

**DOWNERS GROVE PUBLIC LIBRARY
1050 CURTISS STREET
DOWNERS GROVE, ILLINOIS**

**MINUTES OF THE BOARD OF LIBRARY TRUSTEES MEETING
JULY 27, 2023, 7:30 P.M.**

BOARD TRUSTEES:

Swapna Gigani	President
Carissa Dougherty	Trustee
Dave Humphreys	Trustee
Bill Nienburg	Trustee
Marti Sladek	Trustee

GUESTS:

Julie Milavec	Library Director
Jen Ryjewski	Assistant Library Director
Katelyn Vabalaitis	Business Office Manager
Ed Bromiel	Media Lab Coordinator
Rob Cullin	RTL (via teleconference until 9:52 p.m.)
Janet Nelson	RTL (via teleconference until 9:52 p.m.)

REGRETS:

Barnali Khuntia	Trustee
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Minutes prepared by Robert DiBartolomeo of Minutes Solutions from a video recording and edited by Business Office Manager Katelyn Vabalaitis.

1. CALL TO ORDER

There being a quorum present, and the Trustees having been given adequate and proper notice of the meeting, the meeting was called to order at 7:30 p.m.

2. PLEDGE OF ALLEGIANCE AND LAND ACKNOWLEDGEMENT

Swapna Gigani led the room in the Pledge of Allegiance and read aloud the Downers Grove Public Library Land Acknowledgement.

3. CONSENT AGENDA

It was moved by Sladek and seconded by Humphreys THAT items A through E on the consent agenda be approved as presented. Motion passed by voice vote.

4. FINANCIAL STATEMENTS

It was moved by Humphreys and seconded by Sladek THAT the payment of July 2023 Operating Fund invoices totaling \$150,449.83, the acceptance of July 2023 Operating Fund credit memos totaling \$1,330.35, and the ratification of June 2023 payrolls totaling

\$393,968.33 be approved. Roll call: Ayes: Dougherty, Humphreys, Nienburg, Sladek, Gigani. Nays: None. Abstentions: None. Motion carried.

5. PUBLIC COMMENT

Ilene Briner requested updates regarding a litigated personal matter and the request she submitted last month for a land acquisition statement. Ilene Briner reported that the library is refusing to purchase Irreversible Damage and recited book reviews for the book. Ilene Briner suggested that the library's claim of disinformation and misinformation are code words for books that do not follow the narrative that the Board wants in the library. Ilene Briner suggested that not including the book is censorship and that the library could lose its state-funded grant money due to book banning.

Laura Hois reported that the Board approved revised bylaws despite public objections and has rejected local control. Under the new bylaws, the library must answer to the State of Illinois and the American Library Association. Laura Hois suggested that the American Library Association is Marxist and promotes anti-American practices. She suggested that the library has chosen to favour history that depicts marginalized people. Laura Hois noted that parents want to protect their children from harm rather than ban books. She suggested that the library is choosing to only ban conservative books and uses collection development policies to deny books it does not agree with. Laura Hois suggested that parents need to know what Irreversible Damage says about transgenderism. Laura Hois requested that the library reject state control.

Billy Hois reported that in World War II, the Supreme Court ruled against Japanese Americans and placed them in concentration camps. Billy Hois reported that right is right and encouraged the library to do the right thing. Billy Hois presented a poster he suggested is pornographic to the Board as an example of subject matter that should not be shown to children.

Heather Kenealy thanked the Board for their help in providing books to the whole family.

Robin Tryloff suggested that it is not possible for every library to collect and maintain every book and that is why the library has a collection development policy which outlines the criteria and process for selecting resources. Robin Tryloff thanked the staff for their efforts in providing reading material.

Paul Scott thanked the Board for their interest in serving a broad spectrum of people. Paul Scott thanked the Board for their efforts in standing against fascism, ignorance, misrepresentation, and vulgarity.

Julie Brethauer celebrated the library's partnership with Hope's Front Door to collect school supplies for children.

Ed Briner expressed concerns about homosexual children and homeless people in the library, as well as with the frequency in which police are called to the library, people throwing furniture in the library, people chasing children, and drunk and disorderly conduct.

