

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MARCH 22, 2023, 7:30 P.M.
KIDS PROGRAM ROOM**

MINUTES

1. **Call to Order, Pledge of Allegiance, Land Acknowledgment.** President Gigani called the meeting to order at 7:30 p.m. and led the room in the Pledge of Allegiance. President Gigani read aloud the Downers Grove Public Library Land Acknowledgement.
2. **Roll Call.** Members present: Trustee Carissa Dougherty, Trustee Dave Humphreys, Trustee Barnali Khuntia, Trustee Bill Nienburg, Trustee Marti Sladek, 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, Information Technology Manager Paul Regis.

3. **Welcome to Visitors.** President Gigani welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. February 22, 2023 Regular Meeting. It was moved by Sladek and seconded by Nienburg THAT the Minutes of the February 22, 2023 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
 - a. February 2023 Financial Report. Library Director Milavec presented the report. The library is 16.6% through the fiscal year as of the end of February. About 1% of revenue has been received, which is expected at this time of year. Milavec noted that the library has received significantly more investment income in 2023 than in previous years. The Capital Replacement Fund is at 32% spent for the year, which is on track with where the library is at in the workroom renovation project. General expenditures are at 13.4% spent through the end of February. Trustee Nienburg inquired about the possibility of different financial reports and Milavec commented that Administration staff are reviewing financial reports from other libraries and will be working with Village staff to see how the financial reports can be improved.
 - b. March 2023 Invoices. It was moved by Dougherty and seconded by Humphreys THAT the payment of March 2023 Capital Replacement Fund

invoices totaling \$139,405.37, the payment of March 2023 Operating Fund invoices totaling \$167,445.53, the acceptance of March 2023 Operating Fund credit memos totaling \$50.49, and the ratification of February 2023 payroll totaling \$266,130.67 be approved. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Nienburg, Sladek, Gigani. Nays: None. Abstentions: None.

6. **Public Comment on Agenda Items.** President Gigani invited comment. Robin Tryloff has lived in Downers Grove for more than 30 years and is a resident, taxpayer, and devoted library patron. She has served on the Downers Grove Public Library Foundation Board of Directors since 2017. Through the Board's meeting packet, she was delighted to learn that the library is scheduled to host the Legacy Wall during this coming June's Pride Month. The Legacy Wall is one of many projects by the award-winning Legacy Project – a Chicago-based cultural and educational nonprofit dedicated to researching and promoting the contributions of LGBTQ+ people have made to world history and culture. It's driven by a core of historians, biographers, educators, youth advocates, social activists, and community and business leaders who share a commitment to ending the redaction of LGBTQ+ contributions from our shared human history. The Legacy Wall is a digitally interactive traveling exhibition that features over 125 digitally interactive mini-biographies of LGBTQ+ people throughout history from virtually every walk of life, who have contributed in over 20 fields of endeavor. The history of the LGBTQ+ community is largely a forgotten and suppressed history which this exhibit helps bring to life. The content is international, multicultural, and has been substantially vetted and sourced. It tells the stories behind such important historical and cultural figures as Chicago's own social justice pioneer Jane Addams, Renaissance artist and inventor Leonardo da Vinci, and visual artist Frida Kahlo, who was recently celebrated with an exhibition at the Cleve Carney Museum of Art at the College of DuPage. These life stories are educational and enlightening for all audiences and they help raise awareness of the roles of LGBTQ+ people have played in our shared human history. This information helps to boost the self-esteem of LGBTQ+ youth and has been shown to lessen the incidents of bullying in schools by fostering a culture of mutual respect and tolerance. The goal of the Legacy Wall is to use the powerful lessons of human history to spark conversations in the classroom and around the kitchen table about the ability this knowledge offers to raise social awareness while giving our children hope and all community members a feeling of belonging. This exhibit will help underscore the Downers Grove Public Library's motto that it is a place for everyone to discovery, grow, play, and learn. Equality Downers Grove is raising the funds to cover the full cost of hosting this exhibit. The Library Board of Trustees is simply being asked tonight to support EQDG's efforts by writing a letter of support. Since the library will present the Legacy Wall as part of its Pride Month programming, not only should the Board vote to endorse the letter of support as the exhibit's future host, it would be

incomprehensible not to. At the September 28 Library Board Meeting, Trustee Nienburg referenced “the undoubtedly long list of LGBTQ individuals who have led inspiring lives, overcome obstacles, and made valuable contributions to our country and society” as a source for future inclusive library programming. This is it.

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

It was moved by Khuntia and seconded by Sladek THAT the Information Technology Department presentation be moved before New Business. Motion passed by voice vote.

8. **Information Technology Department Presentation.** Information Technology Manager Paul Regis presented his report. He has worked at Downers Grove Public Library for about 16 years in various positions. This has offered him a unique perspective on how technology has evolved as well as how patrons use that technology. IT is a department of 13 staff and they view their responsibilities from two distinct perspectives – internal and external customers. External customers would be the public, various vendors and the SWAN consortium. The Computer Help Desk assists patrons with their technology questions. They also assist patrons with other library equipment such as scanners, copy machines, and fax machines. IT staff also offer one-on-one help in the form of Book an Expert sessions that allows staff to take more time to handle complicated questions and to be able to sit with patrons and give them assistance at their own pace. Internal customers are library staff. The IT Department works with all departments as projects arise. They also use a ticketing system that helps keep track of updates and manages ongoing projects. IT staff have developed relationships with People’s Resource Center and the Downers Grove Township which have both grown into regular programming and events. They also offer Tech Outreach to area assisted living facilities.

