

**MINUTES OF THE TELECONFERENCE MEETING
OF THE LIBRARY BOARD OF TRUSTEES
JUNE 17, 2020**

1. CALL TO ORDER

President Menis called the teleconference meeting to order at 7:02 p.m. via Zoom, streamed Live on YouTube.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Board Present: Debra Dunne
Nancy Hayes
Andrew Heap
Nina Menis
Jeanine O'Meara
Kay Severinsen

Board Absent: Anne Federlein
Barbara O' Meara
Nitin Vig

Staff Present: Dave Della Terza, Executive Director
Carrie Rader, Executive Assistant

Others Present: Patty Gustin, City Council Liaison
Judy Lyons, Senior Budget Analyst, City of Naperville

4. CONSENT AGENDA

20-6/17-19

A. Approval of Minutes

1. May 20, 2020 – Teleconference Meeting
2. June 5, 2020 – Nominating Committee Teleconference Meeting

B. Approval of Expenditures

May, CY20

Handwritten Checks	\$0.00
Accounts Payable (5/14, 5/27)	\$ 287,581.29
Payroll (5/8, 5/22)	\$ 891,949.62
Other Payables	\$ 3,215.05
Acct. & Data Processing Charges	<u>\$ 0.00</u>
TOTAL	\$ 1,182,745.96

C. Financial Reports

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

Motion made and seconded to approve the Consent Agenda.

ROLL CALL VOTE:

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

5. COMMUNICATIONS AND PUBLIC FORUM

Read by Director Della Terza

Kristin Guill:

Dear Executive Director, The front page of the Sunday, June 14th Naperville Sun included an article entitled "Naperville Public Library backs Black Lives Matter." I respectfully submit that the public library is not a platform for expressing views regarding groups or organizations such as Black Lives Matter. The civic responsibility of the library is purely civic. The library's civic duty is to advance knowledge and understanding by providing reading material(s). Naturally, the public library is for all people and should back the community as whole.

6. REPORTS

A. Director's Report – June

RECEIVE

Library Services

Due to COVID-19, Naperville Public Library has been focusing on digital resources and digital programming, curbside service, and then a phased reopening of our libraries. The week of June 15, the library reopened to customers. They can browse and check out materials, but not spend additional time at the library. Attendance limits are being enforced at buildings, and public seating has been removed. Customers are required to wear masks and socially distance when using the libraries. Weekdays from 9-10am are dedicated to vulnerable populations. Public computer access will be phased in on June 29 and when Illinois enters Phase 4, we will be looking at bringing back public seating and phasing in other additional services. The Summer Reading program also began this month. Unfortunately, Nichols Library sustained property damage on June 1. Ten windows were broken, but no one entered the building. The windows were boarded up the next day, and community volunteers were at the library as early as 6:00am to help clean up the damage.

Community Partnerships

Naperville Public Library partnered with District 204's Parent Diversity Advisory Council to promote an event around the book "White Fragility" in March. The event was cancelled due to COVID-19, but an online version of a similar event was held on June 12, 2020. This event was co-sponsored by NPL and PDAC.

NPL is also donating used books and movies to Arbor Terrace as they are giving out boredom buster kits to seniors in the area who cannot or prefer not to get out of their homes during COVID-19.

Staff Updates

Director Della Terza read the names of eight employees who retired over the past few months and thanked them for their service to the library and community. He also has started attending the Directors University run by the Illinois State Library.

Library Budget

Director Della Terza noted budgetary changes regarding decreases in revenue and expenditures. He also informed the Board that NPL applied and was approved for FEMA grant to cover COVID-19 expenses.

B. Monthly Statistics – Corrected April **RECEIVE**
Monthly Statistics were accepted as presented.

C. Monthly Statistics - May **RECEIVE**
Monthly Statistics were accepted as presented.

7. OLD BUSINESS **RECEIVE**
None

8. NEW BUSINESS

A. Naperville Public Library Statement on Diversity **20-6/17-20**

The Naperville Public Library Board affirms that the Naperville Public Library (“Library” or “we”) serves everyone in our community. We pride ourselves on fostering an atmosphere of diversity and inclusion, and support those working toward ending systemic racism and inequity. This statement affirms that we will continue to explore opportunities that demonstrate our renewed commitment to increase awareness and promote conversations regarding race by providing a variety of resources and advancing community involvement.

Motion made and seconded to approve the Naperville Public Library Statement on Diversity.

ROLL CALL VOTE:

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

B. Recommendation for Purchase of Staff Computers **20-6/17-21**

Earlier this year, library leadership began to discuss the replacement of staff computer workstations. Staff suggest trying a pilot program of 20 laptops, docking stations, and monitors for the Leadership Team and the IT staff may then potentially

phase this model in for other staff who work in multiple locations. This allows flexibility and frees up check-out laptops for customers or other staff.

Motion made and seconded to approve the Recommendation for Purchase of Staff Computer Workstations.

ROLL CALL VOTE:

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

C. Renewal of HVAC Maintenance Contract

20-6/17-22

Naperville Public Library received bids in 2019 for annual maintenance of the HVAC systems at all three library locations. During this process, bidders were requested to provide pricing for second- and third-year options to renew the agreement. The Board awarded the 2019 contract to Murphy & Miller and staff are satisfied with the level of service provided by Murphy & Miller in their first year. The second year of the contract would be at a 4% price increase.

Motion made and seconded to renew the HVAC contract with Murphy & Miller for a second year, August 1, 2020 – July 31, 2021, at an annual cost of \$44,512.

ROLL CALL VOTE:

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

D. Officer Nominating Committee Report

RECEIVE

President Menis and Vice President Severinsen met on June 5th to nominate officers for the Naperville Library Board of Trustees President, Vice President, and Secretary. This term will run from July 2020 to July 2021.

Officers Nominated:

President – Jeanine O' Meara
Vice President – Debra Dunne
Secretary – Nancy Hayes

E. Election of New Officers

20-6/17-23

The Board accepted the proposed slate of officers and voted to accept the slate. Officers will be sworn in at the July Board Meeting.

ROLL CALL VOTE:

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

9. CLOSED SESSION

Motion made and seconded to enter into Closed Session at 7:45 p.m. in accordance with the Illinois Open Meetings Act Section 2(c)(1) "for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body".

ROLL CALL VOTE:

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

10. OPEN SESSION

Motion made and seconded to return to open session at 8:44 p.m.

ROLL CALL VOTE:

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

President Menis advised that the Board discussed the performance evaluation of the Executive Director. Motion made and seconded to approve a merit increase of 3% to the salary of the Executive Director with a (\$2,000.00) bonus for his exceptional leadership during the COVID pandemic.

ROLL CALL VOTE:

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

11. ADJOURNMENT

Motion made and seconded to adjourn the teleconference meeting at 8:47 p.m.

Respectfully Submitted,
Carrie Rader
Executive Assistant