MINUTES OF THE REGULAR MEETING
OF THE LIBRARY BOARD OF TRUSTEES
October 16, 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. ROLL CALL
Board Present:  Arvind K. Aggarwal
                Sandy Benson
                Jeff Davis
                Brian Moore
                Vince Rosanova (7:20 p.m.)
                Madhu Uppal

Board Absent:  Ron Davidson

Staff Present: Julie Rothenfluh, 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
              Helen Chow, NID Circ. Check-in Supvsr.
              Joe Filapek, NSL Adult Srvcs. Manager
              Dave Della Terza, Computer Lab Supvsr.

Others Present: Karen DeAngelis, City Finance Mgr.
                Bob Fieseler, City Council Liaison
                Bill Carrier, Naperville Resident
                Taylor Ryan, NCC Student
                Matt Thompson, NCC Student
                Jake Kotke, NCC Student
                Niki Rocco, NCC Student
                James Benda, NCC Student
                Chad O’Kane, NCC Student
                Jordan Johnson, NCC Student
4. CONSENT AGENDA

A. Approval of Minutes
   1. September 18, 2013 Regular Meeting
   2. September 18, 2013 Closed Meeting (tabled)

B. Approval of Expenditures
   September FY14
   - Handwritten Checks $0.00
   - Accounts Payable 276,343.95
   - Payroll (9/6/13, 9/20/13) 786,274.76
   - Acct. & Data Processing Charges 16,547.89
   - Other 1,152.12
   - Benefit Savings (66,678.00)
   - TOTAL 1,013,640.72

C. Financial Reports
   2. Statement of Revenue and Expense – September 2013

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

5. COMMUNICATIONS AND PUBLIC FORUM

6. REPORTS
   A. Employee of the Month
      Rothenfluh introduced Employee of the Month, Joe Filapek, NSL Adult Services Supervisor, and shared some of the positive comments from his nomination. The Board applauded Filapek for his excellent service.

   B. Director’s Report
      Rothenfluh stated that Filapek would also be presenting on Gimlet, the Library’s reference tracking tool. Filapek gave an overview of the tracking tool, how it has been utilized so far and how it will benefit the Library going forward. He stated that staff finds the tool useful and more engaging than the previous collection method, partly because they can now see the statistics daily rather than quarterly. Filapek answered several questions from the Board. He stated that search engines like Google have contributed to a decrease in the number of reference questions, but that the number of consultations has increased, especially in the areas of job search, business and genealogy. Board President Benson thanked Filapek for an excellent presentation.

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

7. OLD BUSINESS
   None.
8. NEW BUSINESS
   A. Purchase of Macs for the Creation of a Digital Media Lab
      Rothenfluh commended Frances Tong and the IT staff for developing the Digital Media
      Lab. Tong reported that public libraries are trending toward the creation of content being
      just as important the borrowing content. She stated that staff did a pilot launch of Adobe
      Creative Suite software in the adult computer labs in January and that the success of
      that pilot helped inform the decision to propose a permanent digital media lab in the 95th
      Street computer classroom using iMac technology. The Board asked several questions
      regarding cost, warranty and use of digital media labs at peer libraries. Tong reported
      that many area libraries have media labs. Rothenfluh stated that the cost is within
      budget and supplemented by a gift from the Kline Family Foundation for $5,000.

      Motion made and seconded to approve the expenditure of $25,086 towards the
      purchase of ten 27” iMacs, one MacBook Pro, and one Mac Mini Server to be funded
      from the operating budget.

      ROLL CALL VOTE: AYE: AGGARWAL, BENSON, DAVIS, MOORE, ROSANOVA,
      UPPAL. ABSENT: DAVIDSON. MOTION DECLARED CARRIED.

   B. Naperville Blvd. Library Uninterruptable Power Supply (UPS) 13-10/16-075
      Rothenfluh stated that Naper Blvd. Library’s current UPS system was purchased in 1998
      and replacement parts are no longer available for the unit. She added that the vendor is
      no longer in business and that the current maintenance agreement expires on December
      31st, 2013. Scheuerman and Rothenfluh reviewed the bid process and responded to
      questions from the Board.

      Motion was made and seconded to approve the contract for the replacement of the UPS
      system at Naper Boulevard Library to be awarded to SEPS in the amount of $23,357.62.
      ROLL CALL VOTE: AYE: AGGARWAL, BENSON, DAVIS, MOORE, ROSANOVA,
      UPPAL. ABSENT: DAVIDSON. MOTION DECLARED CARRIED.

   C. Review of Policy 252 – Proctoring Exams 13-10/16-076
      Rothenfluh noted that the only substantive change to Policy 252 – Proctoring Exams is
      that cardholders will be required to pay all fines and fees before taking any tests. The
      Board suggested that Provisions, Section III, Item C.1, should include language
      regarding reciprocal borrowers. Rothenfluh stated that the change will be made.

      Motion was made and seconded to approve Policy 252 as presented with a change in
      Section 3, Item C.2 to read “Naperville cardholders and Reciprocal Borrowers with a
      current card and no fines or fees…..” MOTION DECLARED CARRIED.

   D. Capital Improvement Program (CIP): FY15-FY19 13-10/16-077
      Rothenfluh referred to the list of possible capital projects which the Board requested at
      the October meeting. She stated that the list would be brought back for final approval at
      the November Board meeting. The Board asked several questions regarding the CIP
      process and the City’s budget process. The Board also asked for clarification on the
      sequencing of CIP projects and the delay of carpeting replacement in relation to the new
      boiler at Nichols Library. Rothenfluh discussed the significant issue of space needs at
      each Library and the fact that all three buildings are showing their age. The Board

      reviewed the proposed CIP projects at length. DeAngelis discussed options for
      spending the Library’s fund balance and the importance of demonstrating need and then
spending accordingly. The Board came to consensus to accept the preliminary CIP project list to be presented in final form at the November 20th meeting.

9. FUTURE AGENDAS  
No changes were made to the annualized schedule.

10. ADJOURNMENT  
Motion made and seconded to adjourn the meeting at 7:55 p.m. MOTION DECLARED CARRIED.

Respectfully submitted,

Barbara Prescott  
Administrative Assistant