

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
SEPTEMBER 25, 2019, 7:30 P.M.
LIBRARY MEETING ROOM**

MINUTES

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

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Friends of the Library President Joni Hansen, Mark Blair.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Oath of Office.** Notary Public Katelyn Vabalaitis administered oaths of office to Trustee David Humphreys and Trustee Barnali Khuntia, both for six-year terms.
5. **Approval of Minutes.**
 - a. August 28, 2019. It was moved by Humphreys and seconded by Gigani THAT the Minutes of the August 28, 2019 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: Khuntia.
6. **Financial Matters.**
 - a. August 2019 Financial Report. Milavec presented the report. Property tax has posted for the beginning of the fall payments. It is reflected on the revenue report, showing 71% collected. The library received the Per Capita Grant for fiscal year 2019 in the full amount of \$61,516.25, which was more than the budgeted amount. On the expense side, the library is 66% through the year and most of the budget lines are running as expected. The Board was reminded that August had three payrolls.
 - b. September 2019 Invoices. It was moved by Dougherty and seconded by Humphreys THAT the payment of September 2019 capital replacement invoices totaling \$48,662.75, the payment of September 2019 operating invoices totaling \$97,464.95, and the ratification of August 2019 payrolls

totaling \$332,254.74 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

7. **Public Comment on Agenda Items.** President Graber invited comment. There was none.

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

9. **New Business.**

- a. Art Conservation Proposal. The strategic plan includes an action item to preserve and protect the library's art collection. Milavec met with an art conservationist who evaluated the library's entire art collection and put together a proposal, which includes the cleaning of every piece. Staff identified two pieces, Children of Peace and Epic of Gilgamesh, as having the most damage and deterioration. Milavec proposed these two pieces for repair in 2019 and will look to 2020 and beyond to plan maintenance on the remaining collection.

It was moved by Stapleton THAT the Art Conservation Proposal for the Children of Peace Garden Walk Statue and Epic of Gilgamesh bas-relief be accepted. It was seconded by Humphreys with the addition of the larger treatment proposal to be used as a guide for future maintenance of the art collection. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Policy Updates – Teen Central and Notary. Milavec requested a change in the General Policy to modify the hours of Teen Central to "school hours" rather than specific times, to accommodate early dismissal days. Milavec also requested a change to Notary Services in the Library Services Policy to note that library notaries will no longer notarize real estate transactions.

President Graber amended the notary policy update by adding the phrase "including mortgage-related documents" to follow real estate transactions.

It was moved by Gigani and seconded by Dougherty THAT the updates to the General Policy and Library Services Policy be approved as amended. Motion passed by voice vote.

- c. Affiliation Agreement and Schedule A with Aurora University. Milavec noted that all attorneys have signed off on the agreement. The agreement allows the library to be a field location for social work interns from Aurora University. Adult and Teen Services Manager Lizzie Matkowski will be the on-site

supervisor for the interns and will work with their professors on their individual learning plans. It was moved by Stapleton and seconded by Gigani THAT the Affiliation Agreement and Schedule A with Aurora University be approved. Motion passed by voice vote.

- d. Authorization to Proceed with Public Bid for 2020 Masonry and Exterior Doors Project. Milavec and Building Operations Director Ian Knorr will be meeting with Shales McNutt, the library's construction management firm, on Thursday to discuss the 2020 project. Staff would like to bid and award the project in the winter so that the library will be first on the list come spring. All bid proposals will come back to the Board and Jason Perkunas from Shales McNutt will attend a future meeting to answer questions and give his recommendation.

It was moved by Dougherty and seconded by Humphreys THAT the 2020 Masonry and Exterior Doors Project be authorized to proceed with the public bid process. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

10. Unfinished Business. There was none.

11. Library Director's Report. Milavec presented the report. Summer Reading Club statistics were included in the Board packet department reports. Staff were very happy to see an increase in participation in all age groups. Milavec gave kudos to all staff who worked so hard on this year's Summer Reading Club. The month of October begins the program series, There's No Place That's Home, to bring awareness to homelessness in Downers Grove. In conjunction with the program series, on October 1 the library will be launching The Cupboard. Similar to a Little Free Pantry, it will have food items and toiletries. Trustees are encouraged to attend these events as patrons. On October 2, there will be a free screening of The Public, thanks to the Downers Grove Public Library Foundation. On October 9, there will be a panel discussion at the library with local officials. There will be a service and volunteer fair on October 20 and a book discussion on October 29. The Art Planning Committee of the Downers Grove Public Library Foundation will be meeting Friday to begin evaluating art proposals received for the lobby wall. Milavec summarized Macmillan Publishing's eBook embargo for libraries. Starting November 1, libraries will only be able to purchase one copy of an eBook title for the first eight weeks it is released. This change will be a huge barrier to service for libraries trying to meet the needs of their communities.

12. Trustee Comments and Requests for Information.

Trustee Humphreys is very excited about the program series There's No Place That's Home. The library is one of the ground zeroes of this issue and he is

thrilled to see staff and the Foundation working together. He is talking these programs up like crazy.

Trustee Stapleton asked about the continuing education requirements for the 2020 Per Capita Grant application. Milavec confirmed there are reading assignments for trustees, a required webinar or training, and a self-education piece.

Trustee Stapleton also commented that Republic Bank might be pairing with libraries around Veterans Day to have the community nominate a veteran. The winner would have a poster printed of themselves to put at the library. She will pass along the information to staff.

Trustee Humphreys was a fly on the wall at the staff In Service Day in September for the discussion on diversity and inclusion. Praxis Group presented Creating an Affirming and Inclusive Workplace Culture. Trustee Humphreys was thrilled with the presentation and the discussions it created.

13. **Adjournment.** President Graber adjourned the meeting at 8:30 p.m.