

**MINUTES OF THE REGULAR MEETING  
OF THE LIBRARY BOARD OF  
TRUSTEES AUGUST 19, 2020**

**1. CALL TO ORDER**

President O’Meara called the meeting to order at 7:05 p.m. in the Nichols Community Room.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Board Present: Debra Dunne  
Anne Federlein (via Zoom)  
Nancy Hayes  
Andrew Heap  
Nick Guo (via Zoom)  
Nina Menis  
Barbara O’Meara  
Jeanine O’Meara  
Kay Severinsen  
Ashfaq Syed  
Nitin Vig (via Zoom)

Staff Present: Dave Della Terza, Executive Director  
Karen Dunford, Deputy Director  
Jeff Scheuerman, Finance Manager  
Sue Karas, Library Manager  
Yan Xu, Library Manager  
Carrie Rader, Executive Assistant

Others Present: Patty Gustin, City Council Liaison (via Zoom)  
Raymond Munch, City Budget Manager

**4. REMOTE PARTICIPATION**

**20-8/19-32**

President O’Meara asked for a motion to allow Trustees Federlein, Guo, and Vig to participate in the meeting via Zoom. Motion made and seconded to approve the Trustees participation in the meeting via Zoom.

**ROLL CALL VOTE:**

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

**5. RECOGNITION OF TRUSTEES HEAP AND SEVERINSEN 20-8/19-33**

Andrew Heap and Kay Severinsen have both served 6 years on the Naperville Public Library Board as Trustees. President O’Meara thanked them for their service and insight throughout the years, presenting each trustee with a Certificate of Recognition. A book of their choosing was also placed in the NPL collection in their honor with a gift plate commemorating their years of service.

**6. SWEARING IN OF NEW TRUSTEES NICK GUO AND ASHFAQ SYED 20-8/19-34**

President O’Meara swore in new Trustee Ashfaq Syed and remotely swore in new Trustee Nick Guo via Zoom. The Board and staff welcomed both Trustees.

**7. CONSENT AGENDA 20-8/19-35**

**A. Approval of Minutes**

- 1. June 13, 2020 – Special Meeting
- 2. June 29, 2020 – Special Meeting
- 3. July 18, 2020 – Regular Meeting

**B. Approval of Expenditures**

June, CY20

Handwritten Checks	\$0.00
Accounts Payable (7/14, 7/29)	\$ 297,308.96
Payroll (7/3, 7/17, 7/31)	\$ 1,238,842.53
Other Payables	\$ 67,109.22
Acct. & Data Processing Charges	<u>\$ 1,160.92</u>
TOTAL	\$ 1,604,421.63

**C. Financial Reports**

- 1. Statement of Cash – July 2020
- 2. Statement of Revenue and Expense – July 2020

Motion made and seconded to approve the Consent Agenda.

**ROLL CALL VOTE:**

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

**8. COMMUNICATIONS AND PUBLIC FORUM**

None.

**9. REPORTS**

**A. Director’s Report – August**

Library Services

Limited in-person public programming returned in August along with test proctoring, LINKin, and interlibrary loan processes. Public room reservations will be available starting September 1. The digital programming continues to be popular. While we were unable to host our regularly scheduled Party That Shall Not Be Named, the library presented several programs over the two-week period leading up to Harry Potter's birthday with 674 participants. This fall, NaperLaunch Academy will be changing from a 17-week program to a 6-week program to allow for more flexibility for customers who would like to attend. Finally, although door counts are significantly down for July, checkouts remain high at about 80% of July 2019's circulation. This means the customers may be visiting less often, but they are still borrowing lots of materials!

#### Community Partnerships

The 95th Street Community Plaza ribbon cutting was well attended, complete with speeches from Board President Jeanine O'Meara and Deputy Director Karen Dunford. Naperville Public Library also provided meeting rooms for Census Enumerator Training throughout July. The Stitching in the Stacks program also created teddy bears and blankets for the Naperville Fire Department.

#### Staff Updates

Director Della Terza is leading the library's newly created Diversity, Equity, and Inclusion Team. The team consists of six staff members who will be considering ways in which the library can be more inclusive with its collections, programming, staffing, training, and more.

