

**MINUTES OF THE REGULAR MEETING
OF THE LIBRARY BOARD OF TRUSTEES
June 16, 2021**

1. CALL TO ORDER

President J. O'Meara called meeting to order at 7:01 p.m. in the Nichols Library Community Room.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Board Present: Debra Dunne
Anne Federlein
Nina Menis
Jeanine O'Meara
Ashfaq Syed
Nitin Vig

Board Absent: Nick Guo
Nancy Hayes
Barbara O'Meara

Staff Present: Dave Della Terza, Executive Director
Ellen Conlin, Deputy Director
Vanessa Alcorn, Human Resources Manager
Trente Arens, Marketing & Communications Manager
Sue Karas, Naper Blvd. Library Manager
Jose Maldonado, 95th Street Library Manager
Jeff Scheuerman, Finance Manager
Yan Xu, Nichols Library Manager

Others Present: Raymond Munch, City Budget Manager

4. CONSENT AGENDA

A. Approval of Minutes

1. May 19, 2021 – Regular Meeting

B. Approval of Expenditures

May, CY21

Handwritten Checks	\$ 0.00
Accounts Payable (5/12, 5/26)	\$ 203,414.36
Payroll (5/7, 5/21)	\$ 838,333.84
Other Payables	\$ 31,473.11

Acct. & Data Processing Charges
TOTAL

\$ 17.21
\$ 1,073,238.55

C. Financial Reports

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

Motion made and seconded to approve the Consent Agenda.

ROLL CALL VOTE:

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

5. COMMUNICATIONS AND PUBLIC FORUM

None

6. REPORTS

A. Director’s Report-May

Della Terza updated the Board about service level changes since Illinois has entered Phase 5 of the Restore Illinois plan. He discussed the Summer Reading Program and shared some comments regarding the elimination of overdue fines. Della Terza also shared details of the unveiling of the Nichols’ virtual play floor in honor of former staff member Patty Daniel and details on expansion of in person programming. He confirmed with the Board that the Library intends to return to Sunday evening hours in the fall. Della Terza discussed recent community partnerships and presentations, gave statistics on social media engagement, and shared customer feedback. He also informed the Board of the renewal of the elevator contract for the third-year option.

B. Monthly Statistics-May 2021

Monthly Statistics were accepted as presented.

7. OLD BUSINESS

None

8. NEW BUSINESS

A. Employee Handbook Update

The Board reviewed recommended changes to the employee handbook. These changes include adding a paid parental leave, adjusting vacation accruals for many positions, changing the birthday holiday to a personal day, and adding legally required leave language. Pronouns were updated to be more inclusive. There were

also updates to the dress code, political involvement, discipline, and anniversary date sections of the handbook.

Motion made and seconded to approve Employee Handbook update as presented.

ROLL CALL VOTE:

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

B. Update to the Examination Proctoring Policy

The Board reviewed the suggested update to remove the requirement that a customer's account charges must be below \$10 before receiving exam proctoring by the Library. This is in line with other Library services.

Motion made and seconded to accept the updated Examination Proctoring Policy.

ROLL CALL VOTE:

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

C. Renewal of HVAC Maintenance Contract

Library staff recommended that the Board exercise the option for the third year on the current HVAC maintenance contract.

Motion made and seconded to approve the renewal of the HVAC Maintenance Contract.

ROLL CALL VOTE:

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

D. Officer Nominating Committee Report

Trustee Menis shared the report from the nominating committee, which presented the following slate of candidates: Jeanine O'Meara for President, Debra Dunne for Vice President, and Nancy Hayes for Secretary. The Board agreed with this recommendation.

E. Election of New Officers

The Board voted to approve the presented slate of officers.

ROLL CALL VOTE:

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

F. Additional Board Comments and Questions

President O'Meara shared that she hopes the Board will be able to meet in the Nichols Board Room for the July meeting, barring any changes in COVID-19 restrictions.

9. CLOSED SESSION

Motion made and seconded to enter Closed Session at 7:46p.m. in accordance with the Illinois Open Meetings Act 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, Menis, O'Meara, J., Syed, Vig
- **Absent:** Guo, Hayes, O'Meara, B.
- ✓ **MOTION DECLARED CARRIED.**

10. OPEN SESSION

Motion made and seconded to return to open session at 8:18 p.m.

ROLL CALL VOTE:

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

11. VOTE ON CLOSED SESSION ACTION

The Board motioned to approve a 2% raise and \$2000 bonus for Della Terza's annual evaluation and merit increase, effective June 3. The Board thanked Della Terza for his hard work over the past year.

ROLL CALL VOTE:

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

12. ADJOURNMENT

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

ROLL CALL VOTE:

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

Submitted by,
Ellen Conlin
Deputy Director