

**MINUTES OF THE REGULAR MEETING
OF THE LIBRARY BOARD OF TRUSTEES
OCTOBER 21, 2020**

1. CALL TO ORDER

President O'Meara called the meeting to order at 7:02 p.m. in the Nichols Community Room.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Board Present: Debra Dunne
Anne Federlein (via Zoom)
Nancy Hayes
Nina Menis
Barbara O'Meara
Jeanine O'Meara
Ashfaq Syed

Board Absent: Nick Guo
Nitin Vig

Staff Present: Dave Della Terza, Executive Director
Karen Dunford, Deputy Director
Jeff Scheuerman, Finance Manager
Ellen Conlin, 95th Street Library Manager
Sue Karas, Naper Blvd. Library Manager
Yan Xu, Nichols Library Manager
Carrie Rader, Executive Assistant

Others Present: Patty Gustin, City Council Liaison
Raymond Munch, City Budget Manager

4. REMOTE PARTICIPATION

President O'Meara asked for a motion to allow Trustee Federlein to participate in the meeting via Zoom. Motion made and seconded to approve Federlein's participation in the meeting via Zoom.

ROLL CALL VOTE:

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

5. STUDENT BOARD INTRODUCTION

President O'Meara introduced Student Board members Medhani Kalal and Taylor Ziegler. Kalal and Ziegler, along with Jacob Saucier, will be serving as representatives through May 2021.

6. CONSENT AGENDA

A. Approval of Minutes

1. September 16, 2020 – Regular Meeting
2. September 27, 2020 – Special Meeting

B. Approval of Expenditures

September, CY20

Handwritten Checks	\$0.00
Accounts Payable (9/16, 9/30)	\$ 305,409.14
Payroll (9/11, 9/25)	\$ 831,078.41
Other Payables	\$ 40,813.64
Acct. & Data Processing Charges	<u>\$ 207.49</u>
TOTAL	\$ 1,177,508.68

C. Financial Reports

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

Motion made and seconded to approve the Consent Agenda.

ROLL CALL VOTE:

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

7. COMMUNICATIONS AND PUBLIC FORUM

None.

8. REPORTS

A. Director's Report – September 2020

Della Terza updated the Board on library usage, changes to services, updates to collections and programming, and updates to software. He highlighted partnerships with the Rotary Club of Naperville and the DuPage Children's Museum. He also updated the Board on the upcoming culture code project and the status of the 2020 budget.

B. Quarterly Statistics – 3rd Quarter 2020

Quarterly Statistics were accepted as presented.

C. Monthly Statistics – September 2020

Monthly Statistics were accepted as presented.

9. OLD BUSINESS

None

10. NEW BUSINESS

A. Update to Public Comment Policy

Updates were recommended for the Public Comment (at Board Meetings) Policy, including specifying a code of conduct at public meetings, as well as clarifying that the Board President can make adjustments during meetings as needed.

Motion made and seconded to approve the proposed updates to the Public Comment Policy.

ROLL CALL VOTE:

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

B. Update to Lost and Found Items Policy

Updates were recommended for the Lost and Found Items Policy, including language that clarifies that items that are unsafe to handle or present a health risk may be discarded immediately.

Motion made and seconded to approve the proposed updates to the Lost and Found Items Policy.

ROLL CALL VOTE:

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

C. Transfer of Funds to Capital Reserve

To finalize payment for the additional work on the 95th Street Library parking lot project, it was recommended by staff to transfer \$40,000 from the Library's Operating Fund to the Capital Reserve Fund.

Motion made and seconded to approve the transfer of \$40,000 to the Capital Reserve Fund to complete the funding of the 95th Street Library parking lot project.

ROLL CALL VOTE:

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

D. Additional Comments and Questions

President O'Meara informed the Board that she and Della Terza are monitoring the COVID-19 situation to determine if future Board meetings should be in-person or on Zoom. Trustee Menis also welcomed the Student Board members.

11. ADJOURNMENT

Motion made and seconded to adjourn the regular meeting at 7:34 p.m.

Submitted by
Dave Della Terza
Executive Director