

BOARD OF FIRE AND POLICE COMMISSIONERS
MINUTES OF OPEN MEETING
December 9, 2021
Village Hall
Committee Room
4:00 PM

PRESENT: Commissioner Tom Bondi
Commissioner Jillian Mikrut
Commissioner Bradley Bloom
Human Resources Director Lauren Linares
Fire Chief Scott Spinazola
Management Analyst Amanda Pazdan

ABSENT:

The meeting of the Downers Grove Board of Fire and Police Commissioners was called to order at 4:00 PM in the Committee Room at Village Hall. Director Lauren Linares conducted roll call: Commissioner Bondi, Commission Mikrut, and Commissioner Bloom were all present, along with Fire Chief Spinazola and Management Analyst Amanda Pazdan.

The next order of business at 4:01 PM was to approve the minutes from the Board meeting on November 18, 2021. A motion was made by Commissioner Mikrut to approve the minutes, which was seconded by Commissioner Bondi.

VOTE: **Yea:** Commissioner Mikrut, Commissioner Bondi, and Commissioner Bloom
Nay: None.
Motion passed.

The next order of business at 4:02 PM was a discussion of the Firefighter/Paramedic eligibility list.

The next order of business at 4:07 PM was a motion by Commissioner Mikrut to go into executive session pursuant to Section 2 (c) (1) of the Open Meetings Act to conduct oral interviews for one (1) Firefighter/ Paramedic for the purpose of determining hiring. The motion was seconded by Commissioner Bloom.

VOTE: **Yea:** Commissioner Mikrut, Commissioner Bloom and Commissioner Bondi.
Nay: None.
Motion passed.

The meeting returned to open session at 4:29 PM.

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The next order of business was a motion by Commission Bondi to disqualify Firefighter/ Paramedic candidate # 43. The motion was seconded by Commissioner Mikrut.

VOTE: **Yea:** Commissioner Bondi, Commissioner Mikrut, and Commissioner Bloom
 Nay: None.
 Motion passed.

There being no further business, or public comment, a motion was moved at 4:37 PM by Commissioner Bloom to adjourn, and Commissioner Mikrut seconded the motion.

VOTE: **Yea:** Commissioner Bloom, Commissioner Mikrut, and Commissioner Bondi.
Nay: None.
 Motion passed.

**Village of Downers Grove
Human Service Commission**

Village Hall
801 Burlington Avenue
January 25, 2022
Meeting Minutes

Chair Aycock called the meeting to order at 7:03pm and asked for a roll call.

Members Present

Chair Aycock
Member Drabik
Member Galvez
Member Loftus
Member Skerjan

Members Absent

Member Nicholson
Member Silvester

Chair Aycock declared that a quorum was present.

Chair Aycock noted that this was the first meeting of the Human Service Commission in several years and that all of the members have been recently appointed by the Village Council. She introduced herself. All other members of the Commission introduced themselves. Village Manager David Fieldman and staff Social Worker Heather Lippe also introduced themselves.

Chair Aycock called on Manager Fieldman to provide an overview of the Human Service Commission. Fieldman stated that the Village has 16 Boards & Commissions (B&C's). Each board has its own powers and duties enumerated in the Village Code. For most B&C's, members are appointed by the Mayor with confirmation by the Village Council. The engagement of B&C's is based on the following key operating concepts:

- Provide Advice to the Village Council
- Provide a Venue for In-Depth Discussions
- Reflect a Cross-Section of the Community
- Staff as Subject Matter Experts and Liaisons
- Communicating with the Village Council

The HSC consists of seven members appointed for staggered terms of three (3) years each, and an ex-officio member representative of a Downers Grove unit of local government. The HSC has the following powers and duties:

- To review and evaluate matters of social concern in the Village, including issues related to youth, senior citizens, families, minorities and other social groups.
- To consider such matters of social concern as may be referred to them by the Village Council and to recommend the adoption of policies or ordinances or the taking of other actions in the best interest of the Village as a whole.
- To consider the benefits to individuals and the public of proposed policies and actions and to consider the public and private costs and sources of revenue to support such policies and actions.
- To hear and investigate any matter referred to it by a court pursuant to the procedures set forth in DGMC Section 13A.24 and DGMC Section 13A.25 of the Fair Housing Article, Chapter 13A.

The HSC has not met for several years. In December 2020, the Village Council created a plan to implement recommendations in the Human Service Ad Hoc report.

Chair Aycock called on Manager Fieldman to provide a preview of the task that the Village Council has referred to the Human Service Commission. Fieldman stated that the Village Council has directed staff to develop and implement a social services referral program and to prepare a report identifying gaps in the provision of services along with strategies to address the gaps.

The Village is currently developing the social services referral program designed to connect individuals in need of service with the agencies that provide the services. The program will consist of multiple methods for individuals to contact the Village including in-person, by phone and on-line. Individuals who contact the Village will receive personal referrals to specific social service providers. Further, the Village will actively seek to identify and contact individuals who may be in need of services.

