1. CALL TO ORDER
   Board President Sandy Benson called the regular meeting to order at 7:00 p.m. in the Lookout Room of 95th Street Library.

2. PLEDGE OF ALLEGIANCE

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

   Board Absent: Nina M. Menis

   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
                  Rashmi Mehrotra, NIC Children’s Svcs. Supvrs.

   Others Present: Karen DeAngelis, City Finance Mgr.
                  Mike Bevis, City Chief Procurement Officer
                  Naomi Pollard, City Procurement Specialist
                  Bill Carrier, Naperville Resident
                  Emma Rothenfluh, Bolingbrook Resident

4. CONSENT AGENDA
   A. Approval of Minutes
      1. February 19, 2014 Regular Meeting
      2. September 18, 2013 Closed Meeting (tabled)
B. Approval of Expenditures
   February FY14
   Handwritten Checks $ 0.00
   Accounts Payable 310,814.36
   Payroll (2/7/14, 2/21/14) 768,179.04
   Other Payables 24,773.38
   Acct. & Data Processing Charges 964.59
   Other 26,441.80
   TOTAL 1,104,731.37

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

Motion was made and seconded to approve the January Consent Agenda as presented.
ROLL CALL VOTE: AYE: AGGARWAL, BENSON, DAVIDSON, HEAP, MOORE, ROSANOVA, SEVERINSEN, UPPAL. ABSENT: MENIS. MOTION DECLARED CARRIED.

5. COMMUNICATIONS AND PUBLIC FORUM

6. REPORTS
   A. Employee of the Month 14-3/19-116
   Rothenfluh introduced February Employee of the Month, Judy McGrail, NBL Customer Services Assistant. Rothenfluh shared some of the positive comments from her nomination. The Board applauded McGrail for her commitment to customer service excellence.

   B. Director’s Report 14-3/19-117
   Rothenfluh gave a presentation outlining the Library’s Request for Proposal (RFP) process and answered questions from the Board.

   DeAngelis introduced Mike Bevis, City Chief Procurement Officer and Naomi Pollard, City Procurement Specialist, to share the City’s RFP process. The Board had a substantive discussion regarding both processes, including whether it might be beneficial for the Library to join the database service that the City utilizes in order to reach a broader range of bidders. Rothenfluh and the Board thanked Bevis and Pollard for attending the meeting and sharing the City’s process with the Board and staff.

   C. Monthly Statistics 14-3/19-118
   The Board accepted the monthly statistics as presented

7. OLD BUSINESS
   None.

8. NEW BUSINESS
   A. Recommendation for Budget Adjustments for FY13-14 14-3/19-119
   Rothenfluh reviewed the recommended Budget Adjustments for FY13-14, stating that staff seeks Board approval near the end of each fiscal year for any necessary adjustments to the Operating and Capital Reserve Funds. She referred to the budget summary as of January 2014, which reflects 75% of the year. Rothenfluh and Scheuerman answered questions from the Board. DeAngelis addressed the Board’s question regarding decreased returns on City investments, stating that the City is only
allowed to invest in fixed income securities and this was the first time in several years they did not go up.

Motion made and seconded to approve the budget adjustment for the Capital Reserve and Operating Funds, the details of which will be entered into the City’s system. **ROLL CALL VOTE: AYE: AGGARWAL, BENSON, DAVIDSON, HEAP, MOORE, ROSANOVA, SEVERINSEN, UPPAL. ABSENT: MENIS. MOTION DECLARED CARRIED.**

**B. Recommendation for Cleaning Contract**  
Rothenfluh gave a brief overview of the bid process and answered questions from the Board.

Motion made and seconded to approve the contract for cleaning services to be awarded to Active Maintenance for the contract year beginning April 1, 2014 for an annual total of $89,040. **ROLL CALL VOTE: AYE: AGGARWAL, BENSON, DAVIDSON, HEAP, MOORE, ROSANOVA, SEVERINSEN, UPPAL. ABSENT: MENIS. MOTION DECLARED CARRIED.**

**C. Review of HR Manual Revisions**  
Rothenfluh noted that HR Manager, Theresa Rodriguez, had been very efficient in anticipating the need for language changes in policies to align with recent changes in legislation. Rothenfluh and Rodriguez addressed questions from the Board, which included clarification on the definition of smoke breaks, which Rothenfluh noted were not given separately from regular work breaks.

Motion made and seconded to approve the HR Manual Revisions to Drug and Alcohol Free Workplace and Employee Work Standards and Code of Conduct as presented. **MOTION DECLARED CARRIED.**

**D. 95th Street Library Column Lighting Replacements**  
Rothenfluh stated that the column lighting on the upper level of the 95th Street Library is part of the original construction from 2003, and in need of replacement. Facilities Manager, Denise Pucel, reviewed several options and received bids both through the City’s Job Order contract (JOC) system and from independent contractors. Rothenfluh noted that Pucel had explored grant opportunities and applied for a $5,000 grant from Naperville/IMEA, which is pending, to reduce the final cost. The Board asked questions regarding cost and longevity of different lighting options.

Motion made and seconded to approve the contract for the replacement of the column lighting system at the 95th Street Library to be awarded to L.E.D. Rite, LLC for the amount of $37,785 to come from the Capital Reserve Fund as presented. **ROLL CALL VOTE: AYE: AGGARWAL, BENSON, DAVIDSON, HEAP, MOORE, ROSANOVA, SEVERINSEN, UPPAL. ABSENT: MENIS. MOTION DECLARED CARRIED.**

**E. Review of Policy 251 – Purchasing**  
Rothenfluh stated that the Purchasing Policy as presented has served the Library well. There were no questions from the Board.

Motion made and seconded to approve Policy 251 – Purchasing as presented. **MOTION DECLARED CARRIED.**
9. FUTURE AGENDAS 14-3/19-124
   No changes were made to the annualized schedule.

10. ADJOURNMENT 14-3/19-125
    Motion made and seconded to adjourn the meeting at 8:15 p.m. MOTION DECLARED CARRIED.

Respectfully submitted,

Barbara Prescott
Administrative Assistant