

**MINUTES OF THE REGULAR MEETING
OF THE LIBRARY BOARD OF TRUSTEES
June 21, 2023**

1. CALL TO ORDER

President O'Meara called the meeting to order at 7:00 p.m. in the Nichols Library Community Room.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Board Present:

Debra Dunne
Nick Guo
Barbara O'Meara
Jeanine O'Meara
Ashfaq Syed

Board Absent:

Kevin Coyne
Nancy Hayes
Nitin Vig

Staff Present:

Dave Della Terza, Executive Director
Ellen Conlin, Deputy Director
Vanessa Alcorn, HR Manager
Trente Arens, Marketing & Communications Manager
Sue Karas, Naper Blvd. Library Manager
Jose Maldonado, 95th Street Library Manager
Michael Stubler, Finance Manager
Yan Xu, Nichols Library Manager

Others Present:

Paul Leong, City Council Liaison
Raymond Munch, City Budget Manager
Dr. Reginald Gardner, Resident
Colleen Berg, Resident
Richard Berg, Resident

4. CONSENT AGENDA

A. Approval of Minutes

1. May 17, 2023 – Regular Meeting

B. Approval of Expenditures

January 2023

Accounts Payable (5/9, 5/31)	\$ 464,522.86
Payroll (5/5, 5/19)	\$ 829,404.83
Other Payables	\$ 43,510.75
Acct. & Data Processing Charges	<u>\$ 1,095.53</u>
TOTAL	\$ 1,338,533.97

C. Financial Reports

1. Statement of Cash – May 2023
2. Statement of Revenue and Expense – May2023

Motion made and seconded to approve the Consent Agenda.

ROLL CALL VOTE:

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

5. PUBLIC COMMENT

None.

6. REPORTS

A. Director’s Report – May 2023

Della Terza shared updates on ongoing programming and community partnerships. He also shared that the Library recently secured state funding for upcoming renovation projects thanks to help from Rep. Janet Yang Rohr.

B. Monthly Statistics – May 2023

Monthly statistics were accepted as presented.

7. OLD BUSINESS

None

8. NEW BUSINESS

A. Recommendation for Purchase of Staff Computers

Staff presented a recommendation to replace a subset of staff computers that have reached end of life. Della Terza answered questions regarding the vendor selection for the award.

Motion made and seconded to approve the recommendation to purchase staff computers from Insight for a cost of \$61,200.

ROLL CALL VOTE:

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

B. Update to Library Card Policy

Della Terza presented a recommendation to update the Library Card policy to allow business cards to expire after three years rather than one year.

Motion made and seconded to approve the updated policy as proposed.

VOICE VOTE:

- ✓ **MOTION DECLARED CARRIED.**

C. Update to Reference Services Policy

Della Terza shared updates to the Library's Reference Services policy to clarify what staff can assist customers with during reference interactions.

Motion made and seconded to approve the Reference Services policy as presented.

VOICE VOTE:

- ✓ **MOTION DECLARED CARRIED.**

D. Officer Nominating Committee Report

President J. O'Meara presented a slate of officers for the next year for the Board's consideration.

E. Election of New Officers

Motion made and seconded to elect Ashfaq Syed as President, Nancy Hayes as Vice President, and Nick Guo as Secretary.

ROLL CALL VOTE:

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

F. Additional Board Comments and Questions

Councilman Leong requested the Board consider meeting at the other two Library locations for some meetings. President O'Meara welcomed back Deputy Director Conlin and welcomed Leong to the Board.

9. CLOSED SESSION

Motion made and seconded to move to closed session at 7:40 p.m.

ROLL CALL VOTE:

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

10. ACTION FROM CLOSED SESSION

Motion made and seconded to approve the release of the closed session minutes from December 14, 2022 and May 17, 2023.

ROLL CALL VOTE:

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

11. ADJOURNMENT

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

Submitted by,
Ellen Conlin
Deputy Director