

**MINUTES OF THE REGULAR MEETING
OF THE LIBRARY BOARD OF TRUSTEES
April 19, 2023**

1. CALL TO ORDER

President O'Meara called the meeting to order at 7:23 p.m. in the Nichols Community Room.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Board Present:

Kevin Coyne
Nick Guo
Nancy Hayes
Barb O'Meara
Jeanine O'Meara

Board Absent:

Debra Dunne
Allison Longenbaugh
Ashfaq Syed
Nitin Vig

Student Board Present:

Diya Kannan
Hannah Leong

Staff Present:

Dave Della Terza, Executive Director
Vanessa Alcorn, HR Manager
Trente Arens, Marketing & Communications Manager
Lynne Johnson, Children's Services Associate
Sue Karas, Naper Blvd. Library Manager
Jose Maldonado, 95th Street Library Manager
Scott Speidel, Facilities Manager
Michael Stubler, Finance Manager
Karen Toonen, Collection Services Manager
Yan Xu, Nichols Library Manager

Others Present:

Raymond Munch, Naperville Deputy Finance Director
Amanda Caverzali, Naperville Resident
Chaitanya Kovvuri, Aurora Resident
Anne O'Brien, Naperville Resident

4. CONSENT AGENDA

A. Approval of Minutes

1. March 15, 2023 – Regular Meeting

B. Approval of Expenditures

March 2023

Accounts Payable (3/15, 3/29)	\$ 785,570.19
Payroll (3/10, 3/24)	\$ 814,233.15
Other Payables	\$39,415.37
Acct. & Data Processing Charges	<u>\$884.28</u>
TOTAL	\$1,640,102.99

C. Financial Reports

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

Motion made and seconded to approve the Consent Agenda.

ROLL CALL VOTE:

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

5. PUBLIC COMMENT

Naperville resident Anne O’Brien spoke in favor of the proposed updates to the Materials Selection Policy.

6. REPORTS

A. Director’s Report – April 2023

Della Terza shared updates on programming and community partnerships. Two staff were recognized as a part of this quarter’s Employee Reward Program, and President O’Meara was recently recognized with a 2023 Rotary Club of Naperville Paul Harris Award.

B. Quarterly Statistics – 1st Quarter 2023

Della Terza highlighted the increase in library visits and that children’s programming attendance is higher than in 2019. Quarterly statistics were accepted as presented.

C. Monthly Statistics – March 2023

Monthly statistics were accepted as presented.

7. OLD BUSINESS

None.

8. NEW BUSINESS

A. 2023-2026 Strategic Plan – Year One

The Board discussed the proposed action steps as outlined in the Board packet and voted to approve those steps as the year one goals for the 2023-2026 Strategic Plan.

ROLL CALL VOTE:

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

B. Update to Employee Handbook

The Board discussed proposed updates to two portions of the Employee Handbook:

- Extending Paid Parental Leave from six weeks to 12 weeks
- Allowing employees to receive per diem advance payments rather than reimbursements as a part of the Travel and Training Policy

Motion made and seconded to approve the updates as presented.

ROLL CALL VOTE:

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

C. Update to Materials Selection Policy

Della Terza presented updates to the Materials Selection Policy to clarify the material reconsideration process, limit requests to Naperville residents and fee card holders, and update the material reconsideration form.

Motion made and seconded to approve the updates as written.

VOICE VOTE:

- ✓ **MOTION DECLARED CARRIED.**

D. Recommendation for Janitorial Services Contract

Della Terza presented the recommendation to award the Library’s annual janitorial services contract to Eco Clean Maintenance as they were the lowest bidder with all necessary deliverables for a complete proposal and solid references.

Motion made and seconded to award the contract for janitorial services to Eco Clean Maintenance, Inc. for the contract year beginning May 1, 2023 at an annual cost of \$113,964, with options for year two and three at 4% increases.

ROLL CALL VOTE:

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

E. Additional Board Comments and Questions

President O'Meara reminded the Board that Della Terza's annual evaluation would take place as a part of a closed session at the May 17 meeting.

President O'Meara informed the Board that Secretary Longenbaugh has resigned effective April 30, 2023 in order to fulfil her newly elected role on Naperville City Council.

9. Adjournment

Motion made and seconded to adjourn at 8:01 p.m.

Respectfully Submitted,

Trente Arens

Marketing & Communications Manager