MINUTES OF THE REGULAR MEETING
OF THE LIBRARY BOARD OF TRUSTEES
SEPTEMBER 18, 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
   Ron Davidson
   Bruce Hanson
   Brian Moore
   Vince Rosanova
   Madhu Uppal

   Board Absent: Jeff Davis

   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 Supvr.
   Marissa Krueger, Collection Dev. Librarian
   Joe Filapek, NSL Adult Svcs. Manager
   Louise Brueggemann, NSL Chldrn’s Supvsr.
   Julie Diekmann, NSL Chldrn’s Associate
   Aynne Reist, NBL Chldrn’s Svcs. Supvr.

   Others Present: Karen DeAngelis, City Finance Mgr.
   Nina Menis, Naperville Resident
   Marie Wilson, Daily Herald
   Davis Sharos, Naperville Sun
4. CONSENT AGENDA 13-9/18-057

A. Approval of Minutes
   1. September 5, 2013 Budget Workshop
   2. August 21, 2013 Regular Meeting
   3. July 17, Closed Session
   4. June 19, 2013 Closed Session
   5. May 15, 2013 Closed Session

B. Approval of Expenditures
   August FY14
   Handwritten Checks $ 0.00
   Accounts Payable 342,164.15
   Payroll (8/23/13, 8/29/13) 797,299.25
   Acct. & Data Processing Charges 2,156.91
   Other 61,848.55
   TOTAL 1,203,468.86

C. Financial Reports
   1. Statement of Cash – August 31, 2013
   2. Statement of Revenue and Expense – August 2013

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

5. COMMUNICATIONS AND PUBLIC FORUM

6. REPORTS

A. Employee of the Month 13-9/18-058
   Rothenfluh introduced Employee of the Month, Julie Diekmann, NSL Children’s Services Associate and shared some of the positive comments from her nomination. The Board applauded Diekmann for her dedication and excellent service.

B. Director’s Report 13-9/18-059
   Rothenfluh referred to the Summer Reading Program (SRP) Report, stating that the overall participation is down slightly from past years, but is still highly successful and very popular with the community. Board members noted that their personal experience with the program had been very positive. The Board also thanked staff for the detailed report.

   Rothenfluh presented a resignation letter from Board member Rick Wills. Wills expressed his gratitude to the staff and Board, stating that he had enjoyed his time on the Board immensely and was excited for the future of NPL.

   Rothenfluh stated that she was notified by Literacy DuPage that the Library has been chosen as a recipient of their 2013 Community Partner of the Year Award. Rothenfluh stated that the Library has enjoyed partnering with Literacy DuPage in achieving their goal of changing lives through literacy in the DuPage area.
Rothenfluh introduced Marissa Krueger, NPL Collection Development Librarian to present a report on collection HQ, the Library’s evidence based stock management tool. Krueger presented a comprehensive overview of the ways in which collection HQ has been utilized so far, and how it will continue to be an extremely useful tool for collection development and marketing, as well as predictor of future needs. Krueger answered questions from the Board. The Board thanked Krueger for an excellent and informative presentation.

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

7. OLD BUSINESS
   13-9/18-061
   A. Preliminary Budget, Levy Request and 5-Year Plan
   Rothenfluh stated that most of the information covered in the Budget document had been covered in the recent Budget Workshop. She reviewed the main points discussed at the workshop for both revenue and expenditures. Rothenfluh discussed the carryforward of $250,000 which will fund Capital Improvement Projects (CIP) to be determined at the CIP workshop in November. She stated that the remainder of the carryforward will then be utilized in FY15. DeAngelis stated that the Library’s request is very defensible and aligns with the City’s budget process. Rothenfluh, Jeff Scheuerman and Karen DeAngelis answered several questions from the Board. The Board thanked DeAngelis for her assistance, and commended Rothenfluh and Scheuerman for their work on the Levy Request and 5-year plan. The Board agreed that there should be at least one Trustee present at the City’s budget workshop October 21st.

