

**MINUTES OF THE REGULAR MEETING  
OF THE LIBRARY BOARD OF TRUSTEES  
SEPTEMBER 16, 2020**

**1. CALL TO ORDER**

President O’Meara called the meeting to order at 7:05 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  
Jeanine O’Meara  
Ashfaq Syed  
Nitin Vig (via Zoom)

Board Absent: Nick Guo  
Barbara O’Meara

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

Others Present: Raymond Munch, City Budget Manager

**4. REMOTE PARTICIPATION**

President O’Meara asked for a motion to allow Trustees Federlein and Vig to participate in the meeting via Zoom. Motion made and seconded to approve the Trustees participation in the meeting via Zoom.

**ROLL CALL VOTE:**

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

**5. CONSENT AGENDA**

**A. Approval of Minutes**

1. August 20, 2020 – Regular Meeting

## B. Approval of Expenditures

### August, CY20

Handwritten Checks	\$0.00
Accounts Payable (8/18, 8/31)	\$ 298,834.34
Payroll (8/14, 8/28)	\$ 880,659.60
Other Payables	\$ 39,845.93
Acct. & Data Processing Charges	<u>\$ 1,728.83</u>
TOTAL	\$ 1,221,068.70

## C. Financial Reports

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

Motion made and seconded to approve the Consent Agenda.

### **ROLL CALL VOTE:**

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

## 6. COMMUNICATIONS AND PUBLIC FORUM

None.

## 7. REPORTS

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

Della Terza updated the Board on usage patterns, library programming, and the Summer Reading Program. He also highlighted partnerships with the Will County Clerk's Office, Versiti Blood Center of Illinois, the Naperville League of Women Voters, and the Naperville Census Complete Count Committee.

### **B. Monthly Statistics - August**

Monthly Statistics were accepted as presented.

## 8. OLD BUSINESS

### **A. CY2021 Budget, Levy Request and Multiple Year Plan**

The CY2021 Budget was presented to the Board. Overall, the budget presented is a decrease from our CY2020 plan by \$199,000, a 1.2% decrease in total. The tax levy remains flat at a requested amount of \$14,935,000. Finance Manager, Jeff Scheuerman, and City Budget Manager, Raymond Munch, were on hand to answer questions regarding library and city budgets.

Motion made and seconded to approve the CY21 Budget, Levy Request, and Multiple Year Plan as presented.

### **ROLL CALL VOTE:**

- **Aye:** Dunne, Federlein, Hayes, Menis, J. O'Meara, Syed, Vig

- **Absent:** Guo, B. O'Meara
- ✓ **MOTION DECLARED CARRIED.**

### **B. Capital Improvement Plan (CIP): CY2021-CY2025**

A list of planned improvements for library buildings were presented for the next five years. In 2021, staff recommended the implementation of a Point of Sale system and potential small renovation projects at Nichols and Naper Blvd. Looking further out, staff indicated that the roof at 95th Street will need maintenance in 2022 and delayed workroom projects were moved to 2023 and beyond.

Motion made and seconded to approve the Capital Improvement Program (CIP): CY21-CY25 as presented.

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

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

### **C. Update to Donation Policy**

This policy was updated to match language on the Library's website. The updated policy specifies that some material donations cannot be accepted and clarifies a few other small points. After discussion at the August 2020 Board Meeting, language was also added to reflect the Library's Foundation.

Motion made and accepted to approve the Donation Policy as presented.

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

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

## **9. NEW BUSINESS**

### **A. Transfer of Fund Balance from CY 2020 to the Capital Reserve**

Staff recommended the transfer of \$300,000 to the Capital Reserve Fund to fund the previously approved 95<sup>th</sup> Street Library parking lot capital projects, with the understanding that there may be an additional transfer once the 2019 audit is complete.

Motion made and seconded to approve the transfer of \$300,000 to the Capital Reserve Fund to finance the 95<sup>th</sup> Street Library parking lot project.

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

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

## **B. Update to Bylaws of the Board of Trustees**

After consulting with legal counsel, it was recommended to update our Board Bylaws to reflect that Trustees who attend meetings remotely should be allowed to vote. Trustees attending remotely would be approved to enter the meeting once a physical quorum is reached and the physically present members vote to allow the remote participation.

Motion made and seconded to approve the proposed updates of the Bylaws of the Board of Trustees.

### **ROLL CALL VOTE:**

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

## **C. Additional Comments and Questions**

Trustee Menis provided the Board with an update on the Student Board Leadership Workshop that will be taking place in partnership with KidsMatter. This program will give students entering student board positions an opportunity to learn more about local government and its functions.

Trustee Syed spoke of the final push to have Naperville citizens complete the Census. The Library has continued to promote the Census through social media and our newsletter, and we are providing meeting room space for Census taker training. Trustee Syed thanked Director Della Terza and the library for its continued involvement.

## **10. ADJOURNMENT**

Motion made and seconded to adjourn the regular meeting at 7:42 p.m.

Respectfully Submitted,  
Carrie Rader  
Executive Assistant