

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

**1. CALL TO ORDER**

President Menis called the teleconference meeting to order at 7:02 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

Others Present: Patty Gustin, City Council Liaison

**4. SWEARING IN OF NEW OFFICERS 20-7/15-24**

The new slate of Board Officers was sworn in: President Jeanine O'Meara, Vice President Debra Dunne, and Secretary Nancy Hayes.

**5. CONSENT AGENDA 20-7/15-25**

**A. Approval of Minutes**

1. June 20, 2020 – Teleconference Meeting

**B. Approval of Expenditures**

June, CY20

Handwritten Checks	\$0.00
Accounts Payable (6/17, 6/30)	\$ 245,957.45
Payroll (6/5, 6/19)	\$ 865,071.70
Other Payables	\$ 23,169.84
Acct. & Data Processing Charges	<u>\$ 1.30</u>

TOTAL

\$ 1,134,200.29

**C. Financial Reports**

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

Motion made and seconded to approve the Consent Agenda.

**ROLL CALL VOTE:**

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

**6. COMMUNICATIONS AND PUBLIC FORUM**

None.

**7. REPORTS**

**A. Director’s Report – July**

Library Services

Due to COVID-19, NPL has been phasing in services over time. On June 29, socially distanced public seating and one-hour public computer reservations were made available for customers. Pending Phase 4 progress, small in-person programs and meeting room reservations are planned to be added back soon. Digital programming continues, with the library hosting our first live Facebook program with an outside presenter. Digital collections continued to decrease in circulation compared to March and April, but one area where digital circulation stayed significantly higher than last year is children’s fiction. We are also planning to keep Hoopla checkouts at 8 per customer due to the unknown factor of how COVID-19 will affect physical material circulation over the course of the year. This month, library staff highlighted Overdrive’s Black Lives Matter Collection and RAILS/Biblioboard’s Pride Collection. In addition, Nichols Children’s Librarian Nicole Lawton created a website that features diversity in children’s literature. Our Summer Reading Program began on June 1, with prizes and prize kits available to customers on June 15. The library’s normal outreach efforts to daycares and camps were cancelled for the year due to COVID-19 restrictions in many locations.

Community Partnerships

Director Della Terza was named “Rookie of the Year” by the Rotary Club of Naperville for 2020. Portions of the 95<sup>th</sup> Street Community Plaza opened over the 4<sup>th</sup> of July weekend and a ribbon cutting event is scheduled for July 16. The 95<sup>th</sup> Street Library is also being considered as an early voting location for the Will County General Election between October 19<sup>th</sup> and November 2<sup>nd</sup>.

Staff Updates - Retirements

Eugene Donka, Nichols Children’s Services Shelver with 14 years of service, and Patricia Filicchia, Business Assistant with 16 years of service, retired in July 2020.

Library Budget

We are not currently filling multiple positions that were vacated due to retirements or resignations since the start of the pandemic. Currently 11 positions will either not be filled or will be filled at a later time when we know more about what the 2021 budget might look like.

**B. Quarterly Statistics – 2020 Second Quarter**

Quarterly Statistics were accepted as presented.

**C. Monthly Statistics - June**

Monthly Statistics were accepted as presented.

**8. OLD BUSINESS**

None

**9. NEW BUSINESS**

**A. Recommendation for Parking Lot Work at 95<sup>th</sup> Street Library 20-7/15-26**

Several vendors participated in the individual inspection of the 95<sup>th</sup> Street Library parking lot with Facilities Manager Scott Speidel. Thirteen vendors provided pricing that ranged from \$236,813 to \$379,419. References were checked on the three lowest bidding organizations. Staff recommended the parking lot work be awarded to Murphy Construction Services, LLC based on pricing and review of references.

Motion made and seconded to award the contract to Murphy Construction Services, LLC in the total amount of \$236,813, plus a contingency of 5%, to be funded from the Capital Reserve Fund with City funding.

**ROLL CALL VOTE:**

- **Aye:** Dunne, Federlein, Hayes, Heap, Menis, B. O’Meara, J. O’Meara, Severinsen, Vig

✓ **MOTION DECLARED CARRIED.**

**B. Will County Early Voting at 95<sup>th</sup> Street Library 20-7/15-27**

The Will County Clerk’s Office would like to partner with Naperville Public Library to provide early voting for Will County residents at the 95th Street Library for the 2020 General Election. Early voting would run from Monday, October 19 through Monday, November 2. Library opening hours would be slightly adjusted to provide access for voting. The Will County Clerk’s Office would pay for Library staffing during those additional hours. The commitment would be for one election only. If situations

change due to COVID-19, library staff will work with the Will County Clerk's Office to adjust.

Motion made and seconded to approve the Intergovernmental Agreement with the Will County Clerk's Office for the 95<sup>th</sup> Street Library to become an early voting location for the November 2020 General Election.

**ROLL CALL VOTE:**

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

**C. Public Use of Meeting Rooms Policy** **20-7/15-28**

The library's Public Use of Meeting Rooms Policy was last approved in June 2018. Staff recommended adding language that any reservations not paid for within a week of confirmation will be cancelled and eliminating the restriction for "meetings organized by a political candidate or by an organization formed specifically for a candidate or issue".

Motion made and seconded to approve the Public Use of Meeting Rooms Policy as presented.

**ROLL CALL VOTE:**

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

**D. Public Use of Study Rooms and Conference Rooms Policy** **20-7/15-29**

The library's Public Use of Study Rooms and Conference Rooms was last approved in June 2018. Staff recommended the following changes: adding language that any reservations not paid for within a week of confirmation will be cancelled and allowing only two reservations per week per person.

Motion made and seconded to approve the Public Use of Study Rooms and Conference Rooms Policy as presented.

**ROLL CALL VOTE:**

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

**E. Update to 2020 Schedule of Library Closings** **20-7/15-30**

Due to the cancellation of the Last Fling, staff recommended not closing Nichols Library early on Friday September 4 and keeping it open on Saturday, September 5. Also, due to the cancellation of Staff In-Service Day, all library buildings will remain open on Monday, September 21.

Motion made and seconded to approve the amended 2020 Schedule of Library Closings as presented.

**ROLL CALL VOTE:**

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

**F. Destruction of Board Meeting Recordings Prior to Dec. 2018      20-7/15-31**

Naperville Public Library keeps audio recordings of closed sessions at Board Meetings, in accordance with the Illinois Open Meetings Act (OMA). OMA states that these audio recordings may be destroyed if (1) at least 18 months have passed since the conclusion of the meeting and (2) the Board has approved the minutes of the meeting. Library legal counsel recommends following these procedures as a best practice.

Motion made and seconded to approve the destruction of Board Meeting audio recordings earlier than December 2018, in accordance with the Illinois Open Meetings Act.

**ROLL CALL VOTE:**

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

**G. Additional Board Comments and Questions**

Trustees discussed the welcoming, clean feel of the newly opened libraries, as well as the excellent customer service provided by staff. Director Della Terza also provided an update on the broken windows at Nichols, new flooring at the Nichols upper level service desks, and updates to periodicals.

**10. 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, Heap, Menis, B. O'Meara, J. O'Meara, Severinsen, Vig
- ✓ **MOTION DECLARED CARRIED.**

**11. OPEN SESSION**

Motion made and seconded to return to open session at 8:19 p.m.

**ROLL CALL VOTE:**

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

**12. ADJOURNMENT**

Motion made and seconded to adjourn the teleconference meeting at 8:25 p.m.

Respectfully Submitted,  
Carrie Rader  
Executive Assistant