

**MINUTES OF THE REGULAR MEETING
OF THE LIBRARY BOARD OF TRUSTEES
February 15, 2023**

1. CALL TO ORDER

President O'Meara called the meeting to order at 6:59 p.m. in the Nichols Library Community Room.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Board Present:

Kevin Coyne
Nick Guo
Allison Longenbaugh
Barbara O'Meara
Jeanine O'Meara
Ashfaq Syed

Board Absent:

Debra Dunne
Nancy Hayes
Nitin Vig

Student Board Present:

Hannah Leong

Staff Present:

Dave Della Terza, Executive Director
Ellen Conlin, Deputy Director
Vanessa Alcorn, HR Manager
Trente Arens, Marketing & Communications Manager
Ellen Fitzgerald, Nichols Children's Services Supervisor
Jeanne Harrison, Nichols Customer Service Supervisor
Charles Kapachinski, IT Manager
Sue Karas, Naper Blvd. Library Manager
Jose Maldonado, 95th Street Library Manager
Scott Speidel, Facilities Manager
Karen Toonen, Collection Services Manager
Michael Stubler, Finance Manager
Yan Xu, Nichols Library Manager

Others Present:

Jennifer Bruzan Taylor, City Council Liaison
Koda Clark, Student
Sherrian Kelly, City Budget Analyst
Paul Leong, Resident and City Council Member

4. CONSENT AGENDA

A. Approval of Minutes

1. January 18, 2022 – Regular Meeting

B. Approval of Expenditures

January 2023

Accounts Payable (1/11, 1/26)	\$ 307,611.50
Payroll (12/2, 12/16, 12/30)	\$ 701,887.26
Other Payables	\$ 12,965.19
Acct. & Data Processing Charges	<u>\$ 587.55</u>
TOTAL	\$ 1,023,051.50

C. Financial Reports

1. Statement of Cash – January 2023
2. Statement of Revenue and Expense – January 2023

Motion made and seconded to approve the Consent Agenda.

ROLL CALL VOTE:

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

5. PUBLIC COMMENT

None.

6. REPORTS

A. 2022 Annual Report

Della Terza shared the public annual report for 2022. The report was accepted as presented.

B. Illinois Public Library Annual Report 2022

Della Terza presented the 2022 Illinois Public Library Annual Report.

Motion made and seconded to approve the Illinois Public Library Annual Report 2022 as presented.

ROLL CALL VOTE:

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

C. Director's Report – February 2023

Della Terza shared updates on programming, partnerships, and the renovation of staff spaces at Nichols Library. He also answered questions regarding upcoming software updates for public facing notices.

D. Monthly Statistics – January 2023

Monthly statistics were accepted as presented.

7. OLD BUSINESS

None

8. NEW BUSINESS

A. Recommendations for Discovery Layer Upgrade

Della Terza presented a recommendation to upgrade the public facing catalog or Discovery Layer, which allows customers to find Library resources online and through the website, from current provider Encore to Bibliocommons' Bibliocore product. He shared highlights of the suggested service and answered questions about functionality, costs, and how the product will interface with other products.

Motion made and seconded to approve the recommended public catalog interface upgrade to Bibliocommons' Bibliocore at a year one cost of \$35,031.

ROLL CALL VOTE:

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

B. Market Adjustments

Della Terza presented a recommendation to implement a market adjustment based on feedback from consulting firm HR Source and staff research to help keep the Library compliant with the Illinois minimum wage requirements.

Motion made and seconded to approve the proposed market adjustment at an estimated annual cost of \$259,000, to be effective March 5, 2023.

ROLL CALL VOTE:

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

C. Borrowing Library Materials Policy

Della Terza shared updates to the Library's Borrowing Library Materials Policy to update the loan period for magazines and clarify language.

Motion made and seconded to approve the Borrowing Library Materials Policy as presented.

VOICE VOTE:

✓ MOTION DECLARED CARRIED.

D. Additional Board Comments and Questions

President J. O'Meara commented on how enjoyable the Intergovernmental Dinner was, and encouraged Trustees to consider attending the State of the City address. She also commented on a recent Main & Luxe article which featured the Library.

9. ADJOURNMENT

Motion made and seconded to adjourn at 7:43 p.m.

Submitted by,
Ellen Conlin
Deputy Director