

**MINUTES OF THE REGULAR MEETING
OF THE LIBRARY BOARD OF TRUSTEES
APRIL 21, 2021**

1. CALL TO ORDER

President J. O'Meara called meeting to order at 7:03 p.m. in the Nichols Community Room.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Board Present: Anne Federlein (Via Zoom)
Nick Guo
Nancy Hayes
Nina Menis
Barbara O'Meara
Jeanine O'Meara
Ashfaq Syed (Via Zoom)

Board Absent: Nitin Vig

Student Board Present: Jacob Saucier

Staff Present: Dave Della Terza, Executive Director
Ellen Conlin, Deputy Director
Sue Karas, Naper Blvd. Library Manager
Jose Maldonado, 95th Street Library Manager
Yan Xu, Nichols Library Manager
Vanessa Alcorn, Human Resources Manager
Trente Arens, Marketing Manager
Charles Kapachinski, IT Manager
Ediola Nase, NPL Employee
Diane Scharfenberg, NPL Employee

Others Present: Patti Gustin, Naperville City Councilwoman
Raymond Munch, City Budget Manager

4. REMOTE PARTICIPATION

President O'Meara asked for a motion to allow Trustees Federlein and Syed to participate in the meeting via Zoom. Motion made and seconded to approve Federlein's and Syed's participation in the meeting via Zoom.

ROLL CALL VOTE:

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

5. CONSENT AGENDA

A. Approval of Minutes

1. March 17, 2021 – Regular Meeting

B. Approval of Expenditures

March, CY21

Handwritten Checks	\$ 0.00
Accounts Payable (3/17, 3/31)	\$ 401,636.09
Payroll (3/12, 3/26)	\$ 816,587.00
Other Payables	\$ 27,613.25
Acct. & Data Processing Charges	<u>\$ 160.08</u>
TOTAL	\$ 1,245,996.42

C. Financial Reports

1. Statement of Cash – March 2021
2. Statement of Revenue and Expense – March 2021

Motion made and seconded to approve the Consent Agenda.

ROLL CALL VOTE:

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

6. COMMUNICATIONS AND PUBLIC FORUM

None

7. REPORTS

A. Director's Report-March

Della Terza updated the Board on Library services including the elimination of materials quarantine and resumption of some in person programming. He highlighted recent community partnerships at all three locations. He also informed the Board of staff updates including two employees being elected to ALA office positions and welcomed the new Marketing Manager Trente Arens. Della Terza informed the Board of the newly accepted landscaping contract and the recently approved grant from FEMA for COVID-19 related expenses. The Board also discussed upcoming cybersecurity training for Library staff and the Board.

B. Quarterly Statistics-1st Quarter 2021

Quarterly Statistics were accepted as presented.

C. Monthly Statistics-March 2021

Monthly Statistics were accepted as presented.

8. OLD BUSINESS

None

9. NEW BUSINESS

A. Renewal of Janitorial Service

The Board reviewed a proposal to exercise the option to renew the current janitorial contract with ECO Clean Maintenance for a second year.

Motion made and seconded to approve the renewal of the janitorial contract with ECO Clean Maintenance for an additional year at a cost of \$106,800.

ROLL CALL VOTE:

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

B. Programming Policy Update

Updates were recommended for the Programming Policy to provide clarity around how program topics are decided, explain virtual programming, and clarify that meeting room rentals were not Library sponsored programs.

Motion made and seconded to approve the updated Programming Policy.

ROLL CALL VOTE:

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

C. Interlibrary Loan Policy Update

An update was recommended to remove the overdue fine language in this policy to reflect the recently approved Borrowing Library Materials Policy.

Motion made and seconded to approve the updated Interlibrary Loan Policy.

ROLL CALL VOTE:

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

✓ **MOTION DECLARED CARRIED.**

D. Additional Board Comments and Questions

Board President J. O'Meara discussed recent ILA workshop material surrounding Diversity, Equity, and Inclusion. Director Della Terza will share this information with the entire Board. Trustee B. O'Meara enquired about the potential for the Library to piggyback under the City of Naperville's cybersecurity insurance policy.

10. CLOSED SESSION

Motion made to enter Closed Session at 7:41p.m. in accordance with the Illinois Open Meetings Act 2(c)(21) for the "discussion of minutes of meetings lawfully closed under this Act, whether for the purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06"

ROLL CALL VOTE:

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

11. OPEN SESSION

Motion made and seconded to return to open session at 8:00 p.m.

ROLL CALL VOTE:

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

12. ADJOURNMENT

Motion made and seconded to adjourn the regular meeting at 8:01 p.m.

ROLL CALL VOTE:

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

Submitted by,
Ellen Conlin
Deputy Director