9. **New Business.**

- a. Letter of Support for Legacy Wall. It was moved by Sladek and seconded by Khuntia THAT the letter of support for EQDG’s efforts to bring the Legacy Wall to Downers Grove in June 2023 be approved. Motion passed by voice vote.

10. **Unfinished Business.**

- a. Bylaws Update. Since the last meeting, Trustee Sladek used her background in bylaws to propose an outline for the Board’s revised bylaws and Trustee Nienburg provided a reconciliation of Trustee Sladek’s proposal versus what exists now. The Board discussed how to move forward with the revision

process. They decided that Trustee Sladek will provide a second draft that can be reviewed at the next meeting and then the other trustees can weigh in on specific language and content.

It was moved by Nienburg and seconded by Dougherty THAT the Bylaws Update be tabled until the April 26, 2023 meeting. Motion passed by voice vote.

- b. Third-Party Investigator for Personnel Matter. Business Office Manager Katelyn Vabalaitis discussed with Ancel Glink the Board's expectations for the investigation. The legal firm also ran their conflict of interest check to make sure they could be an unbiased investigator.

It was moved by Khuntia and seconded by Sladek THAT the legal firm Ancel Glink be hired to conduct a third party investigation into the personnel matter discussed in the January 25 and February 22 Executive Sessions. Roll call: Ayes: Dougherty, Humphreys, Khuntia, Nienburg, Sladek, Gigani. Nays: None. Abstentions: None.

11. **Library Director's Report**. Library Director Milavec presented her report. Staff have been working diligently on the scheduling of the focus groups and there is a tentative schedule in place. There will be 11 sessions total, with nine in-person and two virtual. These will start on April 17 and continue through April 27. The in-person sessions include sessions for seniors, parents, community leaders and organizations, Board, non-supervisory staff, supervisory staff, general adult, and BIPOC/HITMPGs. The BIPOC/HITMPG session will be led by a special consultant, as ReThinking Libraries does not have a BIPOC/HITMPG person on their staff. There have been 1,600 responses to the library's survey so far, so the turnout has been great. The next step is to get people to the focus groups. Five FOIAs have been received so far in March that have run the gamut from a whole pile of emails to a single document. So far, only one of them has required legal assistance. There have been 14 PITS incidents so far in March. Staff are seeing an uptick in incidents with young teens. Staff are looking at a new patron incident tracking software and may be moving forward with a free trial, as they have a much more robust reporting module. Workroom renovations are on track and going well. Access Services and Building Operations will be moving into their new spaces on Monday. Once the meeting room is emptied, it will be patched, painted, the carpets will be cleaned, and then it will be ready to act as a meeting space again.

12. Executive Session.

- a. 5 ILCS 120/2(c)(1), for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee.
No Executive Session was held.

13. Action for Items Discussed in Executive Session. There was none.

14. Trustee Comments and Requests for Information.

Trustee Khuntia noted that the Spring Equinox was yesterday and along with that came a lot of holidays. There was Nowruz, today is Ugadi, which is the South Indian holiday, and it's also Ramadan. She also wished Ramadan Mubarak to all of the library's Muslim patrons. Trustee Khuntia was really excited to read about the Green Team and the bread tag collection. She asked if they are going to be doing more activities at the library, and Milavec mentioned that SCARCE just did a green audit of the library and staff are waiting on the results. Trustee Khuntia was interested in the DGN Work Study program and thought it was exciting to see a student come in and work at the library. She also commented that she's really excited about the Legacy Wall and she's very excited to bring her kids and witness the joy and celebration that it brings to the community.

Trustee Sladek is really excited the library is working with SCARCE. She was on the Board of Directors of the environmental group back in the day that founded SCARCE. It started with a grant and became so successful that it spun off into its own thing. Trustee Sladek also recognized Pesach and Easter for those who celebrate.

Trustee Humphreys commented on the Building Operations staff who will be attending the Library Safety Summit. He looked at it a bit and thinks it sounds great. He would like a report or update after the summit of what they might have learned that can be used to make the library not only welcoming but safe. He also acknowledged that he's on the Board of EQDG, who is the sponsor of the Legacy Wall and he's thrilled that it's going to be in the library. It's a big display that will be up on the second floor in the spine of the building. It's a long, serpentine wall that is interactive and has LED lights and will be inviting to a number of people in the community. The library is providing the space for the wall but none of the funding. Trustee Humphreys also noted that April 4 is Election Day and early voting is open. He commented that everyone should exercise their democratic obligation to vote.

Trustee Dougherty is very pleased the library is supporting the Legacy Wall and co-hosting the One Book One Town author event. She also asked if trustees could get a tour of the new workrooms during the April meeting. Library Director

Milavec noted that this could be done in April between the Board's focus group session and the regular meeting.

President Gigani wished Ramadan Mubarak to the library's Muslim patrons and community members. She acknowledged Erin Linsenmeyer's work with District 58 teachers and school librarians during the District 58 Institute Day, which is a great example of the partnership the library has with the schools. School libraries are, unfortunately for some children, the only avenue to library access so for library staff to bring their expertise to the schools is a wonderful thing. She was also excited to see that the Circulation Department will be having a work study student from Downers Grove North. President Gigani thanked Circulation Department Manager Christine Lees for getting the Board more information about the Bibliotheca service contract. She feels good about the Board's renewal of the contract after seeing how quickly some of those charges add up. It seems like it's an insurance policy on top of a service contract. The mock-ups of the Legacy Wall that she has been able to see look stunning and she's very excited to see it in the library. She also thanked librarian Amanda Klenk for holding a program that her daughter attended last week about local elections. She thinks it's really nice to see more diverse programs brought to young kids.

15. Adjournment. President Gigani adjourned the meeting at 8:28 p.m.