

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

1. CALL TO ORDER

President Menis called the meeting to order at 7:00 p.m. in the Board Room at Nichols Library.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Board Present: Anne Federlein
Nancy Hayes
Andrew Heap
Barbara O'Meara
Jeanine O'Meara
Kay Severinsen

Board Absent: Debra Dunne
Nina Menis
Nitin Vig

Staff Present: Dave Della Terza, Executive Director
Karen Dunford, Deputy Director
Yan Xu, NIC Library Manager
Sue Karas, NBL Library Manager
Ellen Conlin, NSL Library Manager
Jeff Scheuerman, Finance Manager
John Bender, IT Manager
Sue Ashe, HR Manager
Scott Speidel, Facilities Manager
Jonathan Charles, Digital Services Supervisor
Carrie Rader, Executive Assistant

Others Present: Judy Lyons, Senior Budget Analyst, City of Naperville
Jordan Young, Student Board Member
Jonathan Li, Student Board Member

4. CONSENT AGENDA

20-2/19-07

A. Approval of Minutes

- 1. January 15, 2020 - Regular Meeting
- 2. January 15, 2020 - Committee Meeting

B. Approval of Expenditures

January, CY20

Handwritten Checks	\$0.00
Accounts Payable (1/15, 1/16, 1/29)	\$ 276,536.30
Payroll (1/3, 1/17, 1/31)	\$ 1,254,760.72
Other Payables	\$ 32,961.07
Acct. & Data Processing Charges	<u>\$ 898.03</u>
TOTAL	\$ 1,565,156.12

C. Financial Reports

- 1. Statement of Cash – December 2019 updated
- 2. Statement of Revenue and Expense – December 2019 updated
- 3. Statement of Cash – January 2020

Motion made and seconded to approve the Consent Agenda.

ROLL CALL VOTE:

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

5. COMMUNICATIONS AND PUBLIC FORUM

None.

6. REPORTS

A. Public Services Overview – Digital Services

RECEIVE

Jonathan Charles, Digital Services Supervisor, delivered a presentation about the department.

B. Director’s Report

RECEIVE

Library Services

NPL often encourages the community to challenge themselves and this month is no different with the launch of the Amazing Book Challenge. The Winter Reading Program was very successful, with 1069 kids and 67 teens signing up. Naperville residents are also signing up and renewing cards with our new Online Library Card Registration: 340 new registrations and 1100 renewals in the first three months! Nichols installed an Art Wall, after the success of the Art Wall pilot at 95th Street, and a new James Nichols portrait display. Library staff will be expanding Lobby Stops at two more senior living communities. NaperLaunch will also be holding a Small Business Conference in place of the Pitch Competition this year.

Advocacy

Director Della Terza, along with Trustees Nina Menis and Kay Severinsen attended the ILA Legislative Lunch on February 3rd.

Community Partnerships

Director Della Terza is making connections throughout Naperville, volunteering for the Rotary Youth Service and Scholarship Committees, the NACC Diversity and Inclusion committee, attending the welcome reception for new District 204 Superintendent, and continues to work with the Collaborative Youth Team. NPL is also working with the Naperville Park District on the 95th Street Community Plaza. Senator Laura Ellman and Judge Jim McCluskey also participated in library storytimes this month. Staff participated in the Community Cares event along with DuPage Children's Museum.

Staff Updates

NPL held all staff Autism Training presented by the local non-profit Turning Pointe Autism Foundation. Staff learned strategies to better help customers with Autism and their caregivers.

C. Annual Report 2019

RECEIVE

This year, library staff worked on a new format for the Annual Report and used Adobe Spark to create a site that highlights the year's successes, along with pictures and quotes from library customers. The 2019 Annual Report is available to view via our website at: <https://www.naperville-lib.org/YIR-2019>

D. Annual Statistics 2019

RECEIVE

Annual statistics were accepted as presented.

E. Illinois Public Library Annual Report CY19

20-2/19-08

Finance Manager Scheuerman answered questions from the Board regarding the CY19 IPLAR Report.

Motion made and seconded to accept the Illinois Public Library Annual Report CY19 and submit to the state as presented.

ROLL CALL VOTE:

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

7. OLD BUSINESS

None

8. NEW BUSINESS

A. Interlibrary Loan Policy

20-2/19-09

The library's Interlibrary Loan (ILL) Policy was last approved in 2017. This policy explains how the library loans materials to other libraries, as well as how we receive materials from other libraries. Staff recommends removing restrictions placed on loaning board books and video games and eliminating the \$5 charge if a customer does not pick up their ILL hold.

Motion was made and seconded to approve the Interlibrary Loan Policy as presented.

ROLL CALL VOTE:

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

B. Bylaws of the Board of Library Trustees

20-2/19-09

A committee was formed (led by Jeanine O'Meara, and consisting of Debra Dunne, Anne Federlein, and Nina Menis) to update the Bylaws of the Board of Library Trustees. These Bylaws were last updated in 2015. This update to the Bylaws also includes the content of the current Board Expenses and Code of Ethics policies.

Motion was made and seconded to approve the Bylaws of the Board of Library Trustees as presented, and eliminate the current Board Expenses and Code of Ethics policies

ROLL CALL VOTE:

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

9. CLOSED SESSION

20-2/19-10

Motion made and seconded to enter into Closed Session at 7:32 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."

10. OPEN SESSION

20-2/19-11

Motion made and seconded to return to Open Session at 8:21 p.m.

11. ADJOURNMENT

Motion made and seconded to adjourn the meeting at 8:22 p.m.

Respectfully Submitted,
Carrie Rader
Executive Assistant