

**MINUTES OF THE REGULAR MEETING  
OF THE LIBRARY BOARD OF TRUSTEES  
September 15, 2021**

**1. CALL TO ORDER**

President J. O'Meara called the teleconference meeting to order at 7:04 p.m. via Zoom, streamed live on YouTube.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Board Present:	Debra Dunne Nick Guo Allison Longenbaugh Barbara O'Meara Jeanine O'Meara Ashfaq Syed Nitin Vig
Board Absent:	Nancy Hayes Nina Menis
Staff Present:	Dave Della Terza, Executive Director Ellen Conlin, Deputy Director Charles Kapachinski, IT Manager
Others Present:	Jennifer Bruzan Taylor, City Council Liaison Raymond Munch, City Budget Manager

**4. CONSENT AGENDA**

**A. Approval of Minutes**

1. August 18, 2021 – Regular Meeting
2. August 13, 2021 – Foundation Committee

**B. Approval of Expenditures**

August, CY21

Handwritten Checks	\$ 0.00
Accounts Payable (8/11, 8/25)	\$ 255,607.57
Payroll (8/13, 8/27)	\$ 830,017.86
Other Payables	\$ 28,018.64
Acct. & Data Processing Charges	<u>\$ 430.27</u>
TOTAL	\$ 1,114,076.16

### **C. Financial Reports**

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

Motion made and seconded to approve the Consent Agenda.

#### **ROLL CALL VOTE:**

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

### **5. PUBLIC COMMENT**

There was no public comment.

### **6. REPORTS**

#### **A. Director's Report – September 2021**

The Director's Report was accepted as presented. Della Terza gave updates on COVID changes for the Library, a recap of the Summer Reading Program, and updates on the new Board Game collection.

#### **B. Monthly Statistics – August 2021**

Monthly Statistics were accepted as presented.

### **7. OLD BUSINESS**

#### **A. CY 2022 Budget, Levy Request, and Multiple Year Plan**

Della Terza presented the proposed budget of \$16,332,000 for CY 2022, which includes a property tax levy request of \$15,310,000. Della Terza provided some history around the last few years of the Library's budget, and he discussed the notable projects included in the 2022 budget.

Motion made and seconded to approve CY 2022 Budget, Levy Request, and Multiple Year Plan.

#### **ROLL CALL VOTE:**

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

#### **B. Capital Improvement Program (CIP): CY2022-2026**

Della Terza shared the Library's proposed capital improvement plan for the upcoming years, which includes building improvements and long-range maintenance needs.

Motion made and seconded to approve the Capital Improvement Program (CIP) CY2022-2026.

**ROLL CALL VOTE:**

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

**8. NEW BUSINESS**

**A. Recommendation for Purchase of Public Computers**

Della Terza presented the recommendation to purchase 121 desktop computers from Insight as the first portion of a three year plan to replace all the Library's computers.

Motion made and seconded to approve the purchase of public computers from the Library's Operating Fund at a total cost of \$130,417.

**ROLL CALL VOTE:**

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

**B. Additional Board Comments and Questions**

Director Della Terza answered questions regarding current attendance at the Library.

Trustee Longenbaugh thanked Director Della Terza for sharing the Dementia Friendly Training with the trustees; Della Terza highlighted the upcoming Memory Café program at 95<sup>th</sup> Street Library.

President J. O'Meara reminded trustees to keep an eye for whether the October meeting will be in person or via Zoom.

**9. ADJOURNMENT**

Motion made and seconded to adjourn the regular meeting at 7:52 p.m.

**ROLL CALL VOTE:**

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

Submitted by,  
Ellen Conlin, Deputy Director