MINUTES OF THE REGULAR MEETING
OF THE LIBRARY BOARD OF TRUSTEES
NOVEMBER 20, 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.

Benson introduced new Student Trustee Samuel Coolidge. The Board and staff welcomed Coolidge to the Library Board. Benson also congratulated staff on being designated as a Five Star Library by Library Journal again this year.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL
   Board Present:  Arvind K. Aggarwal
                   Sandy Benson
                   Ron Davidson
                   Jeff Davis
                   Brian Moore
                   Vince Rosanova
   Board Absent:  Madhu Uppal
   Student Board Present:  Samuel Coolidge
   Staff Present:  Julie Rothenfluh, Executive Director
                   Karen Dunford, NBL Library Manager
                   Frances Tong, IT Manager
                   Kim Neidermyer, Marketing Manager
                   Theresa Rodriguez, HR Manager
                   Jeff Scheuerman, Finance Manager
                   Denise Pucel, Facilities Manager
                   Yan Xu, NBL Adult Services Supvrs.
                   Helen Chow, NID Circ. Check-in Supvrs.
                   Paul Hollingsworth, NID Facilities Tech.
   Others Present:  Bob Fieseler, City Council Liaison
                    Andrew Heap, Naperville Resident

4. CONSENT AGENDA  13-11/20-080
   A. Approval of Minutes
      1. October 16, 2013 Regular Meeting
      2. September 18, 2013 Closed Meeting (tabled)
B. Approval of Expenditures
October, FY14

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<td>Handwritten Checks</td>
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<td>Accounts Payable</td>
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<td>Payroll (10/10/13, 10/28/13)</td>
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<td>Benefit Savings</td>
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<td>TOTAL</td>
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C. Financial Reports
2. Statement of Revenue and Expense – October 2013

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

5. COMMUNICATIONS AND PUBLIC FORUM

6. REPORTS
A. Employee of the Month 13-11/20-081
Rothenfluh introduced Employee of the Month, Paul Hollingsworth, NID Facilities Equipment Technician, and shared some of the positive comments from his nomination. The Board applauded Hollingsworth for his excellent service.

B. Director’s Report 13-11/20-082
Rothenfluh discussed points of interest including the Library’s recent purchase of a 3-D printer. She distributed a few items that had been created on the printer by IT staff. Rothenfluh and Tong answered questions from the Board. Councilman Fieseler and Board members shared their own experience with 3-D print technology and the exciting potential it holds for the future. Rothenfluh shared the letter of congratulations she received from State Librarian Anne Craig regarding the NPL’s Five-Star designation.

C. Monthly Statistics 13-11/20-083
The Board accepted the monthly statistics as presented.

7. OLD BUSINESS
A. Nichols Boiler Replacement – Final 13-11/20-084
Rothenfluh gave a brief background on the boiler replacement project at Nichols Library, noting that the work is largely completed. The Board approved this contract at the August 21 meeting for $275,550.36 plus a 5% contingency. The first change order (valve replacement and additional drains) was within the 5% contingency at $11,590.35. The second change order, required by the City Inspector, is for replacement of the system break tank for $6,551.48.

Motion made and seconded to approve the additional $6,551.48 to complete the work required by the City Inspector. ROLL CALL VOTE: AYE: AGGARWAL, BENSON, DAVIDSON, DAVIS, MOORE, ROSANOVA. ABSENT: UPPAL. MOTION DECLARED CARRIED.
8. NEW BUSINESS

A. Capital Improvement Program (CIP): FY15-FY19

Rothenfluh gave background on the proposed CIP for FY15-FY19, noting that staff has refined the requests that were brought to the Board last month. The Board discussed the list of CIP projects and asked several questions. Rothenfluh discussed the plan to approach projects to focus on one Library at a time vs. phasing at all three Libraries. The Board discussed the agreement to utilize the City’s CIP funding rather than creating a significant Capital Reserve Fund. Scheuerman provided background on that change to better align with the City’s process.

Motion made and seconded to approve the Capital Improvement Program request as presented. ROLL CALL VOTE: AYE: AGGARWAL, BENSON, DAVIDSON, DAVIS, MOORE, ROSANOVA. ABSENT: UPPAL. MOTION DECLARED CARRIED.


Rothenfluh reviewed the annual process of getting bids and reviewing proposals for General Liability, Workers Compensation and D&O insurance. Scheuerman answered questions from the Board.

Motion was made and seconded to approve the General Liability Package proposal from Selective through Matsock at a premium cost of $85,188 and the Directors and Officers proposal from Philadelphia through Myers-Briggs, with a retention of $10,000, at a cost of $9,676. The total cost of $94,864, a 4.3% increase from the current cost, is within the approved Operating Budget for FY14. ROLL CALL VOTE: AYE: AGGARWAL, BENSON, DAVIDSON, DAVIS, MOORE, ROSANOVA. ABSENT: UPPAL. MOTION DECLARED CARRIED.


Rothenfluh reviewed the summary of the bid process for a new carpet cleaning contract. Scheuerman answered questions from the Board.

Motion made and seconded to accept the proposal from Cintas at an annual cost of $23,609.74. ROLL CALL VOTE: AYE: AGGARWAL, BENSON, DAVIDSON, DAVIS, MOORE, ROSANOVA. ABSENT: UPPAL. MOTION DECLARED CARRIED.

D. Review of Policy 311 – Unattended Children

Rothenfluh stated that Policy 311 – Unattended Children is being brought forward as part of the regular review schedule and that no changes are recommended at this time. She noted that incidents of unattended children are very infrequent.

Motion made and seconded to approve Policy 311 – Unattended Children as presented. MOTION DECLARED CARRIED.

E. Closing Calendar – 2014

Motion made and second to approve the Closing Calendar for 2014. MOTION DECLARED CARRIED.
9. FUTURE AGENDAS  13-11/20-090
   No changes were made to the annualized schedule.

10. ADJOURNMENT  13-11/20-091
    Motion made and seconded to adjourn the meeting at 7:55 p.m.  MOTION DECLARED CARRIED.

Respectfully submitted,

Barbara Prescott
Administrative Assistant