

**MINUTES OF THE REGULAR MEETING
OF THE LIBRARY BOARD OF TRUSTEES
September 21, 2011**

1. CALL TO ORDER

Feldott called the regular meeting to order at 7:00 p.m. in the Board Room of the Nichols Library.

2. ROLL CALL

Board Present:

Sandy Benson
Ron Davidson
Jeff Davis
Jerry Feldott
Regina Johnson
John Knobloch
Sun Kwok
Rick Wills

Board Absent:

John Maas

Staff Present:

John Spears, Executive Director
Julie Rothenfluh, Deputy Director
Uma Sailesh, Administrative Director
Sue Prindiville, NID Library Manager
Karen Dunford, NBL Library Manager
Olya Tymciurak, NSL Library Manager
Peggy Barry, Community Services Manager
Frances Tong, IT Manager
Jeff Scheuerman, Finance Manager
Chris Murray, NSL Circ. Supervisor
Helen Chow, NID Circulation Check-in Supervisor

Others Present:

Karen DeAngelis, City Treasurer
Vince Rosanova, Naperville Resident
Janelle Lasky, Student, College of DuPage

3. CONSENT AGENDA

11-9/21-332

A. Approval of Minutes

1. August 17, 2011 Workshop Minutes
2. August 17, 2011 Regular Minutes
3. August 17, 2011 Closed (moved to closed session)

B. Approval of Expenditures

1. August, 2011 FY12	
Handwritten Checks	\$ 0.00
Accounts Payable	370,135.77
Payroll (8/12, 8/26)	779,527.95
Other Payables	34,045.84
Acct. & Data Processing Charges	1,531.05
Other	839.26
TOTAL	\$1,186,079.87

C. Financial Reports

1. Statement of Cash – August 31, 2011
2. Statement of Revenue and Expense – August, 2011

A motion was made and seconded to approve the August Consent Agenda as presented.
MOTION DECLARED CARRIED.

4. COMMUNICATIONS AND PUBLIC FORUM

None

5. REPORTS

11-9/21-333

A. Director's Report

Spears shared two plaques in honor of Miriam Fry. One was presented to the Library by State Representative Michael Connelly and the other was generously donated to the Library by the family of Miriam Fry. Both will be placed in the Miriam Fry Reading Room at Nichols Library.

Spears discussed the Summer Reading Program Summary Report, noting the 10% increase in registration. He also noted the prizes generously donated by vendors, many of whom were local. Spears thanked all involved and stated that this year's program was a huge success. The Board asked questions about cost and staff management of the program. Spears explained that the program is very much a group effort led by two rotating staff members each year, and the cost is approximately \$20,000. The Board congratulated staff on another successful Summer Reading Program, and thanked them for the tremendous work.

B. Monthly Statistical Report

11-9/21-334

The Board raised the issue of a decline in circulation. Rothenfluh noted that the majority of statistics that indicate use of the Library are up, but factors such as decreased loan periods have affected circulation. She also reported that approximately 2000 homes in Naperville are currently vacant. Spears stated that virtual circulation is up 300%, which is indicative of where the future of libraries may be heading.

The Board accepted the Monthly Statistical Report for August 2011 as presented.

6. OLD BUSINESS

A. UPS (Uninterruptible Power Source) Update

11-9/21-335

Spears gave a brief summary of the discussion regarding the UPS (Uninterruptible Power Source) contract, which was reviewed in depth at the August 17th Board meeting. He stated that in order to comply with the Library's FY12 Budget Resolution

(No.11-1), the Motion should specify that the funds are coming from the Capital Reserve. Spears asked for Board approval of the UPS contract with a Motion that includes this language.

Motion made and seconded to award the contract for the installation of a new UPS, removal of the current equipment, and training, at a cost of \$41,980, to be paid from the Capital Reserve Fund. **MOTION DECLARED CARRIED.**

B. Preliminary Budget Assumptions, FY12-13 and 5-Year Plan 11-9/21-336

Spears announced that Council's Tax Levy Workshop is scheduled for October 24, 2011 and that the Library looks forward to working with City staff and Council to establish a levy amount. The Board commended Spears, Rothenfluh, Sailesh, Scheuerman and all staff who contributed to the development of the well executed Budget, during a transitional phase with challenging time constraints.

