

**MINUTES OF THE TELECONFERENCE MEETING
OF THE LIBRARY BOARD OF TRUSTEES
APRIL 15, 2020**

1. CALL TO ORDER

President Menis called the teleconference meeting to order at 7:00 p.m. via Zoom, streamed Live on YouTube.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Board Present: Debra Dunne
Anne Federlein
Nancy Hayes
Andrew Heap
Nina Menis
Barbara O'Meara
Jeanine O'Meara
Kay Severinsen
Nitin Vig

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

4. CONSENT AGENDA

20-4/15-12

A. Approval of Minutes

1. February 19, 2020 – Regular Meeting

B. Approval of Expenditures

February, CY20

Handwritten Checks	\$0.00
Accounts Payable (2/7, 2/26)	\$ 336,019.67
Payroll (2/14, 2/28)	\$ 855,246.37
Other Payables	\$ 20,593.01
Acct. & Data Processing Charges	\$ 651.28
TOTAL	\$ 1,212,510.33

March, CY20

Handwritten Checks	\$0.00
Accounts Payable (3/18)	\$ 379,908.92
Payroll (2/14, 2/28)	\$ 861,149.49
Other Payables	\$ 20,980.16
Acct. & Data Processing Charges	<u>\$ 540.38</u>
TOTAL	\$ 1,262,608.86

C. Financial Reports

1. Statement of Cash – December 2019 – Update #3
2. Statement of Cash – February 2020
3. Statement of Revenue and Expense – February 2020
4. Statement of Cash – March 2020
5. Statement of Revenue and Expense – March 2020

Motion made and seconded to approve the Consent Agenda.

ROLL CALL VOTE:

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

5. COMMUNICATIONS AND PUBLIC FORUM

None.

6. REPORTS

A. Director’s Report – March

RECEIVE

Director Della Terza included the March Director’s Report to the Board from the cancelled meeting for review.

B. Director’s Report – April

RECEIVE

Director Della Terza updated the Board about the COVID-19 outbreak closing.

Library Services

Due dates have been extended on all physical items and in accordance with CDC recommendations returned materials are quarantined for at least 3 days. Digital collections like Overdrive, Hoopla, and Tumblebooks have seen an increase in users and our digital vendors have also included perks for customers during this time. While in-person programming has been cancelled through at least May 30th, Adult and Children’s Services have begun digital programming for our customers. This includes storytimes, STEAM videos, and crafts for all ages. We are also offering shortened turn-around time for personalized reading lists that utilize our digital materials.

Community Partnerships

Our Digital Services team has been able to provide over 70 face shield parts to Edward Hospital utilizing our 3-D printers and will continue to do so. This project was a partnership with many different organizations and participants, including Chinmaya Mission Chicago, Will Wong from Chasewood Learning, Mahesh Chandramouli, Dr. Sangita Rangala, Kathy Prince, and Aurora Public Library. NPL is also promoting Census participation via our website during the closing and donating books and movies to District 203 students who come to pick up free and reduced lunches during the school closings.

Advocacy

The Macmillan embargo on new titles has been discontinued. Previously, libraries could only purchase one copy of a new eBook in the first 8 weeks after it was published. Now, libraries can purchase as many copies as we need.

Staff Updates

Customer Services staff are approving online library card applications and working on changes to check-in and check-out procedures for when we reopen the buildings. Staff are also coming to the library in limited numbers to check-in and shelve materials after they have been quarantined. Facilities staff are cleaning the buildings regularly and working on projects that can move more quickly when the buildings are unoccupied. Marketing staff are keeping our website and social media channels updated, as well as keeping in touch with outside presenters to postpone or cancel upcoming programming. IT staff continue to set up staff to work from home, extending due dates, updating databases, and helping set up services like Zoom and Teams. HR and Finance staff are processing payroll, running accounts payable, preparing financial reports, following up on conference cancellations, and cancelling room reservations.

Staff Events Postponed or Cancelled

ALICE active shooter training hosted by the Naperville Police Department was set to take place in mid-March. This training has been postponed. The annual Staff Wellness Fair has also been postponed.

- C. February Monthly Statistics** **RECEIVE**
Monthly Statistics were accepted as presented.
- D. March Monthly Statistics** **RECEIVE**
Monthly Statistics were accepted as presented.
- E. Quarterly Statistics** **RECEIVE**
Quarterly Statistics were accepted as presented.

7. OLD BUSINESS

None

8. NEW BUSINESS

A. Amendment to Intergovernmental Agreement with the City of Naperville and the Naperville Park District 20-4/15-13

In April 2019, the City of Naperville, Naperville Park District, and Naperville Public Library entered into an intergovernmental agreement regarding land use for the 95th Street Community Plaza and a farmer’s market held at 95th Street Library. This agreement was approved by the Library Board at the April 17, 2019 meeting. The addition of this amendment will aid all three governmental entities in understanding responsibilities for wi-fi service and property access.

Motion was made and seconded to ratify the Board’s President’s approval of the amendments to the Intergovernmental Agreement with the City of Naperville and the Naperville Park District as presented.

ROLL CALL VOTE:

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

B. Cleaning Contract Recommendation 20-4/15-14

Seven cleaning proposals were received with total annual costs ranging from \$89,976 to \$181,236. Eco Clean Maintenance, Inc. received the highest score when factoring in cost, experience, references, and proposal quality. Overall, the recommendation is a decrease of \$1,275 from our current agreement in cost. Staff recommends that the contract for cleaning services be awarded to ECO Clean Maintenance, Inc.

Motion was made and seconded to approve to award the contract to ECO Clean Maintenance, Inc. for the contract year beginning May 1, 2020 for an annual total of \$104,712.00 from the annual operating budget for CY 2020.

ROLL CALL VOTE:

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

C. Pandemic Response Procedures 20-4/15-15

Library staff created pandemic response procedures to help aid in next steps that include Precautionary Health Measures, Moderated Services - involving social distancing, reducing or suspending services, adjusting work schedules, and communication to the public and staff and Temporary Closures or Extended Closures if needed.

Motion made and seconded to approve the Pandemic Response Procedures as presented.

ROLL CALL VOTE:

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

D. Library Employee Pay

20-4/15-16

Director Della Terza facilitated a discussion between the Board members about Employee pay through the end of April. While the buildings are closed to the public, staff members are still working from home or working reduced schedules to accommodate social distancing guidelines. Curbside pick-up will also be available to our customers starting May 11th. After some discussion, the Board approved paying staff through the next Board meeting, or May 20, 2020, and will reevaluate at that time if needed.

Motion made and seconded to approve Employee Pay through May 20, 2020 as discussed.

ROLL CALL VOTE:

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

9. ADJOURNMENT

Motion made and seconded to adjourn the teleconference meeting at 8:56 p.m.

Respectfully Submitted,
Carrie Rader
Executive Assistant