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  
   
   Staff Present:  
   Julie Rothenfluh, Executive Director  
   Lynn Hoffman, Deputy Director  
   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  
   Denise Pucel, Facilities Manager  
   Sharon Bailey, NSL AS Shelver

4. **CONSENT AGENDA**  
   14-1/15-092  
   
   **A. Approval of Minutes**  
   1. November 20, 2013 Regular Meeting  
   2. September 18, 2013 Closed Meeting (tabled)
B. Approval of Expenditures

November FY14

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December FY14

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C. Financial Reports

2. Statement of Revenue and Expense – November 2013
4. Statement of Revenue and Expense – December 2013

The Board asked about Library’s revenue status. Scheuerman stated that the Library will see some reduction in revenue due to the Edward Hospital tax refund process. Benson and DeAngelis concurred.

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

5. COMMUNICATIONS AND PUBLIC FORUM

6. REPORTS

A. Employee of the Month

Rothenfluh introduced December Employee of the Month, Sharon Bailey, NSL Adult Services Shelver, and shared some of the positive comments from her nomination. The Board applauded Bailey for her commitment to customer service excellence.

Rothenfluh stated that the January Employee of the Month, Andrea Foster, would be recognized at the February Board meeting.

B. Director’s Report

Rothenfluh gave background on the development of Bibliotek, the Library’s project partnering with Naperville Development Partnership (NDP) and the City of Naperville to provide resources, support and space for resident entrepreneurs. She reported that the initial reaction to this project has been very positive. Rothenfluh shared a presentation created by Christine Jeffries, NDP President, and responded to questions. She then thanked Councilman Bob Fieseler, Christine Jeffries, Sandy Benson, Board President, and NDP volunteer, Gary Smith for their collaborative support in the development of this exciting project. She also noted that Kent Palmer, NPL Business Librarian will play a pivotal role in the project.
Fieseler and Jeffries both spoke about their involvement in the project, and answered questions from the Board. Benson noted that all involved partners have discussed the importance of the project following the Library’s mission and meeting the needs of its community. The Board thanked all involved for their hard work on an ambitious and exciting project.

Rothenfluh did a brief presentation of the Library’s new database, Zinio, which provides access to magazines in a digital format and is available on the website.

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

7. OLD BUSINESS
   A. Capital Improvement Program (CIP): FY15-FY19
      Rothenfluh noted that after the Board approval of the Capital Improvement Program (CIP): FY15-FY19, the Library submitted the CIP plan to the City. Rothenfluh stated that she and other members of the Executive Team would be attending the City Council workshop scheduled on January 27, 2014 when the CIP would be discussed. She referred to the previously approved final executive summary and schedules that were submitted for the City's review. The Board asked for a few minor clarifications.
      DeAngelis pointed out that Council will be reviewing other City departments as well as the Library.

8. NEW BUSINESS
   A. Voice-over-Internet-Protocol (VoIP) System Recommendation
      Rothenfluh stated that this was an expected expenditure as the current vendor will stop supporting the current digital phone system by 2015. Tong provided a detailed summary of the Request for Proposal (RFP) process, the specific technological needs of the Library, and the staff recommendation. Tong answered questions from the Board regarding maintenance and warranty. The Board asked about the Library’s RFP process and the means for getting the word out to local companies for this specific RFP. Fieseler and DeAngelis both shared some of their experiences with bid request processes. Trustee Davidson asked for a group level review of the Library’s RFP process with City participation. Benson suggested that the Purchase Policy be brought forward for review at the February Board meeting.

Motion made and seconded to approve the award of a contract with Level 3 Force effective January 16, 2014 for upgrading the current phone system to a Single-Lync-2013-Site solution along with multiple gateways and appliances for connectivity to PSTN and resiliency for a cost totaling $69,774 to be funded by the Operating Budget for the current fiscal year, as presented. ROLL CALL VOTE: AYE: AGGARWAL, BENSON, DAVIDSON, DAVIS, MOORE, ROSANOVA, UPPAL. MOTION DECLARED CARRIED.

B. Ethics Act Certification
   Rothenfluh stated that each year the Office of the DuPage County Clerk requests a certified list with the current name and address of the Library Board and Management Team. The Board reviewed their contact information for accuracy.
C. Policy 230 – Confidentiality and Privacy  14-1/15-099
Rothenfluh stated that the Confidentiality and Privacy policy outlines the circumstances under which the Library would provide confidential information. She stated that the policy is in compliance with the Illinois Library Records Confidentiality Act (75 ILCS 70) as well as the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA Patriot Act). She stated that staff recommended no changes at this time.

Motion made and seconded to approve Policy 230 - Confidentiality and Privacy as presented.  **MOTION DECLARED CARRIED.**

D. Personal Day for Staff in Recognition of Library Journal  14-1/15-100

“Five Star” Designation
Rothenfluh provided background on the Library’s recognition by Hennen’s American Public Libraries ratings (HAPLR) as the “#1 Library” serving communities of 100,00 to 125,00 residents. She stated that staff was awarded a personal day in recognition of that designation. Rothenfluh stated that the HAPLR ratings have been largely replaced by the *LJ Index of Public Library Service* and the Naperville Public Library has continued to maintain its position at the top of this rating system as well. She said the Library is asking for Board approval to award one personal day, under the same conditions as before, to each staff member employed by the library on November 1, 2013 in recognition of their efforts. In order to avoid the staffing difficulties that can occur around the holiday season, the personal day would need to be utilized between January and October 2014.

Motion made and seconded to approve one personal day, to each staff member employed by the library on November 1, 2013 to be utilized between January and October 2014. **ROLL CALL VOTE: AYE: AGGARWAL, BENSON, DAVIDSON, DAVIS, MOORE, ROSANOVA, UPPAL.  MOTION DECLARED CARRIED.**

E. Space Study/Reclamation  14-1/15-101
Rothenfluh brought forward the idea of a Space Study to the Board to get input on the Library’s option to do an RFP or to stay with the architectural firm PHN that has worked extensively with the Library in recent years. She stated that the Library is strongly considering working with PHN on the project since there is a good working relationship already established and it would save time and cost on preliminary work. The Board came to a consensus to support the decision to contract with PHN on the project.

No changes were made to the annualized schedule.

10. Adjournment  14-1/15-103
Motion made and seconded to adjourn the meeting at 8:42 p.m.  **MOTION DECLARED CARRIED.**

Respectfully submitted,

Barbara Prescott
Administrative Assistant