

**MINUTES OF THE REGULAR MEETING  
OF THE LIBRARY BOARD OF TRUSTEES  
JANUARY 15, 2019**

**1. CALL TO ORDER**

President Menis called the meeting to order at 6:59 p.m. in the Board Room at Nichols Library.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Board Present: Debra Dunne  
Nancy Hayes  
Nina Menis  
Barbara O'Meara  
Jeanine O'Meara

Board Absent: Anne Federlein  
Andrew Heap  
Kay Severinsen  
Nitin Vig

Staff Present: Dave Della Terza, Executive Director  
Karen Dunford, Deputy Director  
Yan Xu, NIC Library Manager  
Sue Karas, NBL Library Manager  
Ellen Conlin, NSL Library Manager  
Jeff Scheuerman, Finance Manager  
John Bender, IT Manager  
Sue Ashe, HR Manager  
Kim Neidermyer, Marketing Manager  
Will Degenhard, NBL Customer Services Supervisor  
Jeanne Harrison, NIC Customer Services Supervisor  
Carla Nolidis, NSL Customer Services Supervisor  
Ellen Fitzgerald, NIC Children's Services Supervisor  
Julia Blazquez, HR Benefits Coordinator  
Amanda Hanson, NSL Children's Services Supervisor  
Carrie Rader, Executive Assistant

Others Present: Judy Lyons, Senior Budget Analyst  
Jordan Young, Student Board Member

**4. CONSENT AGENDA** **20-1/15-01**

**A. Approval of Minutes**

1. December 18, 2019 - Regular Meeting

**B. Approval of Expenditures**

December, CY19

Handwritten Checks	\$0.00
Accounts Payable (12/18, 12/30)	\$ 625,754.87
Payroll (12/6, 12/20)	\$ 836,208.57
Other Payables	\$ 43,837.50
Acct. & Data Processing Charges	<u>\$ 0.00</u>
TOTAL	\$ 1,505,800.94

**C. Financial Reports**

1. Statement of Cash – December 2019
2. Statement of Revenue and Expense – December 2019

Motion made and seconded to approve the Consent Agenda.

**ROLL CALL VOTE:**

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

**5. COMMUNICATIONS AND PUBLIC FORUM**

None.

**6. REPORTS**

**A. Public Services Overview – Customer Services**

**RECEIVE**

Will Degenhard, Naper Boulevard Customer Services Supervisor, Jeanne Harrison, Nichols Adult Services Supervisor, and Carla Nolidis, 95<sup>th</sup> Street Customer Services Supervisor delivered a presentation about the department.

**B. Director's Report**

**RECEIVE**

Library Services

Naperville Public Library has once again been named a 5-star library by Library Journal. NPL is compared to other libraries in the \$10-29.9 million budget category and exceeds the mean in each of the six metrics used. A 2020 Census website was launched in partnership with the Naperville Census Complete Count Committee and is now the official go-to for Naperville Census information.

Sensory NPL, the app to help customers with autism or sensory disabilities, has also launched and is being promoted by local organizations and community partners.

Every year NPL hosts a Noon Year's Eve Party that let's our youngest customers experience a countdown to noon. This year we had over 500 participants.

Advocacy

Director Della Terza shared a Library Journal Generational Reader Survey highlighting the motivations and format preferences of library users.

Community Partnerships

Director Della Terza was inducted as a member of the Rotary Club of Naperville, sponsored by our Board President Nina Menis.

Staff Updates

In the coming months, NPL will be partnering with Turning Pointe to provide Autism Training and the Naperville Police Department for ALICE Training.

**C. Monthly Statistics** **RECEIVE**

Monthly statistics were accepted as presented.

**D. Quarterly Statistics** **RECEIVE**

Quarterly statistics were accepted as presented.

**E. 10 – Year Library Trends** **RECEIVE**

10-Year Library Trends were accepted as presented.

**7. OLD BUSINESS**

None

**8. NEW BUSINESS**

**A. 2020 Board Resolutions (20-1 Budget and Tax Levy and 20-2 Capital Reserve)** **RECEIVE**

**1. Board Resolution 20-1 – Budget and Tax Levy** **20-1/15-02**

Motion made and seconded to approve Resolution No. 20-1 – Budget and Tax Levy as presented.

**ROLL CALL VOTE:**

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

**2. Board Resolution 20-2 – Capital Reserve** **20-1/15-03**

Motion made and seconded to approve Resolution No. 20-2 – Capital Reserve as presented.

**ROLL CALL VOTE:**

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

**B. Social Media Policy**

**20-1/15-04**

The library's Social Media Policy was last approved in 2016. Updates being made to the policy include streamlining some language and specifying that the library's social media accounts fall under the Freedom of Information Act.

Motion made and seconded to approve the Social Media Policy as presented.

**ROLL CALL VOTE:**

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

**C. Freedom of Information Policy**

**20-1/15-05**

The library's Freedom of Information Policy was last approved in 2018. All information is still relevant except for the budget and FTE count for the current fiscal year, so that information has been updated.

Motion made and seconded to approve the Freedom of Information Policy as presented.

**ROLL CALL VOTE:**

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

**D. Library Journal 5-Star Personal Day**

**20-1/15/06**

Naperville Public Library is honored to be named a Library Journal 5-Star Library for 2019! Historically, the Board has awarded a personal day to all staff employed during the year of the award in recognition of the designation. The amount of time is pro-rated, and the personal day would need to be utilized before October 31, 2020.

Motion made and seconded to approve the Library Journal 5-Star Personal Day as presented.

**ROLL CALL VOTE:**

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

**9. ADJOURNMENT**

Motion made and seconded to adjourn the meeting at 7:59 p.m. **MOTION DECLARED CARRIED.**

Respectfully Submitted,  
Carrie Rader - Executive Assistant