1. CALL TO ORDER
   Board President Sandy Benson called the regular meeting to order at 7:00 p.m. in the
   Board Room of the Nichols Library.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL
   Board Present: Arvind K. Aggarwal
                  Sandy Benson
                  Andrew Heap
                  Nina M. Menis
                  Brian Moore
                  Vince Rosanova (7:35 p.m.)
                  Kay Severinsen
                  Madhu Uppal

   Board Absent: Ron Davidson

   Student Board Present: Samuel Coolidge
                          Stanley Hilger

   Staff Present: Julie Rothenfluh, Executive Director
                  Lynn Hoffman, Deputy Director
                  Olya Tymciurak, NIC Library Manager
                  Karen Dunford, NSL Library Manager
                  David Della Terza, NBL Library Manager
                  Frances Tong, IT Manager
                  Kim Neidermyer, Marketing Manager
                  Theresa Rodriguez, HR Manager
                  Jeff Scheuerman, Finance Manager
                  Marissa Kreuger, NBL Adult Svcs. Spvrs.

   Others Present: Bob Fieseler, City Council Liaison
                    Karen DeAngelis, City Finance Manager
                    Rachel Mayer, City Finance Manager

4. CONSENT AGENDA
   A. Approval of Minutes
      1. March 19, 2014 Regular Meeting
      2. February 19, 2014 Regular Meeting - correction
      3. September 18, 2013 Closed Meeting (tabled)
B. Approval of Expenditures
   March FY14
   Handwritten Checks $  0.00
   Accounts Payable  477,198.70
   Payroll (3/7/14, 3/21/14)  767,704.09
   Other Payables  36,436.42
   Acct. & Data Processing Charges  2,630.29
   TOTAL  1,283,969.50

C. Financial Reports
   2. Statement of Revenue and Expense – March 2014

Motion was made and seconded to approve the March Consent Agenda as presented.

ROLL CALL VOTE:  AYE:  AGGARWAL, BENSON, HEAP, MENIS, MOORE, SEVERINSEN, UPPAL.  ABSENT:  DAVIDSON, ROSANOVA.  MOTION DECLARED CARRIED.

5. COMMUNICATIONS AND PUBLIC FORUM

6. REPORTS
   A. Employee of the Month 14-4/16-129
   Rothenfluh announced that the April Employee of the Month was not able to attend the meeting but will attend next month.

   B. Director’s Report 14-4/16-130
   Rothenfluh noted that the Library was holding its staff in service day on April 11, 2014, and that the all three Libraries would be closed. She stated that the only staff not attending were the IT staff that would be working diligently on the Library’s conversion to VOiP. She thanked Tong and the IT staff for their excellent work in preparing for this significant system change.

   Rothenfluh announced that she had been accepted to the 2014 Small Public Library Management Institute (SPLMI), which will be held in Springfield, IL. She will be attending from June 1st through June 6th. The Board congratulated Rothenfluh on her acceptance to the Institute.

   As part of the Board Orientation, Rothenfluh gave an overview of the Library’s budget process and discussed the changes that have been made in recent years to bring the Library’s process more in line with the City’s. DeAngelis shared background on the City’s role in the Library’s budget process. DeAngelis, Rothenfluh and Scheuerman answered questions from the Board in relation to the Equalized Assessed Value (EAV) and the budget schedule.

   C. Monthly Statistics 14-4/16-131
   The Board accepted the monthly statistics as presented.

7. OLD BUSINESS
   None.

8. NEW BUSINESS
   A. Recommendation for Copier and Printer Management 14-4/16-132
   Rothenfluh reviewed the copier and printer bid process, stating that vendor proposals were evaluated based on price, service capabilities, and ability to comprehensively cover the purchase and service requirements. Tong noted that the Library would save $1,600
per month and $19,000 annually. The Board commended staff for their thorough review and well-executed proposal.

Motion made and seconded to award the following:
- Purchase of two Canon 2525 B&W copiers and four Canon C2225 color copiers for a total of $19,793 on any delivery/shipping costs from Genesis. (lifted from FT Proposal)
- A three year printer and copier service agreement with Genesis.
- Purchase of thirteen multi-functional units at the best price on the internet at approximately $4,500 plus any delivery/shipping costs.

ROLL CALL VOTE:  AYE:  AGGARWAL, BENSON, HEAP, MENIS, MOORE, ROSANOVA, SEVERINSEN, UPPAL.  ABSENT:  DAVIDSON.  MOTION DECLARED CARRIED.

B. Review of Policy 120.1 – Budget Procedures 14-4/16-133
Rothenfluh stated that a change was recommended to reflect the Finance Manager as part of the Executive Team as well as a change to raise the amount the Executive Director can transfer between lines before needing Board approval to $20,000. She stated that the second change aligns with Policy 251 – Purchasing, which requires Board approval for contracts in excess of $20,000.

Motion made and seconded to approve Policy 120.1 – Budget Procedures as presented. ROLL CALL VOTE:  AYE:  AGGARWAL, BENSON, HEAP, MENIS, MOORE, ROSANOVA, SEVERINSEN, UPPAL.  ABSENT:  DAVIDSON.  MOTION DECLARED CARRIED.

C. Review of Policy 212 – Loan Periods 14-4/16-134
Rothenfluh stated that this policy discusses the loan periods for circulated items as well as renewals and restrictions. She shared that the main proposed change of removing the limit on number of renewals is to support the Library’s efforts to provide exceptional customer service. The Board discussed the renewal limit at length. Concerns included reduced material for browsers and customer misuse, resulting in material being checked out for unreasonable lengths of time. Rothenfluh noted that many libraries are removing limits on renewals.

Motion made and seconded to approve Policy 212 – Loan Periods as presented. ROLL CALL VOTE:  AYE:   BENSON, HEAP, MENIS, MOORE, ROSANOVA, SEVERINSEN, UPPAL.  NAY:  AGGARWAL.  ABSENT:  DAVIDSON.  MOTION DECLARED CARRIED.

D. Review of Policy 216 – Replacement Fee Schedule 14-4/16-135
Rothenfluh stated that this policy is reviewed annually as it lists the replacement costs for items that can be lost or damaged. She noted that proposed cost changes relate to changes in packaging including the Book Club Bag, a new service that provides multiple copies of books, suggested discussion questions, and author information.

Motion made and seconded to approve Policy 216 – Replacement Fee Schedule as presented. ROLL CALL VOTE:  AYE:  AGGARWAL, BENSON, HEAP, MENIS, MOORE, ROSANOVA, SEVERINSEN, UPPAL.  ABSENT:  DAVIDSON.  MOTION DECLARED CARRIED.
E. Appointment of Nominating Committee  

Board President Benson shared that all current Officers had expressed interest in continuing in their positions. The Board reached a consensus that the Nominating Committee members would be Arvind Aggarwal and Nina Menis.

Motion made and seconded to approve the Nominating Committee. MOTION DECLARED CARRIED.

9. FUTURE AGENDAS  

No changes were made to the annualized schedule.

10. ADJOURNMENT  

Motion made and seconded to adjourn the meeting at 8:02 p.m. MOTION DECLARED CARRIED.

Respectfully submitted,

Barbara Prescott  
Administrative Assistant