



Julie Milavec <jmilavec@dglibrary.org>

Klein, Thorpe & Jenkins COVID-19 Legal Alert

10 messages

Klein Thorpe and Jenkins Ltd <Klein-Thorpe-and-Jenkins-Ltd@ktjlaw.com>
To: "jmilavec@dglibrary.org" <jmilavec@dglibrary.org>

Mon, Mar 23, 2020 at 2:49 PM

Dear Julie,

Here is a link to our new COVID-19 Legal Alert. Please let us know if you have any questions.

[COVID-19 Illinois "Stay-at-Home" Executive Order Summary](#)You can stay up to speed on all COVID-19 related issues by visiting KTJ's [coronavirus updates page](#).

Julie Milavec <jmilavec@dglibrary.org>
To: All Staff <staff@dglibrary.org>
Bcc: libraryboard@dglibrary.org

Mon, Mar 23, 2020 at 4:08 PM

See below for the latest from the library's attorneys office. This one explains the stay-at-home order, including the provision:

Minimum Basic Operations

Non-essential businesses and operations are permitted to conduct the minimum necessary activity required to "maintain the value of the business's inventory, preserve the condition of the business's physical plant and equipment, ensure security, process payroll and employee benefits, or for related functions." These operations include all necessary aspects that facilitate businesses and their employees to be able to work remotely.

Once our deep cleaning is done this week, no one is authorized to enter the building without permission. We need to control who is in the building and where in order to clean after them to ensure that the building remains public-ready. Anyone going in to perform an essential task should contact Building Operations Director Ian Knorr and I to get permission and provide detail on work location to allow for cleaning.

Julie M. Milavec

Director

My pronouns: she/her/hers

1050 Curtiss Street
Downers Grove IL 60515

1-630-960-1200 x4300

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Julie Milavec <jmilavec@dglibrary.org>
To: Ian Knorr <iknorr@dglibrary.org>, Admin Department <admin-dept@dglibrary.org>

Mon, Mar 23, 2020 at 4:10 PM

Of course Katelyn and Sophia have blanket permission to do what they need to do. Just let us know when and where you will be so Ian or Kevin can disinfect after you leave.

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Sophia Vaughn <svaughn@dglibrary.org>

Mon, Mar 23, 2020 at 7:19 PM

To: Julie Milavec <jmilavec@dglibrary.org>
Cc: Ian Knorr <iknorr@dglibrary.org>, Admin Department <admin-dept@dglibrary.org>

You've got it.
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Katelyn Vabalaitis <kvabalaitis@dglibrary.org> Mon, Mar 23, 2020 at 8:29 PM
To: Sophia Vaughn <svaughn@dglibrary.org>
Cc: Julie Milavec <jmilavec@dglibrary.org>, Ian Knorr <iknorr@dglibrary.org>, Admin Department <admin-dept@dglibrary.org>

Sure thing, thank you.
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Katelyn Vabalaitis
Executive Assistant
Downers Grove Public Library
630-960-1200

Tim Raub <traub@dglibrary.org> Tue, Mar 24, 2020 at 1:20 PM
To: Julie Milavec <jmilavec@dglibrary.org>

Hi Julie, I had cleared with Lizzie late last week that I would pop in yesterday, Monday, to grab a couple things from the ATS workroom to work on at home (as it happens I was in the building right around the time you sent this out). I was there for probably only 5-10 minutes, and I only went straight to my desk in the workroom and Lizzie's office. Lizzie had advised me to make my visit as brief as possible, so I tried to be quick. Hopefully this was okay!

Thanks,
Tim
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Julie Milavec <jmilavec@dglibrary.org> Tue, Mar 24, 2020 at 1:25 PM
To: Ian Knorr <iknorr@dglibrary.org>

FYI - See below
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Julie Milavec <jmilavec@dglibrary.org> Tue, Mar 24, 2020 at 1:27 PM
To: Tim Raub <traub@dglibrary.org>

Thanks for letting me know, Tim. The deep cleaning is taking place this week and I let Ian know.

I figured it would take a day for everyone to get the word. ☺

Julie M. Milavec
Director
My pronouns: she/her/hers



1050 Curtiss Street
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Tim Raub <traub@dglibrary.org> Tue, Mar 24, 2020 at 1:39 PM

To: Julie Milavec <jmilavec@dglibrary.org>

Okay, that's a relief, I was worried for a moment I'd created more work for them; my dad is a head custodian for the Oak Park Public School District, I know they're working super hard right now too and I always try to keep that in mind!

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Ian Knorr <iknorr@dglibrary.org>

Tue, Mar 24, 2020 at 1:47 PM

To: Julie Milavec <jmilavec@dglibrary.org>

I'll disinfect the area when I tomorrow morning.

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Ian Knorr

Building Operations Director



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