

**MINUTES OF THE REGULAR MEETING
OF THE LIBRARY BOARD OF TRUSTEES
March 17, 2021**

1. CALL TO ORDER

President J. O'Meara called the teleconference meeting to order at 7:10 p.m. via Zoom, streamed live on YouTube.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Board Present:	Anne Federlein Nancy Hayes Nina Menis Barbara O'Meara Jeanine O'Meara Ashfaq Syed Nitin Vig
Board Absent:	Debra Dunne Nick Guo
Student Board Present:	Medhani Kalal Jacob Saucier
Staff Present:	Dave Della Terza, Executive Director Jose Maldonado, 95 th Street Library Manager
Others Present:	Raymond Munch, City Budget Manager

4. CONSENT AGENDA

A. Approval of Minutes

1. February 24, 2021 – Regular Meeting

B. Approval of Expenditures

February, CY21

Handwritten Checks	\$ 0.00
Accounts Payable (2/10, 2/24)	\$ 166,096.06
Payroll (2/14, 2/26)	\$ 824,644.33
Payroll-Add'l IMRF	\$ 25,613.96
Other Payables	\$ 30,583.53
Acct. & Data Processing Charges	<u>\$ 1,813.31</u>
TOTAL	\$ 1,048,751.19

C. Financial Reports

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

Motion made and seconded to approve the Consent Agenda.

ROLL CALL VOTE:

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

5. COMMUNICATIONS AND PUBLIC FORUM

City Budget Manager Raymond Munch gave an update regarding the federal stimulus bill and the potential for the City of Naperville to receive some funds.

6. REPORTS

A. Director's Report-March

Della Terza updated the Board on Library services including the reduction of material quarantine time from 3 days to 24 hours. He highlighted recent community partnerships at all three locations. He also informed the board of staff updates such as the creation of a Culture Code, updates on work being done by the Library's Diversity, Equity, and Inclusion team, and the addition of new IT Manager Charles Kapachinski. The Board also discussed the resumption of Sunday evening hours for fall 2021.

B. Monthly Statistics – February 2021

Monthly Statistics were accepted as presented.

7. OLD BUSINESS

None

8. NEW BUSINESS

A. Elimination of Overdue Fines and Borrowing Library Materials Policy Update

The Board reviewed the updated Borrowing Library Materials Policy, which proposed eliminating overdue fines on all Library materials. Director Della Terza and Library Manager Maldonado answered questions regarding the funding, implementation, and promotion of this change to the public.

Motion made and seconded to approve the elimination of overdue fines and the update to the Borrowing Library Materials Policy.

ROLL CALL VOTE:

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

B. Innovative Contract

Della Terza presented a 3-year contract renewal for Innovative Services, the Library's Integrated Library System provider, which provides access to the public catalog and Library database.

Motion made and seconded to approve Innovative contract.

ROLL CALL VOTE:

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

C. Budget Policy and Process Update

Updates were recommended for the Budget Policy and Process, which included clarifying language to reflect operational processes and updating the Board approval threshold for fund transfers to be in line with the purchasing policy.

Motion made and seconded to approve the updated Budget Policy and Process.

ROLL CALL VOTE:

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

D. Additional Board Comments and Questions

Board President J. O'Meara shared information from her recent ILA Trustee program about Covid-19 one year later. She also shared that there are 2 additional sessions upcoming in April and May.

9. ADJOURNMENT

Motion made and seconded to adjourn the regular meeting at 8:16 p.m.

ROLL CALL VOTE:

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

Submitted by-Ellen Conlin, Deputy Director