Each resident who requests referral services or who is identified by staff as described above will be contacted by a professionally trained staff member. Upon completion of a discussion, the staff member will refer the resident to the appropriate service providers.

Staff will present the social services referral program to the HSC for review and comment at the February meeting.

Member Galvez asked how the calls for social services have been addressed prior to the arrival of the social worker. Ms. Lippe stated that the dispatch center, police department and fire department have responded to these calls and have expanded their ability to provide referrals to social service providers.

Member Drabik asked about the types of referral requests that the Village has been receiving. Ms. Lippe provided several examples including homelessness, mental health, financial and other service requests.

Chair Aycock asked if the Village has a way to follow-up with residents who have received referrals. Ms. Lippe stated that some of the residents report back to her with updated information and that some service providers let her know the status of the referrals. Some providers allow access to an on-line portal.

Member Skerjin asked how the Village plans to assess the effectiveness of the program. Member Drabik asked if the Village has established performance metrics for the program. Manager Fieldman stated that a few performance indicators are being tracked and will be shared at the next meeting.

Member Galvez asked how many referrals have been made. Manager Fieldman said that the Village is tracking this information and will include it in next month's report.

Chair Aycock asked if the Village Council will refer additional items to the HSC. Manager Fieldman stated that it is likely that additional items will be referred upon the completion of the first task.

Chair Aycock asked Manager Fieldman to provide an overview of the Open Meetings Act and Freedom of Information Act. Fieldman stated that the Open Meetings Act is a state law designed to ensure that public bodies act deliberatively and openly. The Act requires that all HSC meetings are open to the public. Meetings will take place only when a quorum is present. Fieldman stated that two members of the HSC may meet to discuss HSC related matters and that a discussion of three or more members outside of a scheduled meeting would be in violation of the Act. Gatherings include email, electronic messaging, social media postings and other forms of communications. HSC meetings require an agenda to be posted 48 hours in advance of the meeting and the preparation of minutes. The state requires HSC members to take an on-line Open Meetings Act class, however, the website is not functioning and the state has placed the requirement on hold.

Manager Fieldman stated that the Freedom of Information Act is a state law designed to ensure open and transparent government. The Act applies to all records of the public body. All emails and texts sent to Village accounts are public records and communications made during the HSC meetings are public records.

Chair Aycock asked for any public comments.

Chair Aycock asked for a motion to adjourn.

Motion to adjourn by Loftus; seconded by Galvez
Motion carried unanimously by voice vote.

The meeting adjourned at 7:42pm.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JANUARY 26, 2022, 7:30 P.M.
ONLINE VIA GOTO MEETING**

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: Assistant Library Director Jen Ryjewski, Business Office Manager Katelyn Vabalaitis, Media Lab Coordinator Ed Bromiel, Building Operations Director Ian Knorr.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Oath of Office.**
 - a. Swapna Gigani, six-year term. Notary Public Katelyn Vabalaitis administered the oath of office to Swapna Gigani for a six-year term.
5. **Approval of Minutes.**
 - a. October 27, 2021 Executive Session Meeting. It was moved by Gigani and seconded by Dougherty THAT the Minutes of the October 27, 2021 Executive Session be approved as presented and opened to the public. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
 - b. November 17, 2021 Regular Meeting. It was moved by Humphreys and seconded by Stapleton THAT the Minutes of the November 17, 2021 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
 - c. November 17, 2021 Executive Session Meeting. It was moved by Gigani and seconded by Khuntia THAT the Minutes of the November 17, 2021 Executive Session be approved as presented and opened to the public. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

6. Financial Matters.

- a. November 2021 Financial Report. Assistant Library Director Jen Ryjewski presented the report. Revenue came in at almost 102% at the end of November, which included a surplus from 3D print jobs, poster prints, and the sale of withdrawn materials on the sale shelves. Expenditures were at 80% spent. Line 5770, Capital Equipment, was substantially over due to the pickup lockers that were installed. There were over 833 locker pickups in December. The transfer of \$350,000 to the Capital Replacement Fund occurred in November as well. Ryjewski called out the invoice to Library Furniture International, which was the down payment for the new tables purchased for study rooms, conference rooms, and public floor spaces.
- b. December 2021 Invoices. It was moved by Dougherty and seconded by Gigani THAT the payment of December 2021 Operating Fund invoices totaling \$176,846.58, the acceptance of December 2021 credit memos totaling \$11.21, and the ratification of November 2021 payrolls totaling \$239,876.80 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
- c. December 2021 Financial Report. Assistant Library Director Jen Ryjewski presented the report. She reminded the Board that the final, year-end expenditure report would be included in the February Board Packet. Year-end revenues look great and the final revenue report came in at 103%. The expenditure report is at 96% and some of the invoices approved at the meeting will change the percentage a bit for the final report. Ryjewski noted the LIRA invoice for the library's insurance renewal and reminded the Board that there were three payrolls in December. President Graber asked about the library's vendor, Ingram Library Services. Ryjewski responded that Ingram is a book vendor and the library began ordering more print and audiovisual materials through that vendor when Baker and Taylor started having issues fulfilling their orders in a timely manner.
- d. January 2022 Invoices. It was moved by Gigani and seconded by Khuntia THAT the payment of January 2022 Operating Fund invoices for fiscal year 2021 totaling \$40,277.68, the payment of January 2022 Operating Fund invoices for fiscal year 2022 totaling \$128,306.77, and the ratification of December 2021 payrolls totaling \$359,866.10 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. Elevator Modernization Proposals. Building Operations Director Ian Knorr included three proposals from elevator companies in the Board Packet. He contacted four companies total, but one did not respond. Knorr reached out to the companies to figure out the code that the new elevator will have to meet, which increased the cost a bit. New standards include an air conditioner unit in the elevator room and two-way communication with the elevator car, including audio and a camera. The interior of the elevator cab will also be updated, as it is 23 years old. A normal elevator modernization takes place every 20-25 years, so the library's elevator is right on track. Proposals came in under \$150,000, which was Knorr's goal. The lowest bidder, TK Elevator Corporation, is one of the largest companies that does this kind of work and Knorr recommends accepting their proposal. The project is slated to start this summer.

