

**MINUTES OF THE REGULAR MEETING  
OF THE LIBRARY BOARD OF TRUSTEES  
NOVEMBER 18, 2020**

**1. CALL TO ORDER**

President O'Meara called the teleconference meeting to order at 7:07 p.m. via Zoom, streamed live on YouTube.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Board Present:	Debra Dunne Anne Federlein Nancy Hayes Nina Menis Barbara O'Meara Jeanine O'Meara Ashfaq Syed
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Board Absent:	Nick Guo Nitin Vig
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Student Board Present:	Medhani Kalal Jacob Saucier Taylor Ziegler
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Staff Present:	Dave Della Terza, Executive Director
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Others Present:	Raymond Munch, City Budget Manager
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**4. STUDENT BOARD INTRODUCTION**

President J. O'Meara asked the student board members to introduce themselves and welcomed them to the meeting.

**5. CONSENT AGENDA**

**A. Approval of Minutes**

1. October 21, 2020 – Regular Meeting

## B. Approval of Expenditures

### October, CY20

Handwritten Checks	\$0.00
Accounts Payable (10/13, 10/28)	\$ 576,363.43
Payroll (10/9, 10/23)	\$ 829,296.18
Other Payables	\$ 24,431.41
Acct. & Data Processing Charges	<u>\$ 2,769.30</u>
TOTAL	\$ 1,432,860.32

## C. Financial Reports

1. Statement of Cash – October 2020
2. Statement of Revenue and Expense – October 2020

Motion made and seconded to approve the Consent Agenda.

### **ROLL CALL VOTE:**

- **Aye:** Dunne, Federlein, Hayes, Menis, B. O'Meara, J. O'Meara, Syed
- **Absent:** Guo, Vig
- ✓ **MOTION DECLARED CARRIED.**

## 6. COMMUNICATIONS AND PUBLIC FORUM

None.

## 7. REPORTS

### **A. Director's Report – October 2020**

Della Terza updated the Board on library usage, changes to services, and updates to collections and programming. He highlighted partnerships with Will County for early voting at the 95<sup>th</sup> Street library and with District 203's Ann Reid Center. Della Terza also mentioned two board-led community projects: the Kids Matter Leadership Academy and the What Voting Means to Me Panel Discussion. He also informed the board that his budget presentation is scheduled for Monday, November 23 at 7 p.m.

### **B. Monthly Statistics – October 2020**

Monthly Statistics were accepted as presented.

## 8. OLD BUSINESS

None

## 9. NEW BUSINESS

### A. Recommendation for Insurance – General Liability, Workers Compensation, & D&O – 12/1/20 – 11/30/21

Recommendations were made for the library's General Liability, Worker's Compensation, and Directors and Officer's insurance for a total cost of \$84,056 from CAN and Philadelphia through Kamm Insurance Group.

Motion made and seconded to approve the recommendation for General Liability, Worker's Compensation, and D&O Insurance.

#### **ROLL CALL VOTE:**

- **Aye:** Dunne, Federlein, Hayes, Menis, B. O'Meara, J. O'Meara, Syed
- **Absent:** Guo, Vig
- ✓ **MOTION DECLARED CARRIED.**

### B. Update to Use of Library Displays Policy

Updates were recommended for the Use of Library Displays Policy, including rearranging some language for clarity, adding information about the art wall displays, and removing a form letter.

Motion made and seconded to approve the proposed updates to the Use of Library Displays Policy.

#### **ROLL CALL VOTE:**

- **Aye:** Dunne, Federlein, Hayes, Menis, B. O'Meara, J. O'Meara, Syed
- **Absent:** Guo, Vig
- ✓ **MOTION DECLARED CARRIED.**

### C. Elimination of Guidelines Policy

The library recommended the removal of the Guidelines Policy, which is informational on how to write guidelines and policies. This information remains available from the American Library Association and can still be consulted during creation of policies and guidelines by library staff.

Motion made and seconded to eliminate the Guidelines Policy.

#### **ROLL CALL VOTE:**

- **Aye:** Dunne, Federlein, Hayes, Menis, B. O'Meara, J. O'Meara, Syed
- **Absent:** Guo, Vig
- ✓ **MOTION DECLARED CARRIED.**

#### **D. 2021 Schedule of Library Closings**

The 2021 Schedule of Library Closings was presented to the board. The only notable change was that at this time no Staff Day is scheduled.

Motion made and seconded to approve the 2021 Schedule of Library Closings as presented.

#### **ROLL CALL VOTE:**

- **Aye:** Dunne, Federlein, Hayes, Menis, B. O'Meara, J. O'Meara, Syed
- **Absent:** Guo, Vig
- ✓ **MOTION DECLARED CARRIED.**

#### **E. 2021 Board Meeting Schedule**

The 2021 Library Board Meeting Schedule was presented.

Motion made and seconded to approve the 2021 Library Board Meeting Schedule as presented.

#### **ROLL CALL VOTE:**

- **Aye:** Dunne, Federlein, Hayes, Menis, B. O'Meara, J. O'Meara, Syed
- **Absent:** Guo, Vig
- ✓ **MOTION DECLARED CARRIED.**

#### **F. Additional Board Comments and Questions**

Trustee B. O'Meara suggested that the library consider planting cutting of the Hobson Oak at one of the Naperville Public Library Buildings. She also suggested the library consider native plantings when planning landscaping at Nichols Library.

President J. O'Meara reminded that while the December meeting is scheduled to meet in the Nichols Board Room, due to the COVID-19 pandemic restrictions the meeting may be held virtually.

### **10. ADJOURNMENT**

Motion made and seconded to adjourn the regular meeting at 7:46 p.m.

Submitted by:  
Ellen Conlin  
Deputy Director