

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JUNE 28, 2022, 7:30 P.M.
LIBRARY MEETING ROOM**

DRAFT 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 Dave Humphreys, Trustee Barnali Khuntia, Trustee William Nienburg, President Swapna Gigani. Absent: None.

Also present: Library Director Julie Milavec, Assistant Library Director Jen Ryjewski, Media Lab Coordinator Ed Bromiel, Adult & Teen Services Manager Lizzie Matkowski, Genene Murphy, and Natalie Murphy.

3. **Welcome to Visitors.** President Gigani welcomed visitors and thanked them for their interest in the library.
4. **Oath of Office.**
 - a. Bill Nienburg, six-year term. Secretary Humphreys administered the verbal oath.
5. **Approval of Minutes.**
 - a. May 23, 2022 Regular Meeting. It was moved by Humphreys and seconded by Khuntia THAT the Minutes of the May 23, 2022 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
6. **Financial Matters.**
 - a. May 2022 Financial Report. Library Director Julie Milavec presented the report and noted that the revenue report was missing because the Village software, Munis, is not running the reports properly. Business Office Manager Katelyn Vabalaitis continues to work with Village personnel to generate the reports the library needs. The library is roughly 41% through the year and she highlighted on the expenditure report that a few budget lines were over that percentage marker as a result of building operations maintenance and repairs, the purchase of new furniture, and federal grant expenditures. Milavec pointed out an error under Christine Lees' credit card expenditures for the amount of \$1,635.50 which was mistakenly labeled staff recognition when in fact it was used for conference registration fees for Circulation Services staff.

b. June 2022 Invoices. It was moved by Khuntia and seconded by Dougherty THAT the payment of June 2022 Capital Replacement Fund invoices totaling \$23,087.40, the payment of June 2022 Operating Fund invoices totaling \$97,695.05, and the ratification of May 2022 payrolls totaling \$241,010.50 be approved. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Nienburg, Gigani. Nays: None. Abstentions: None.

7. **Public Comment on Agenda Items**. President Gigani invited comment. Visitor, Genene Murphy, made an inquiry to new Trustee Nienburg, asking about what he values most about the library and what he hopes to achieve as a trustee. Trustee Nienburg responded by saying that he wants to satisfy the mission of the library without fear or favor and be a responsible fiduciary on behalf of library taxpayers. He hopes to enhance the library and help it evolve and prepare for the future. He additionally mentioned that his children enjoy the library and are frequent program attendees.

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

9. **New Business**.

a. 2023 Preliminary Budget Draft. Library Director Julie Milavec presented and discussed the challenges of the 2023 preliminary budget draft due to rapid inflation and steep cost of living increases. She also touched on the importance of internal pay equity and job growth and upward mobility across pay grades and job descriptions and mentioned that her goal is to try to include additional full-time positions at some of the lower pay-grade levels to provide opportunities for career paths forward as part of the Equity Strategic Plan, which the Board passed at the May 2022 Board meeting.

b. Transfer to Library Capital Replacement Fund from Library Fund. Library Director Julie Milavec reminded the Board that the normal, annual transfer from the Library Fund to the Capital Replacement Fund has been \$350,000 for the past several years; however, due to the drastic and unexpected inflated costs of our workroom renovation project, she recommended an additional transfer of \$150,000 in order to fund the project, which is necessary to improve work spaces and working conditions of the Children's and Building Operations Departments.

It was moved by Nienburg THAT the transfer of \$500,000.00 from the Library Fund to the Library Capital Replacement Fund be tabled pending the full budget discussion at the July 27, 2022 Board of Library Trustees meeting. There was no second.

It was moved by Dougherty and seconded by Humphreys THAT the transfer of \$500,000.00 from the Library Fund to the Library Capital Replacement Fund be approved. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Gigani. Nays: Nienburg. Abstentions: None.

- c. Strategic Planning Request for Proposals. It was moved by Nienburg and seconded by Humphreys THAT the Strategic Planning Request for Proposals be postponed one month. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Nienburg, Gigani. Nays: None. Abstentions: None.

Carissa Dougherty requested a more comprehensive breakdown of the RFP and the final deliverables of the Strategic Plan, i.e., up-to-date community profile, goals and objectives, assessment of library environment, implementation process, etc.

10. Unfinished Business. There was none.

11. Library Director's Report. Library Director Julie Milavec passed the baton to Adult & Teen Services Manager Lizzie Matkowski to speak about the goings-on in the ATS department.

- a. Adult & Teen Services Department Presentation.

Adult and Teen Services Manager Lizzie Matkowski gave the presentation and provided information on:

- Enrollment in and upcoming programs such as: Adult and Teen Summer Reading Club and 100 Books Before Graduation; participation at June Pride Month events; Matters of Balance for seniors; outdoor games program; Tie-dye; Dungeons & Dragons; Paint & Sip; View Behind the Lens; etc.
- New and soon-to-be available collections such as Board Games, Binge Boxes, World Languages, Memory Kits, ComicsPlus database for e-comics, and popular video streaming services on our Rokus such as Amazon Prime, Netflix, Disney Plus, Acorn, etc.
- Diversity audits of the adult and teen collections: half of adult fiction and all of teen fiction have been completed to date. As a result of the process, Assistant Manager of Adult & Teen Services Van McGary developed a mathematical formula which will enable staff to conduct an audit by way of sampling the collection rather than examining every single title. Audits are progressing nicely and staff have already implemented new processes to ensure diverse collections will continue to be curated and maintained.

12. Trustee Comments and Requests for Information.

Trustee Humphreys acknowledged and thanked the DGPL staff for their support of Rotary Grove Fest, which was extremely successful.

Trustee Dougherty inquired about staff in the wake of several behavioral incidents in and around the library over the course of the past month and wanted to make sure staff were all right.

Trustee Nienburg commented that the sound quality on the Board meeting recordings is not good and it is hard to hear what anyone is saying. To maintain transparency and good communication, adjustments to the audio equipment should be made or Trustee Nienburg suggested using Village Council Chambers to hold the meetings.

13. Adjournment. President Gigani adjourned the meeting at 9:25 p.m.