



Julie Milavec <jmilavec@dglibrary.org>

Last Week in the Director's Office - 3/2/2020

3 messages

Julie Milavec <jmilavec@dglibrary.org>

Mon, Mar 2, 2020 at 11:49 AM

To: All Staff <staff@dglibrary.org>

Bcc: libraryboard@dglibrary.org

Last week was another weird one for me. I had Monday off after working 7 days, worked two evenings due to meeting, then was off for two days due to my son's oral surgery.

- First, I had to catch up on all of the emails and happenings that I didn't get to with the art events of the weekend and all of the planning and coordination time those took.
- I finished up and practiced my presentation for the Human Service Ad Hoc Committee.
- I met with Computer Help Desk Associate Amy Page for her welcome meeting.
- Public Relations Manager Cindy Khatri, Social Work Intern Octavia Neyland, and I attended the Human Service Ad Hoc Committee (HSAHC) of the Village of Downers Grove. This committee is creating a recommendation to the Village Council on reconstituting the standing Human Services Commission, which was disbanded in 2010. In response to their initial recommendation, the Village Council requested a more detailed recommendation about duties and functions for the standing commission. To prepare that report, the HSAHC has asked other government entities, non-profits, and social service organizations to make brief presentations to help them understand what is being done and potential role of the standing commission. Dr. Kevin Russel of District 58 and Dr. Hank Thiele of District 99 presented before Cinday and I. Our presentation was extremely well-received. The HSAHC members were astonished at breadth of services and programs available through the library and our partnerships. A standing Human Services Commission could help improve the communication and coordination among all of the groups doing good work in the Downers Grove community.
- Downtown Downers Grove notified business owners of counterfeit \$100 bills being passed in the downtown. This information was forwarded to alert staff, though we generally do not accept bills larger than \$20. Someone did try to pay with a \$100 later in the week and was directed to one of the nearby banks for smaller bills.
- The Board of Library Trustees met on Wednesday night. They approved the replacement/upgrade of 6 self check units (the 7th was replaced last year) and the renewal of the annual maintenance contract on the automated materials handling system and its components. The word "marijuana" was inserted into the Code of Conduct prohibition for being under the influence in the library. The 2020 Trane VAV box replacement units will be charged to the Library Capital Replacement Fund and updated costs for Capital Needs reviewed and updated for the next budget cycle. The proposal from RGW Consulting for Diversity, Equity, and Inclusion Trajectory Discovery was discussed. The consultant would take an internal and external inventory of our current practice, including conducting listening sessions with Board, staff, and the community, then use that information to create a path forward. Trustees are enthusiastic about this project. Their listening session will be held just after the March meeting, since we anticipate a light agenda for that meeting.

I know there's a lot of talk about Coronavirus Disease 2019 (COVID-19) [The CDC's website](#) offers the latest information on preparing and taking action. For now, the advice is very much in keeping with our usual flu-season protocols: frequent hand washing or use of hand sanitizer, covering the mouth/nose with elbow or tissue when coughing/sneezing, and cleaning surfaces frequently. We encourage anyone who is sick to stay home they are fever and symptom free for 24 hours unmedicated. More detailed plans are under development.

Stay well, make healthy choices for you and your community.

Julie M. Milavec

Director

My pronouns: she/her/hers

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Jen Ryjewski <jryjewski@dglibrary.org>
To: Julie Milavec <jmilavec@dglibrary.org>

Mon, Mar 2, 2020 at 3:12 PM

Thank you for including comment about the Coronavirus.

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Jen Ryjewski
Assistant Director
630-960-1200 x4299



**DOWNERS GROVE
PUBLIC LIBRARY**

1050 Curtiss Street, Downers Grove, IL 60515

Julie Milavec <jmilavec@dglibrary.org>
To: Jen Ryjewski <jryjewski@dglibrary.org>

Mon, Mar 2, 2020 at 3:15 PM

Figured it was timely and we can go further once we start thinking in terms of disaster plan type pandemic plan.

Julie M. Milavec

Director

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