DeAngelis commented that the City has moved away from a presentation format for the workshop. She reported that no questions were raised at the previous Council workshop. She also stated that the Library has kept with consistent methodology from last year, which is positive. DeAngelis reminded the Board and staff that the total levy amount will be determined at the workshop, not how to spend that amount.

The Board accepted the Budget Assumptions, FY12-13 and 5-Year Plan as presented.

7. NEW BUSINESS

**A. Serving Our Public 2.0: Standards for Illinois Public Libraries 11-9/21-337
- Governance and Administration**

Spears stated that, as part of the Per Capita Grant application (Agenda Item 7.B), the Board is asked to review different chapters of Serving Our Public 2.0: Standards for Illinois Public Libraries. He reported that this year's selection is Chapter 2: Governance and Administration, and that the Library meets all standards.

The Board raised the issue of Board Orientation, which Spears reported is being re-worked, and that a formal presentation on Library Operations will be included in that. The Board also suggested that staff offer a workshop on the Open Meetings Act in the near future.

B. 2012 Per Capita Grant Application 11-9/21-338

Spears noted that the Per Capita Grant Application is included in the packet in its entirety, and will be submitted to the State after Board review and approval. The Board commented that the Application seemed improved from past years. Spears noted that the amount goes down every year, with last year's being \$147,000. The Board asked whether the Library includes the Per Capita Grant in the budget. Spears stated that it is in the Budget, and the Library has always been awarded the Grant. However, the date and award amount are not predictable.

Motion was made and seconded to approve the 2012 Per Capita Grant Application as presented. **MOTION DECLARED CARRIED.**

- C. Review of Policy 311 – Unattended Children** **11-9/21-339**
Spears stated that the proposed revisions to Policy 311 – Unattended Children, reflect minor changes in language, but has served the Library well.

Motion was made and seconded to approve Policy 311 – Unattended Children as presented. **MOTION DECLARED CARRIED.**

- D. Review of Policy 255 – Public Access Computers** **11-9/21-340**
Spears noted that Policy 255 – Public Access Computers is being brought forward to address confusion over whether Library cards need to be valid or merely current. He stated that the proposed changes would bring this policy in line with the Library's Programming Policy. The Board discussed the changes and asked about staff coverage for extended time limits of Express stations.

Motion was made and seconded to approve Policy 255 – Public Access Computers as presented. **MOTION DECLARED CARRIED.**

- 8. CLOSED SESSION** **11-9/21-341**
The Board entered into closed session at 7:30 p.m. in accordance with the Illinois Open Meetings Act Section 2(c)(1) The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body... **ROLL CALL VOTE: AYE: BENSON, DAVIDSON, DAVIS, FELDOTT, JOHNSON, KNOBLOCH, KWOK, WILLS . ABSENT: MAAS. MOTION DECLARED CARRIED.**

- 9. RETURN TO OPEN SESSION** **11-9/21-342**
Motion made and seconded to return to open session at 7:40 p.m. Feldott advised that the Board reviewed and approved Closed Session minutes from August 17, 2011. The Board also approved their release. Staff also informed the Board of a personnel issue. **ROLL CALL VOTE: AYE: BENSON, DAVIDSON, DAVIS, FELDOTT, JOHNSON, KNOBLOCH, KWOK, WILLS. ABSENT: MAAS. MOTION DECLARED CARRIED.**

- 10. FUTURE AGENDAS** **11-9/21-343**
No substantive changes were made to the Annualized Schedule.

- 11. ADJOURNMENT** **11-9/21-344**
Motion made and seconded to adjourn the meeting at 7:43 p.m. **MOTION DECLARED CARRIED.**

Respectfully submitted,

Barbara Prescott
Administrative Assistant