MINUTES OF THE REGULAR MEETING
OF THE LIBRARY BOARD OF TRUSTEES
AUGUST 21, 2013

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

2. PLEDGE OF ALLEGIANCE

3. SWEARING IN OF NEW OFFICERS
Secretary Madhu Uppal swore in new Vice President Ron Davidson. The Board and staff welcomed and congratulated Davidson.

4. ROLL CALL
Board Present: Arvind K. Aggarwal
Sandy Benson
Ron Davidson
Jeff B. Davis
Bruce Hanson
Brian Moore
Vince Rosanova
Madhu Uppal

Board Absent: Rick Wills

Staff Present: Julie Rothenfluh, Interim Executive Director
Sue Prindiville, NID Library Manager
Karen Dunford, NBL Library Manager
Olya Tymciurak, NSL Library Manager
Frances Tong, IT Manager
Kim Neidermyer, Marketing Manager
Theresa Rodriguez, HR Manager
Jeff Scheuerman, Finance Manager
Denise Pucel, Facilities Manager
Helen Chow, NID Circ. Check-in Supvsr.
Dave Della Terza, Computer Lab Supvsr.
Debbie McDonald, Circ. Check-In Asst.
Pat Larson, HR Asst., Volunteer Coord.
Lynn Venderley, NSL Adult Svcs. Assoc.

Others Present: Bob Fieseler, City Council Liaison
Megan Engstrom, SRP Volunteer
Michelle Rotter, SRP Volunteer
Isra Umer, SRP Volunteer
Sofia Medina, SRP Volunteer
George Roffer, SRP Parent
Ana Macias, SRP Parent
5. CONSENT AGENDA 13-8/21-044
   A. Approval of Minutes
      1. July 17, 2013 Regular Meeting
      2. July 17, Closed Session (Tabled)
      3. June 19, 2013 Closed Session (Tabled)
      4. May 15, 2013 Closed Session (Tabled)
   B. Approval of Expenditures
      July FY14
      Handwritten Checks $ 0.00
      Accounts Payable 229,820.32
      Payroll (7/12/13, 7/26/13) 805,139.60
      Acct. & Data Processing Charges 1,226.23
      Other 34,987.43
      TOTAL 1,071,173.58
   C. Financial Reports
      2. Statement of Revenue and Expense – July 2013

Motion was made and seconded to approve the July, 2013 Consent Agenda as presented. ROLL CALL VOTE: AYE: AGGARWAL, BENSON, DAVIDSON, DAVIS, HANSON, MOORE, ROSANOVA, UPPAL. ABSENT: WILLS. MOTION DECLARED CARRIED.

6. COMMUNICATIONS AND PUBLIC FORUM

7. REPORTS
   A. Employee of the Month 13-8/21-045
      Rothenfluh introduced Employee of the Month, Debbie McDonald, NID Circulation Check-in Assistant and shared some of the positive comments from her nomination. The Board applauded McDonald for her dedication and excellent service.

   B. Director's Report 13-8/21-047
      Rothenfluh introduced Pat Larson, NPL Volunteer Coordinator and Lynn Venderley, Adult Services Associate, to discuss the 2013 Summer Reading Program (SRP), "Have Book Will Travel". The student volunteers each talked about their work with SRP and shared rewarding aspects of their experience. The Board thanked the volunteers and staff for another highly successful Summer Reading Program.

   C. Quarterly Statistics 13-8/21-048
      Rothenfluh noted that the drive-thru statistics were off due to mechanical problems with the counting equipment. She stated that the issue has been resolved and would be reflected in the next quarterly report. The Board asked about a decrease in Revenues, which Rothenfluh said was due to fines and fees coming in slightly lower than anticipated. Rothenfluh stated that staff can provide a graphic representation of usage statistics through Collection HQ, an evidence-based stock management tool currently
utilized by the Library for selection management. The Quarterly Statistics were accepted as presented.

