

**MINUTES OF THE TELECONFERENCE MEETING
OF THE LIBRARY BOARD OF TRUSTEES
MAY 20, 2020**

1. CALL TO ORDER

President Menis called the teleconference meeting to order at 7:03 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
Kay Severinsen

Board Absent: Andrew Heap
Nitin Vig

Staff Present: Dave Della Terza, Executive Director
Sue Ashe, HR Manager
Carrie Rader, Executive Assistant

Others Present: Patty Gustin, City Council Liaison

4. CONSENT AGENDA

20-5/20-17

A. Approval of Minutes

1. April 15, 2020 – Teleconference Meeting

B. Approval of Expenditures

April, CY20

Handwritten Checks	\$0.00
Accounts Payable (4/23)	\$ 208,423.85
Payroll (4/10, 4/24)	\$ 865,156.54
Other Payables	\$ 37,241.22
Acct. & Data Processing Charges	<u>\$ 504.82</u>
TOTAL	\$ 1,111,326.43

C. Financial Reports

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

Motion made and seconded to approve the Consent Agenda.

ROLL CALL VOTE:

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

5. COMMUNICATIONS AND PUBLIC FORUM

None.

6. REPORTS

A. Director's Report – May

RECEIVE

Library Services

Director Della Terza updated the Board about the services we are providing the community while keeping the health and safety of library workers and the public in mind. Curbside Service was implemented in full on May 11. Our workers are equipped with masks and gloves for safety, and deliver materials to customers contact-free and customer reaction has been overwhelmingly positive, with many customers grateful to have access to our physical items during this difficult time. Returned items are also being quarantined for a minimum of 3 days after their return to comply with widely used recommendations from the New England Journal of Medicine.

Our digital collections and programming have also been well received within the community. While we serve the community, we are also considering next steps for when the state gives the library permission to open. Right now, staff is investigating a materials-only opening, where customers can come in to browse and check out materials, but not stay in the library for prolonged periods.

Community Partnerships

NPL staff created over 500 NPL Nourishes the Mind book kits for District 203 and District 204 students receiving free lunches. This program is being led by 95th Street Children Services Librarian Tara Bernard and 95th Street Children's Services Supervisor Amanda Hanson. Digital Services staff continue to prioritize printing PPE parts for Edward-Elmhurst medical system. Naper Blvd. Children's Services Librarian Erin Cady gave a presentation about the benefits of reading to your baby to Cradle Talk Online, a new mother support group through Edward-Elmhurst Health. Director Della Terza also served on the Rotary Club of Naperville's Scholarship Committee

this month, helping to review applications, conduct interviews, and select 14 high school seniors to receive scholarships presenting the scholarships to the recipients via Zoom on May 14th.

Staff Updates

Karen Toonen was promoted from Collection Development Librarian to our new Technical Services Manager.

Library Budget

With the library buildings closed from mid-March through the end of May, library revenue has decreased. Currently, a total projected decrease in revenue of at least \$160,000 is estimated. This can be attributed to no meeting room rentals, no fines or fees, no print jobs, and no used materials sale. In the current situation, we should also consider the potential of reductions to the Per Capita Grant and Personal Property Replacement Tax. Similarly, the library has also seen a decrease in expenditures. Currently, the total of projected decrease of expenditures due to staffing changes, canceled trainings and conferences, and reduction of in-person activities and projects is projected around \$165,300

FEMA Grant

Naperville Public Library applied and was approved for a FEMA grant for COVID-19 expenses. Although the amount we will receive is unknown, this can potentially help cover increased costs for PPE, signage, hand sanitizer, and other related expenses.

B. Monthly Statistics

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Monthly Statistics were accepted as presented.

7. OLD BUSINESS

RECEIVE

Director Della Terza updated the Board regarding the 95th Street Park. The grand opening set for May 22, 2020 is being postponed. Della Terza will update with Board when the Grand Opening will be rescheduled.

8. NEW BUSINESS

A. Non-Resident Fee for June 1, 2020 to May 31, 2021

20-5/20-18

The Board is required annually to select the formula and to approve the rates to be applied to non-resident properties for the purposes of establishing non-resident fees. Because it is a more equitable assignment of cost for services for a community like Naperville, staff recommends the continued use of the tax-bill method effective June 1, 2020.

Motion was made and seconded to approve the continued use of the tax-bill method to calculate the Non-Resident Fee for residents living outside the corporate boundaries of the city, as presented.

ROLL CALL VOTE:

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

B. Officer Nominating Committee

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President Menis and Vice president Severinsen volunteered to sit on the nominating committee. The trustees will meet via Zoom to nominate officers to the Board and present the slate at the June 17, 2019 Board meeting.

9. CLOSED SESSION

Motion made and seconded to enter into Closed Session at 7:48 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, Federlein, Hayes, Menis, B. O'Meara, J. O'Meara, Severinsen
- **Absent:** Heap, Vig
- ✓ **MOTION DECLARED CARRIED.**

10. OPEN SESSION

Motion made and seconded to return to open session at 8:32 p.m.

ROLL CALL VOTE:

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

11. ADJOURNMENT

Motion made and seconded to adjourn the teleconference meeting at 8:34 p.m.

Respectfully Submitted,
Carrie Rader
Executive Assistant