   Motion made and seconded to submit the Levy Request and Five-Year Plan as presented to the City for review by Council. **ROLL CALL VOTE: AYE: AGGARWAL, BENSON, DAVIDSON, HANSON, MOORE, ROSANOVA, UPPAL. ABSENT: DAVIS. MOTION DECLARED CARRIED.**

   B. Review of HR Policy Manual
   13-9/18-062
   Rothenfluh stated that the proposed HR Manual Revisions: Use of Personal Devices for Library Business and Educational Reimbursement & Membership Program were brought forward at last month’s meeting and had been tabled to this month to incorporate suggestions from the Board. She stated that Rodriguez had researched similar policies at comparable libraries as well as the City’s IT department and had made changes based on that information and the Board’s suggestions. Rothenfluh, Rodriguez, and Frances Tong answered questions from the Board.

   Motion made and seconded to accept the proposed changes to the HR Manual: Use of Personal Devices for Library Business, and Educational Reimbursement & Membership Program as presented. **MOTION DECLARED CARRIED.**

8. NEW BUSINESS
   13-/18-063
   A. Annual Transfer of Fund Balance to the Capital Reserve – FY13
   Rothenfluh stated that historically the Library’s operating funds had been transferred to the Capital Reserve after the annual audit. She noted that the Board is provided this authority by State Statutes. Rothenfluh stated that in past years the Board did not transfer remaining funds, but approved their use to help balance the operating fund needs with the tax levy. She reported that the Library had an Operating Fund balance of $708,437 as of April, 2013 and that per the Board Resolution 13-1, passed in June 2013, the Capital Reserve expenditures included $250,000 for any renovation projects or
emergency expenses. Recently the staff did identify the immediate need of a boiler replacement at Nichols Library. She reported that the cost of this boiler replacement was approved by the Board in August, 2013. Rothenfluh and Scheuerman answered questions from the Board.

Motion made and seconded to approved the transfer of $250,000 to the Capital Reserve Fund. **ROLL CALL VOTE: AYE: AGGARWAL, BENSON, DAVIDSON, HANSON, MOORE, ROSANOVA, UPPAL. ABSENT: DAVIS. MOTION DECLARED CARRIED.**

**B. 2014 Per Capita Grant Application 13-9/19-064**
Rothenfluh stated that the Board passes the Per Capita Grant Application on an annual basis and that the State gives the grant to every Public Library that successfully applies, but that the full amount of funding hasn’t been available for several years. The Board asked for clarification on the timeline from application to payment. Scheuerman reported that the Library has received the check for FY13.

Motion was made and seconded to approve the 2014 Per Capita Grant Application as presented. **MOTION DECLARED CARRIED.**

9. CLOSED SESSION 13-9/18-065
Motion made and seconded to go into closed session at 7:46 p.m. in accordance with the Illinois Open Meetings Act for “the appointment, employment, compensation, discipline, performance, or dismissal of specific employees…..” 5ILCS 120(c)(1); and “The discussion of minutes of meetings lawfully closed under the Act…..”, 5 ILCS 120(c)(21). **ROLL CALL VOTE: AYE: AGGARWAL, BENSON, DAVIDSON, HANSON, MOORE, ROSANOVA, UPPAL. ABSENT: DAVIS. MOTION DECLARED CARRIED.**

10. RETURN TO OPEN SESSION 13-9/18-066
Motion made and seconded to return to open session at 8:22 p.m. **ROLL CALL VOTE: AYE: AGGARWAL, BENSON, DAVIDSON, HANSON, MOORE, ROSANOVA, UPPAL. ABSENT: DAVIS. MOTION DECLARED CARRIED.** Benson advised that the Board had been briefed on a personnel issue and reviewed closed minutes.

Motion made and seconded to approve and release closed minutes from July 17, 2013 and June 19, 2013, and for the minutes from May 15, 2013 to remain closed. **MOTION DECLARED CARRIED.**

11. FUTURE AGENDAS 13-9/18-067
No changes were made to the annualized schedule.

12. ADJOURNMENT 13-9/18-068
Motion made and seconded to adjourn the meeting at 8:24 p.m. **MOTION DECLARED CARRIED.**

Respectfully submitted,

Barbara Prescott
Administrative Assistant