Mike noted that the FOIA results posted on the library's website do not show 10-12 police calls in a week. He expressed that many of the PITS reports were because of teenagers.

Nancy Sullivan suggested placing books with sensitive content in a restricted section that requires parental permission to check out. Nancy Sullivan suggested that diversity should include

diversity of thought.

Janet Wittingham suggested that the Board has an obligation to use available resources to serve all its users. Janet Wittingham suggested that the books mentioned can be accessed by anyone through the library's book loan program as they are in other libraries. Janet Wittingham reported that there are numerous Christian and conservative books on the shelves of Downers Grove Public Library. Janet Wittingham suggested that the library should be a safe space for everyone and should not be on the receiving end of proselytizing from a select group of the community. She commended the Board on their courage.

Noel Manley suggested that public speakers should be granted more time to speak so that a conversation can occur, and the speakers' voices can be heard in a dynamic way.

6. **TRUSTEE COMMENTS**

Trustee Sladek reported that the bylaws have not caused the library to give up local control to the state. The Local Library Act is still a governing statute. References to the ALA existed in the old bylaws. The bylaws were streamlined to ensure that meetings were more comprehensible and efficient.

Trustee Nienburg confirmed that the Board not ignoring public concerns, but prioritizing pressing business matters.

Trustee Dougherty confirmed that in the month of June 2023, seven calls were made to police, not 10 per week. She reiterated that teens are having a lot of impact on issues at the library.

Trustee Gigani commented that the documents that will emerge from the strategic plan will reflect the community's needs and wants from the library. Policies and procedures will continue to be updated while the Board ensures that the library stays on track with its budget. 250 new library cards were issued in June 2023.

Trustee Humphreys acknowledged Assistant Library Director Jen Ryjewski's article that was published in the Public Libraries Journal.

7. **NEW BUSINESS**

a. **Public Comment Rules:**

It was moved by Humphreys and seconded by Sladek THAT the Public Comment Rules be approved as presented.

Trustee Humphreys withdrew his motion.

It was moved by Nienburg and seconded by Humphreys THAT the vote on Public Comment Rules be tabled until the August 2023 meeting. Motion passed by voice vote.

The Board reported that public comment rules were included in the bylaws. The Board is working to transfer items removed from the bylaws into the policy manual. The new set of rules provides a framework which allows every member of the public who wishes to do so the chance to speak as the Chair can expand the overall amount of time allowed for public comment and grant individual speakers additional time. The time allotted per speaker could be five minutes with a

reduction to three minutes should there be too many speakers. The Board suggested that a verbatim copy of public comments should be included in an appendix of the meeting packet rather than in the minutes.

The Board confirmed that all visitors must adhere to the library's behavioural guidelines.

b. Update to Capital Needs Assessment for 2017 to 2027:

It was moved by Humphreys and seconded by Nienburg THAT the updates to the Projects and Estimated costs in the Capital Needs Assessment Report 2017-2027 be approved as presented. Motion passed by voice vote.

The carpet replacement project has been deferred until 2025. The Board will review the development phase of upcoming capital projects before replacing the carpet which could become damaged throughout the process.

The escalation of 5% per year transferred into the library capital replacement fund will continue. The Board confirmed that according to Illinois' library laws, the special reserve fund must have a spending plan. The library cannot accumulate money with no plan on how to spend it.

c. Transfer of Funds to Library Capital Replacement Fund:

It was moved by Nienburg and seconded by Dougherty THAT the Board authorize the transfer of funds in the amount of \$367,500 from the Library Fund to the Library Capital Replacement Fund. Roll call: Ayes: Dougherty, Humphreys, Nienburg, Sladek, Gigani. Nays: None. Abstentions: None. Motion carried.

It is prudent to maintain the escalation of 5% this year; however, the Board may need to reevaluate in 2024.

8. UNFINISHED BUSINESS

a. 2024 Draft Budget: The expenditures are the same in both 2024 draft budget proposals. One option presents a 5% levy increase while the other attempts to keep the tax rate flat from 2023 to 2024.