It was moved by Humphreys and seconded by Gigani THAT the Elevator Modernization Project award to TK Elevator Corporation in the amount of \$143,007.98 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Libraries Illinois Risk Agency (LIRA) Insurance Renewal – Property, Liability, and Workers Compensation. LIRA, the library's current insurance provider, originally advised member libraries to plan for a 20-30% renewal increase. Assistant Library Director Jen Ryjewski was happy to announce that the renewal came in at just over 7%. In addition to property, liability, and workers compensation, LIRA also includes cyber liability, which is rare.

It was moved by Khuntia and seconded by Dougherty THAT the Libraries Illinois Risk Agency (LIRA) insurance package renewal in the amount of \$60,494.00 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

10. **Unfinished Business.**

- a. COVID-19 Response and Phased Reopening Plan. Library staff decided to suspend in-person programming and close the meeting room and conference rooms through February 13. The management team will meet on February 2 and will reassess the plan at that time. Assistant Library Director Jen Ryjewski alerted the Board to a protest that occurred at St. Charles Public Library last week regarding their masking rules. Ryjewski reached out to the

Downers Grove Police Department and with their guidance, the library has a plan in place in the event something similar happens in Downers Grove.

It was moved by Stapleton and seconded by Humphreys THAT the Library Director be reauthorized to continue to make temporary policy changes in consultation with the Board President and within the parameters of the COVID-19 Response and Phased Reopening Plan as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

11. **Library Director's Report.** Assistant Library Director Jen Ryjewski presented Library Director Julie Milavec's report in her absence. Milavec thanked the Board for their support and understanding during the unexpected time off she has had to take. The library released an anti-hate statement in support of the LGBTQ+ community. There were 102 responses received by library staff, with 85% of them being positive. Building Operations Director Ian Knorr hired two new Building Operations Monitors and the goal is to launch the new safety model in March. The electrical replay panel project is starting soon and Fitzgerald Electric is preparing the panels in advance to minimize the downtime. Knorr arranged for the work to be done Friday nights into Saturday mornings three weekends in a row to avoid disruptions to service. Ryjewski acknowledged Trustee Kim Stapleton, as this meeting is her last as a trustee. She served on the Board for four years and her service is greatly appreciated. Ryjewski highlighted that the Consumer Price Index increased 7%, which will impact next year's budget. The salary schedule is typically arranged around the Consumer Price Index. Despite all the challenges in 2021, the library circulated over one million materials last year.

12. **Trustee Comments and Requests for Information.**

President Graber told Trustees that if they have strong opinions on virtual or in-person meetings, please contact him or Library Director Julie Milavec so there can be a discussion. The decision to hold this meeting virtually came from following the library's own temporary rollback of in-person programs and large meetings.

President Graber thanked Trustee Kim Stapleton for her service to the library and commented that she will be missed.

Trustee Stapleton complimented Assistant Library Director Jen Ryjewski for her work at the meeting. She also commented that she would see everyone around town and at the library.

Trustee Humphreys thanked Trustee Kim Stapleton for her four years and commented that she will be missed. He also commented on the circulation figures and thanked the Director, Assistant Director, and all staff members for superb service during a very difficult year. Even through difficult moments, staff have provided outstanding service to the community.

Trustee Dougherty thanked Trustee Kim Stapleton for her service and is sorry to see her go. She was very impressed by the circulation numbers and wanted to highlight the Circulation Department's December report. She thought it was really cool the department included their goals for 2022 and she was impressed by their thought process and the way they are approaching the coming year. Dougherty also highlighted the Innovation Team's Memory Care Kits. She thinks it is a great collection and is excited to see how the kits are used.

13. **Adjournment.** President Graber adjourned the meeting at 8:24 p.m.