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Last Week in the Director's Office - 3/7/2020

1 message

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Mon, Mar 9, 2020 at 2:57 PM

To: All Staff <staff@dglibrary.org>

Bcc: libraryboard@dglibrary.org

Happy spring! It felt like spring at least, this weekend.

- It's hard for me to believe that it's time for the policy manual to be reviewed! Rewriting and updating the Policy Manual was my 2018 project, and spilled over into early 2019. The first section to be reviewed is the Bylaws of the Board of Library Trustees. Using the new checklist included in *Serving Our Public 4.0: Standards for Illinois Public Libraries*, I created a draft to go before the Board at their March meeting. According to the Bylaws, this is the first reading, where Trustees can give input. In April, the second reading will present the final version. The vote to update will take place in May.
- Construction Manager Jason Perunas from Shales McNutt Construction and I met to review the upcoming masonry and exterior painting project. We finalize paint and brick colors. The masons will be out later this week to do a test area to verify for brick, mortar, and sealant colors. We tentatively scheduled the project kick off meeting with the contractors.
- I worked on scheduling and preparation for our Diversity, Equity, and Inclusion Trajectory Discovery. Staff received an invitation to participate in the affinity group listening session. Please remember to sign up and/or respond to the Doodle poll. We need your participation to help us find our path forward.
- Assistant Director Jen Fredericks gathered information on the Coronavirus and pandemic plans for libraries. Jen is working on a draft plan for the library. Hand washing continues to be the #1 recommendation for prevention of infection. We continue to monitor the [CDC website](#) for up-to-date and reliable information.
- The Management Team met. Discussion included DEI scheduling and preparation, coronavirus prevention, and announcement of the new regular agenda item of policy review. The team helped to set times for the affinity group meetings, based on their knowledge of staff scheduling. Their questions regarding coronavirus and cleaning products led to the phone call to the cleaning company. Monthly, the team will have a section of the policy manual to review and make suggestions for any updates or changes.
- I reached out to Best Quality Cleaning, our commercial cleaning company, to verify that they are using products that kill the coronavirus. They did confirm that their products are listed [on the EPA's list of products that kill the coronavirus](#).
- I completed my annual Statement of Economic Interest online with DuPage County.
- At the SWAN quarterly meeting, a change of bylaws that would have moved voting on some items from the membership to the Board was not approved. The change of bylaws to bring membership election of Board officers into compliance with the Open Meetings Act passed. A new group purchase of EBSCO databases for all SWAN members was approved, along with the FY20-21 budget.
- For the next Board packet, I began gathering different options for a Library Director evaluation process. I received responses from ten other libraries about their processes. There is definitely no one-size-fits-all way of doing this!
- Building Operations Director Ian Knorr stopped in with great news - he will return to work on Monday, March 16! So then I contacted Jason Perunas to move the kick off meeting so that Ian may attend.
- I attended the webinar "Body Odor: The Most Dreaded Conversation of All Time" by Ryan Down of the Librarian's Guide to Homelessness. These webinars reinforce the concepts included in the Librarian's Guide to Homelessness and are great reminders of how to use those in daily library work.

Have a wonderful week!

Bcc: Board of Library Trustees

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Director

My pronouns: she/her/hers



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