For the 5% levy increase option, the EAV increase estimate was adjusted. The June budget used a 2% increase; however, a 4% increase is being proposed. The library's five-year average rests at 3.6%. The library's estimated expenses have been reduced to a 5.1% increase. The library's liability insurance company has recommended a 15% increase rather than the 20% increase budgeted for which resulted in lower expenditures. It is estimated that the Operating Fund will end the year with \$1,000,000. \$240,000 of the fund's balance is expected to be used.

The Capital Replacement Fund budget does not include carpet replacement. The 5% transfer to the Library Capital Replacement Fund is included in the budget. Salary changes and minimum wage increases have been included in the new budget. There have been major changes to what library staff are electing in health insurance which has reduced the amount spent on health insurance. Roughly \$30,000 has been allocated to cleaning services. \$48,000 has been allocated to electronic services which will help the library offer the same level of service with electronic materials as they do with physical services. \$12,000 has been allocated to purchase new pickup lockers. Increases are expected in the cost of postage and software expenses. For the average

taxpayer with a median valued home, at the 5% levy increase, they will see a \$3 increase in value for their home from 2023 to 2024.

For the flat tax rate option, the ending balance is brought below the Operating Reserve Fund which is outlined in the finance policy. The home values will remain the same which means that costs paid to the library will also remain the same. The library would spend more on salaries and benefits but would spend less on all other expenditures. The library's revenue would consist of property tax and grants from the Illinois public library per capita grant.

Julie Milavec confirmed that the library does not pay an electric bill as it is under the Village's franchise agreement. It was noted that, in the state's budget, \$5,000,000 of new money was allocated for a state-wide database for libraries which will allow the library to drop its subscriptions to other databases.

b. 2023 to 2028 High-Level Strategic Plan:

It was moved by Nienburg and seconded by Humphreys THAT the 2023-2028 High-Level Strategic Plan be tabled pending additional Board discussion. Motion passed by voice vote.

The plan draft was developed via the strategic retreat held in May 2023. The plan includes the library's mission statement, vision statement, values, areas of service focus, goals, outcomes, and suggested initiatives. The strategic focus areas are framed within a five-year plan. Once the strategic plan is finalized, Rob and Janet will work with library staff to create the actual to-do list to be completed within the first twelve months.

It was confirmed that the Equity Advisory Team has already proposed an integrated strategic plan and that document was distributed to the Board for review. The Board noted that integration may be more difficult as it requires the implementation of two strategies.

The only portion of the scope of work that has yet to be delivered to the Board for review is the initial kick-off and support for the development of the work plan. RTL has provided the Board with an estimate of \$1,000 to help develop the work plan portion.

9. LIBRARY DIRECTOR'S REPORT

Library Director Julie Milavec reported that the library is being honored at the Youth Outlook Dare to Dream Gala and will be receiving the business partner award.

The library's Ask Us Desk has been renamed the Adult and Teen Services Desk. The Hot Reads Collection has been renamed to the Lucky Day Collection. The Lucky Day books cannot have holds placed on them.

There are ongoing changes within the administration offices as staff are being relocated to different office spaces. A seating area and a file area are being added to the main area in the Administration Office.

There were 31 incidents throughout the month of June 2023. 17 of the incidents involved youths. In comparison, there was a decrease in the frequency of incidents throughout the month of July 2023. One incident involved an individual throwing furniture who was asked to leave and resulted in police arriving on site. A ban letter was issued to the individual. Library users have taken on

calling the police to the library themselves for matters that do not involve the library. The library had to call the police to stop an incident taking place within the parking lot.

Story time has seen a regular attendance of 75 children. The PTO Math Club days are also seeing high attendance.

Staff are editing the Land Acknowledgement which will be presented to the Board for approval in August 2023.

10. EXECUTIVE SESSION

There was no executive session.

11. NEXT MEETING

The next Board of Library Trustees meeting is scheduled for August 23, 2023.

12. ADJOURNMENT

President Gigani adjourned the meeting at 10:01 p.m.

DISCLAIMER

The above minutes should be used as a summary of the motions passed and issues discussed at the meeting. This document shall not be considered a verbatim copy of every word spoken at the meeting.