equitable workspaces for staff and does not want to lose staff because of this issue.

Trustee Dougherty noted that the library cannot keep taking on new services without stopping others, especially when trying to control the cost of staffing. She is looking forward to the strategic planning process where staff and the Board can decide what direction the library and its services should go, and she encouraged the library to continue showing taxpayers what services their dollars are going towards.

- c. Capital Needs Assessment 2017-2027 Update. Library Director Julie Milavec presented an update to the report, noting that the goal was to codify what was discussed in May while looking at adding the renovation project into the Capital Needs Assessment. Library law requires the library to have a spending plan for this special reserve fund and for it to be updated annually.

It was moved by Nienburg and seconded by Humphreys THAT the Capital Needs Assessment Report 2017-2027 update to Projects and Estimated Costs be approved as presented. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Nienburg, Gigani. Nays: None. Abstentions: None.

9. **Unfinished Business.**

- a. Strategic Planning Request for Proposals. Per the discussion at last month's meeting, Library Director Julie Milavec updated the background statement and added deliverables to the request for proposals.

It was moved by Khuntia and seconded by Nienburg THAT the Strategic Planning Request for Proposals be released as presented. Motion passed by voice vote.

- b. Workroom Renovation Project - Release to Bid. The full bid specifications will be ready next week but staff have the drawings and know what will be included. The library feels confident in moving forward with the bid process. Library Director Julie Milavec reminded the Board that they do not have to accept any of the bids.

It was moved by Humphreys and seconded by Khuntia THAT the Workroom Renovation Project be released for public bid. Motion passed by voice vote.

10. **Library Director's Report**. Library Director Julie Milavec presented her report. There is still a vacancy on the Board. The new arcade cabinet is up in Teen Central. The branding will come soon. The Forever Four Beatles exhibit with Republic Bank is upstairs and the actual event is tomorrow evening. Board President Swapna Gigani is on the July episode of the Cover to Cover podcast and Milavec will be on in August. If any trustee wants to attend the ILA Conference Trustee Day, it will be on Thursday, October 20 in Rosemont.

- a. Public Relations Department Presentation. Public Relations Manager Cindy Khatri presented her report. The PR Department supports the public and library staff by sharing library news clearly, efficiently, and mindfully. They are frequently the first and last touchpoint for patrons in the library, from the website to the signs on the building's doors. The department has to balance serving internal staff and external patrons and Khatri gave examples of both.

Trustee Humphreys commended the PR department for expanding the library outside of the building's walls.

11. Trustee Comments and Requests for Information.

Trustee Nienburg commented on how surprised he was at the number of incidents that occur at the library. He asked what the library has done in regards to active shooter plans and other preparations. Library Director Julie Milavec noted that staff will be doing active shooter training with the DG Police Department on August 26 during Staff In Service Day. The police department has done walkthroughs with library security staff to discuss ways to handle threats and lockdowns.

Trustee Dougherty suggested reviewing the list of infractions and penalties now that the library has adopted a newer safety and security model. Assistant Library Director Jen Ryjewski noted that staff will review and expand the infraction/penalty listed but acknowledged that it is hard to account for every possible incident that may occur.

12. Adjournment. President Gigani adjourned the meeting at 10:06 p.m.