#### Library Budget

Library staff are submitting expenses to FEMA/IEMA, the Illinois State Library, and Will County. Will County is providing up to \$15,000 in reimbursements for COVID-19 expenses, and the Illinois State Library is reimbursing up to \$1,500 for PPE. NPL made \$4,000 in library revenues during July, about 25% of normal monthly revenues. This number should continue to increase in the coming months as additional customers return to the library and we start to rent meeting rooms.

### **B. Monthly Statistics - July**

Monthly Statistics were accepted as presented.

### **8. OLD BUSINESS**

None

### **9. NEW BUSINESS**

#### **A. 2021 Preliminary Budget Assumptions**

**20-8/19-36**

In 2020, the library requested a levy amount of \$14,935,000 that included a 2019 carry forward balance of \$300,000. Overall, we are currently working to have the levy remain flat, per initial city discussion. Budget assumptions for the Operating Fund include a 2% merit pool for staff adjustments, a \$50,000 decrease in our materials budget, flat IMRF contributions, unknown medical insurance and utility costs, a review of internal furnishings, and landscaping refurbishing. Additionally, staff are considering a new Point of Sale automatic system for our three locations from our Capital Projects (CIP) Fund.

Motion made and seconded to approve the Preliminary Budget Assumptions for 2021.

**ROLL CALL VOTE:**

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

**B. Recommendation for Parking Lot Light Work at 95<sup>th</sup> Street Library**

**20-8/19-37**

As part of the 2020 CIP Budget plan, last September the board reviewed and approved projects to be completed for the parking lots at the 95th Street Library. This project involves replacing conduit and wiring, as well as an upgrade to LED lights.

Staff recommends the parking lot lighting work at the 95<sup>th</sup> Street Library be awarded to Volt Electric Corporation in the total amount of \$37,498, plus a contingency of 5%, to be funded from the Capital Reserve Fund.

**ROLL CALL VOTE:**

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

**C. Temporary Change to Library Operating Hours**

**20-8/19-38**

Naperville Public Library is open 72 hours a week during the summer, and 76 hours a week during the school year. The 4 additional hours during the school year are on Sunday evenings from 5:00-9:00pm at Nichols Library and 95th Street Library. After closing the library buildings due to COVID-19 in March, staff recommend continuing to close on Sundays at 5:00pm through December as we evaluate traffic patterns and services. At the end of the year, staff can review and determine whether to recommend any changes for 2021.

Motion made and seconded to continue to close Nichols Library and 95th Street Library at 5:00pm on Sundays through December 2020 as presented.

**ROLL CALL VOTE:**

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

**D. Update to Donation Policy**

The library's Donation Policy is being updated along with language on the library's website to offer consistent information. The updated policy specifies that some material donations cannot be accepted (items that are dirty, moldy, and unsafe to handle) and clarifies a few other small points. The Board discussed the language used and recommended adding information about the library's 501(c)3 foundation. Staff will implement suggested changes and present the new policy for a vote at the September meeting.

**E. Additional Board Comments and Questions**

President O’Meara introduced Naper Blvd. Library Manager Sue Karas, who reported on a donation and memorial plaque placed on a bench outside the Naper Blvd location. This generous donation was made to honor Mack, a lifelong book lover and Naperville resident who is currently in hospice care. Trustee Menis also announced the creation of a Leadership Academy Workshop for the new student board members in Naperville. Director Della Terza is also attending the workshop and will participate on a panel about leadership and working in government.

**10. CLOSED SESSION**

Motion made and seconded to enter into Closed Session at 8:03 p.m. in accordance with the Illinois Open Meetings Act Section 2(c)(21) “for the discussion of minutes of meetings lawfully closed under this Act, whether for 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:**

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

**11. OPEN SESSION**

Motion made and seconded to return to open session at 8:17 p.m.

**ROLL CALL VOTE:**

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

**12. ADJOURNMENT**

Motion made and seconded to adjourn the regular meeting at 8:21 p.m.

Respectfully Submitted,  
Carrie Rader  
Executive Assistant