

**MINUTES OF THE REGULAR MEETING
OF THE LIBRARY BOARD OF TRUSTEES
May 17, 2023**

1. CALL TO ORDER

President O'Meara called the meeting to order at 7:04 p.m. in the Nichols Community Room.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Board Present:

Kevin Coyne
Debra Dunne
Nick Guo
Nancy Hayes
Barb O'Meara
Jeanine O'Meara
Ashfaq Syed

Board Absent:

Nitin Vig

Student Board Present:

Hamza Hasan
Hannah Leong

Staff Present:

Dave Della Terza, Executive Director
Vanessa Alcorn, HR Manager
Trente Arens, Marketing & Communications Manager
Charles Kapachinski, IT Manager
Jose Maldonado, 95th Street Library Manager
Michael Stubler, Finance Manager
Yan Xu, Nichols Library Manager

Others Present:

Allison Longenbaugh, Naperville City Councilwoman
Raymond Munch, Naperville Deputy Finance Director
Amanda Caverzali, Naperville Resident
Emily Kozlowski, Naperville Resident
Anne O'Brien, Naperville Resident

4. TRUSTEE UPDATES

President O’Meara recognized City Councilwoman Allison Longenbaugh for her service as a member of the Library Board from August 2021 to April 2023. She also recognized Student Trustees Hamza Hasan, Diya Kannan, and Hannah Leong for serving for the 2022-23 school year.

5. CONSENT AGENDA

A. Approval of Minutes

- 1. April 19, 2023 – Regular Meeting

B. Approval of Expenditures

April 2023

Accounts Payable (4/12, 4/26)	\$ 378,742.98
Payroll (4/7, 4/21)	\$ 832,214.51
Other Payables	\$17,151.43
Acct. & Data Processing Charges	<u>\$893.08</u>
TOTAL	\$ 1,229,002.00

C. Financial Reports

- 1. Statement of Cash – April 2023
- 2. Statement of Revenue and Expense – April 2023

Motion made and seconded to approve the Consent Agenda.

ROLL CALL VOTE:

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

6. PUBLIC COMMENT

None.

7. REPORTS

A. Director’s Report – May 2023

Della Terza shared updates on programming, marketing initiatives, and community partnerships. Nichols children’s services supervisor Ellen Fitzgerald has been selected as the 2026 iREAD chair. The Library has received \$95,000 in American Rescue Plan Act funds through Will County and was awarded a 2023 Live and Learn Grant for \$125,000 for the Naper Blvd. staff area renovation project.

B. Monthly Statistics – April 2023

Monthly statistics were accepted as presented.

8. OLD BUSINESS

A. Naper Blvd. Renovation Budget Update

Della Terza shared that renovations at Nichols are nearly complete and plans are to move forward with renovating staff areas at Naper Blvd. Library in the fall. The Library currently has \$900,000 allocated for the project while early estimates predict an actual cost of \$1.3 million. The Live and Learn Grant for \$125,000 will help offset some of these costs. Bids are expected to be brought to the Board for approval in August. To help control costs, the project will be bid out with a base bid along with alternates that the Library can choose to accept if the budget allows.

9. NEW BUSINESS

A. Approval of Non-Resident Fee for June 1, 2023 to May 31, 2024

Della Terza presented the proposed rates for calculating non-resident fee cards for the next year. Staff recommended continuing to use the tax bill method for non-residents.

Motion made and seconded to continue to use the tax bill method for non-resident library cards and approve rates as presented.

ROLL CALL VOTE:

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

B. Update to Programming Policy

Della Terza presented updates to the Programming Policy that clarify Library staff's role in program selection and the decision to work with outside groups to present programs.

Motion made and seconded to approve the updates as presented.

VOICE VOTE:

- ✓ **MOTION DECLARED CARRIED.**

C. Elimination of Children's Privacy Policy

Della Terza presented the staff's recommendation to eliminate the Children's Privacy Policy to avoid redundancy. All services the Library uses are required to follow the Children's Online Privacy Protection Act (COPPA), so a separate policy is not necessary.

Motion made and seconded to eliminate Children's Privacy Policy as recommended.

VOICE VOTE:

- ✓ **MOTION DECLARED CARRIED.**

D. Creation of Officer Nominating Committee

President O'Meara and Trustee Coyne agreed to serve on the Officer Nominating Committee.

E. Additional Board Comments and Questions

Della Terza shared that each public services department is planning to present an overview of their services to the Board at a monthly meeting. Those presentations will start in July.

10. CLOSED SESSION

Motion made and seconded to enter into closed session at 7:40 p.m. The Board returned from closed session at 8:10 p.m.

11. ADDITIONAL BUSINESS

The Board explained that Della Terza's performance review was discussed in closed session. Motion made and seconded to approve a 1% bonus for Della Terza effective January 1, a 1.5% market adjustment effective March 6, and a 3% raise for Della Terza's annual evaluation and merit increase effective June 3.

ROLL CALL VOTE:

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

12. ADJOURNMENT

Motion made and seconded to adjourn at 8:13 p.m.

Respectfully Submitted,
Trente Arens
Marketing & Communications Manager