MINUTES OF THE REGULAR MEETING
OF THE LIBRARY BOARD OF TRUSTEES
FEBRUARY 19, 2014

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

Student Board Present: Samuel Coolidge

Sandy Benson thanked Trustee Jeff Davis for his years of dedicated service. Rothenfluh, the Board and staff expressed their gratitude for his dedication, expertise and support.

Board Secretary Madhu Uppal swore in new Trustees Andrew Heap, Nina M. Menis, and Kay Severinsen.

ROLL CALL
Board Present: Arvind K. Aggarwal
Sandy Benson
Ron Davidson
Andrew Heap
Brian Moore
Nina M. Menis
Vince Rosanova
Kay Severinsen
Madhu Uppal

Student Board Present: Samuel Coolidge

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
4. CONSENT AGENDA

A. Approval of Minutes

1. January 15, 2014 Regular Meeting
2. September 18, 2013 Closed Meeting (tabled)

B. Approval of Expenditures

January FY14

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handwritten Checks</td>
<td>$0.00</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>322,528.65</td>
</tr>
<tr>
<td>Payroll (1/10/14, 1/24/14)</td>
<td>775,529.35</td>
</tr>
<tr>
<td>Acct. &amp; Data Processing Charges</td>
<td>3,193.84</td>
</tr>
<tr>
<td>Other</td>
<td>26,441.80</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1,127,693.64</td>
</tr>
</tbody>
</table>

C. Financial Reports


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

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

5. COMMUNICATIONS AND PUBLIC FORUM

6. REPORTS

A. Employee of the Month

Rothenfluh introduced January Employee of the Month, Andrea Foster, NSL Helpdesk Associate, and February Employee of the Month, Willis Tucker, NIC Computer Lab Assistant. Rothenfluh shared some of the positive comments from their respective nominations. The Board applauded each of them for their commitment to customer service excellence.

B. Director’s Report

Rothenfluh distributed and reviewed the Board Orientation schedule which will take place at the Board meetings from April through July. She also discussed the opening of the Library’s digital media lab, now called the Idea Lab. She stated that the public opening/ribbon cutting is scheduled for March 19th at 6:30 p.m. preceding the Board Meeting.
Rothenfluh reported on her recent trip to Arizona with NDP President Christine Jeffries to visit libraries that are developing projects similar to the Library’s project in partnership with NDP, currently called Launch Pad, to provide resources and support to local entrepreneurs. Rothenfluh shared highlights from their visits to multiple libraries, noting that they all have dedicated space and most partner with academic institutions. She stated that the trip was very informative and productive. The Board had several questions about marketing, branding, cost and opportunities with local universities and colleges. Rothenfluh reported that the Library is going to be reaching out to many community resources to explore opportunities for collaboration, particularly after the opening of the Idea Lab.

Rothenfluh shared that the Library had received the Per Capita Grant of $170,000, which is significantly more than in recent years. She also distributed the Spring Program Guide. The Board had several positive comments about programs such as Engineering for Kids, and Bark for Books.

C. Quarterly Statistics
The Board accepted the quarterly statistics as presented.

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

7. OLD BUSINESS
None.

8. NEW BUSINESS
A. Transfer of Fund Balance from FY13 to Capital Reserve
Rothenfluh gave background on the Library’s process for transferring residual operating funds to the Capital Reserve, stating that per the agreement with the City, the Library now is keeping the Capital Reserve fund at $250,000. She stated that in many previous years the Board did not transfer the remaining operating funds into the Capital Reserve which allowed them to help balance operating fund needs. Rothenfluh and Scheuerman answered several questions from the Board. Councilman Fieseler spoke about the difference between district and municipal libraries. He offered more background on the Capital Reserve transfer history and the budget approval process with the City. Fieseler asked about the decision not to put items such as the purchase of vehicle and new lighting into the Capital Improvement Program (CIP). Rothenfluh shared that the Library has more recently been trying to cover smaller projects from the Operating Fund. After a lengthy discussion, the Board came to a consensus to table the approval of the Capital Reserve fund transfer until the next Board meeting to allow for more discussion and clarification.

Motion made and seconded to table New Business item 8.A. Transfer of Fund Balance from FY13 to Capital Reserve to March 19, 2014 Board meeting. ROLL CALL VOTE: AYE: AGGARWAL, BENSON, DAVIDSON, HEAP, MENIS, MOORE, ROSANOVA, SEVERINSEN, UPPAL. MOTION DECLARED CARRIED.

B. Ninety-Fifth Street Fire Sprinkler System Stairwell Damage: Repair and Update
Rothenfluh stated that the extremely cold weather caused a failure in the fire sprinkler system at the Ninety-Fifth Street Library (NSL). She reviewed the details of the damage and necessary repairs. Rothenfluh answered questions from the Board regarding nature of the damage, insurance coverage and bid process for repair work. Rothenfluh
reported that the Library utilized the City’s Job Order Contract (JOC) system for the project, which replaces the need for the Library to do a request for proposal since the JOC contractor handles that process.

Motion made and seconded to approve the contract for the repair of the stairwell ceilings and walls with heating and insulation upgrades at the Ninety-Fifth Street Library to be awarded to F.H. Paschen, N.Nielsen & Associates LLC in the amount of $27,652.79 and that staff provide for a 5% contingency for the cost of the fire system, smoke detector and any other material replacement to be funded from the Library’s Capital Reserve Fund. **ROLL CALL VOTE: AYE: AGGARWAL, BENSON, DAVIDSON, HEAP, MENIS, MOORE, ROSANOVA, SEVERINSEN, UPPAL. MOTION DECLARED CARRIED.**

C. Market Adjustment 14-2/19-111
Rothenfluh gave an overview of the Library’s pay structure, stating that every effort is made to maintain a competitive compensation level at the median level of peer libraries. She noted that the last market study was in January of 2012, the first since December of 2007, and that both were done by the Management Association of Illinois, a firm that specialized in Human Resources. She also noted that the adjustments are not based on performance, but are a reflection of the salary ranges of comparable positions in similar organizations such as other public libraries and nonprofits.

The Board asked for information regarding frequency of market studies, number of applicants for various positions, and merit vs. market increases.

Motion made and seconded to approve a market adjustment including payroll taxes and IMRF in the amount of $388,540 effective on March 29, 2014. **ROLL CALL VOTE: AYE: AGGARWAL, BENSON, DAVIDSON, HEAP, MENIS, MOORE, ROSANOVA, SEVERINSEN, UPPAL. MOTION DECLARED CARRIED.**

D. Review of Policy 340 – Hours of Library Operation 14-2/19-112
Rothenfluh stated that Policy 240 – Hours of Library Operation is being revised to include the upcoming pilot schedule of Sunday hours at Ninety-Fifth Street Library from the first Sunday after Labor Day to the last Sunday before Memorial Day. She added that the pilot will be internally funded with current staff. Rothenfluh also noted that some superfluous language had been removed from the policy.

Motion made and seconded to approve Policy 340 – Hours of Library Operation as presented. **MOTION DECLARED CARRIED.**

9. FUTURE AGENDAS 14-2/19-113
No changes were made to the annualized schedule.

10. ADJOURNMENT 14-2/19-114
Motion made and seconded to adjourn the meeting at 8:37 p.m. **MOTION DECLARED CARRIED.**

Respectfully submitted,

Barbara Prescott
Administrative Assistant