D. Monthly Statistics
The Board accepted the monthly statistics as presented.

8. OLD BUSINESS
None.

9. NEW BUSINESS
AGENDA ITEM OUT OF SEQUENCE
Benson requested that Agenda item E., Nichols Boiler Replacement, be moved up in the order. Rothenfluh reviewed the bid process, noting the advantages to the Library utilizing the City’s Job Order Contract (JOC) for the boiler replacement project. She stated that the Library would see 26% savings in increased fuel efficiency and close to $32,000 in rebates to offset the cost of possible replacement of pipes. Dan Zivilik from F.H. Paschen, contractor on the boiler project, gave an overview of the project to the Board. Zivilik and Denise Pucel, Facilities Manager, answered questions from the Board, including several around the unpredictability of the scope of work. The Board thanked Zivilik for attending the meeting, as well as Pucel, Scheuerman and Rothenfluh for their extensive work on the project.

Motion made and seconded to approve that the contract for the replacement of the boiler system at the Nichols Library be awarded to F.H. Paschen, S. N. Neilsen & Associates LLC in the amount of $275,550.36 and that staff provide for a 5% contingency for the cost of any material replacement. ROLL CALL VOTE: AYE: AGGARWAL, BENSON, DAVIDSON, DAVIS, HANSON, MOORE, ROSANOVA, UPPAL. ABSENT: WILLS. MOTION DECLARED CARRIED.

AGENDA ORDER RESUMED
A. Executive Director Position
Board President Benson reported that the Board had met in closed session over the past few months and discussed at length how to best fill the Executive Director position. She stated that she was very pleased to announce their decision to appoint Julie Rothenfluh, currently Interim Executive Director, to the position. She also stated that the Board reached the decision unanimously and felt it would be a seamless transition. Councilman Fieseler stated that he was impressed with the decision and felt Rothenfluh would take the Library in a very positive direction. The Board, staff, and all attendees welcomed Rothenfluh with a standing ovation. Rothenfluh thanked everyone for their support and expressed her excitement for the opportunity to work with a wonderful Board, Council and staff to best serve the needs of the community together.

Motion made and seconded to approve the appointment of Julie Rothenfluh as Executive Director of Naperville Public Library. MOTION DECLARED CARRIED.

B. Review of HR Policy Manual
1. Use of Personal Devices for Library Business
   After discussion, this item was tabled to the September 18, 2013 meeting.
2. Educational Reimbursement and Membership Program
   After discussion, this item was tabled to the September 18, 2013 meeting.
C. **Per Capita Grant**


   Rothenfluh noted the Board is asked on an annual basis to review different chapters of *Serving Our Public 2.0: Standards for Illinois Public Libraries*. For the FY2014 grant application, the Board is asked to review Chapter 10: Marketing, Promotion, and Collaboration. She stated that the Library meets most of these standards. Rothenfluh reviewed the checklist provided and answered questions from the Board.

2. **Trustees – Strengths, Weaknesses, Opportunities, Threats (SWOT)**

   Rothenfluh facilitated a Board discussion addressing the organization’s strengths, weaknesses, opportunities and threats per requirement for the Per Capita Grant, and to serve as an element of the new Strategic Plan, which will be done by the Library this year.

D. **Preliminary Budget Assumptions FY15-19**

   Rothenfluh noted that the Board Budget Workshop would be held September 5, 2013 at 7:00 p.m. at Nichols. She gave a brief background of the Budget process, including use of the Fund Balance, which has been adjusted to align more with the City's process. She noted that the fines and fees revenue came in lower than expected. The Board asked several questions regarding potential projects and plans such as extended Sunday hours, business space and market adjustments. Scheuerman brought up the plan to hold a CIP workshop, which Rothenfluh said would be scheduled at the discretion of the Board. Alternatively, CIP would be discussed at the November Board meeting.

   Motion made and seconded to accept the Preliminary Budget Assumptions FY15-19 as presented. **MOTION DECLARED CARRIED.**

10. **FUTURE AGENDAS**

    No changes were made to the annual schedule.

11. **ADJOURNMENT**

    Motion made and seconded to adjourn the meeting at 8:50 p.m. **MOTION DECLARED CARRIED.**

Respectfully submitted,

Barbara Prescott
Administrative Assistant