MINUTES OF THE REGULAR MEETING
OF THE LIBRARY BOARD OF TRUSTEES
AUGUST 20, 2014

1. CALL TO ORDER
Board President Sandy Benson called the regular meeting to order at 7:02 p.m. in the
Board Room of the Nichols Library.

2. PLEDGE OF ALLEGIANCE

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

Student Board Absent: Stanley Hilger

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
Theresa Rodriguez, HR Manager
Jeff Scheuerman, Finance Manager
Denise Pucel, Facilities Manager
Jeanne Harrison, NBL Customer Svcs. Mgr.
Adam Dobrodt, NBL Adult Svcs. Associate
Kathy Steiner, NSL Circulation Asst. II
Jill Evans, NIC Children’s Svcs. Associate
Cal Schwartz, SRP Volunteer
Shawn Cherry, SRP Volunteer
Jenna Savage, SRP Volunteer
Macy Schwartz, SRP Volunteer
Mike Cherry, SRP Volunteer

Others Present: Rachel Mayer, City Finance Manager
David Sharos, Sun Times
4. CONSENT AGENDA
   14-8/20-178
   A. Approval of Minutes
      1. June 18, 2014 - Board Orientation Workshop
      2. June 18, 2014 – Regular Meeting
      3. September 18, 2013 – Closed Meeting

   B. Approval of Expenditures
      July FY14
      Handwritten Checks $ 0.00
      Accounts Payable 372,385.27
      Payroll (7/11/14, 7/25/14) 797,865.34
      Other Payables 20,388.96
      Acct. & Data Processing Charges 1,816.37
      TOTAL 1,192,455.94

   C. Financial Reports

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

5. COMMUNICATIONS AND PUBLIC FORUM
   None.

6. REPORTS
   A. Director’s Report
      14-8/20-180
      Rothenfluh introduced Adam Dobrodt and Kathy Steiner, July and August Employees of the Month, respectively, and shared highlights from their nominations. The Board thanked Dobrodt and Steiner for their dedication.

      Rothenfluh introduced Jill Evans, NSL Children’s Services Associate, to give a brief overview of the Summer Reading Program (SRP). SRP teen volunteers introduced themselves and shared highlights of their experience as volunteers. President Benson thanked the students on behalf of the Board and congratulated both volunteers and staff on another successful SRP.

      Rothenfluh gave a summary of the results from the recent Customer Service Survey, which was conducted by Management Associates of Illinois. She shared that the results were overwhelmingly positive and also reviewed areas in which customers shared suggestions for improvement. She noted that several customers commented on difficulty parking. Rothenfluh answered questions from the Board and stated that staff has begun a detailed review of the comments and is developing a plan to address customers’ comments and suggestions. The Board congratulated staff on the positive response from the community.

      Rothenfluh reviewed a chapter with the Board from Standards for Illinois Libraries: Serving Our Public as part of the Library’s 2015 Per Capita Grant application requirements. The Board discussed the chapter, which covered collection management and resource sharing.
Rothenfluh thanked staff, particularly the Marketing Department, for the new Fall Program Guide, which features the Mayor on the cover.

Rothenfluh shared that she has been asked to serve on the Planning Committee of the Small Public Library Management Institute, after attending their conference in the spring.

C. Quarterly Statistics

The Board noted the drop in Reference Question numbers Library-wide, which Rothenfluh addressed, stating that Management Team and staff are investigating. She stated that the current reporting tool, Gimlet, is being reviewed closely for usage and effectiveness and that the Board will be kept apprised of the status. Also discussed was the hot weather affecting the accuracy of door count equipment.

D. Monthly Statistics

The Board asked for clarification on the resource sharing consortia, Link-In, and its effects on overall circulation statistics. The Board also asked about the need for more e-books, which Rothenfluh stated was a priority, but was more costly than regular books.

7. OLD BUSINESS

None.

8. NEW BUSINESS

A. Swearing in of New Officers

New Officers Sandy Benson, President; Vince Rosanova, Vice President; and Madhu Uppal, Secretary were sworn in. The Board and staff congratulated and welcomed the new Officers.

B. Recommendation for Purchase of New Vehicle

Rothenfluh gave background on the request for proposal (RFP) process for a new Library vehicle. She also reviewed the Library’s need for a walk-in van for the purposes of transit and delivery, mainly between the three buildings. Pucel and Scheuerman answered questions from the Board regarding warranty, tax, mileage and efficiency.

Motion was made and seconded to approve the purchase of a 2014 Dodge ProMaster van, outfitted with lift gate, tie downs and solid partition, to be purchased from River Front Chrysler Dodge Jeep Ram, for a total delivered cost of $39,405 from the Capital Reserve fund. ROLL CALL VOTE: AYE: AGGARWAL, BENSON, HEAP, MENIS, MOORE, ROSANOVA, SEVERINSEN, UPPAL. MOTION DECLARED CARRIED.

C. Preliminary Budget Assumptions (FY16-20)

President Benson reminded the Board that the Budget process typically includes a Budget Workshop in September to review and discuss the proposed Budget in detail before taking action in the regular September meeting. The Board came to consensus to meet on Thursday, September 4th at 6:00 pm at Nichols Library.

Rothenfluh reviewed the Preliminary Budget Assumptions, stating that this is still the initial phase of the process. City Finance Manager Rachel Mayer noted that the Library’s process reflects that of the City. Benson thanked Mayer for her assistance with the Assumptions. Rothenfluh and Scheuerman answered questions from the Board.

Motion made and seconded to approve the Preliminary Budget Assumptions (FY16-20) as presented. ROLL CALL VOTE: AYE: AGGARWAL, BENSON, HEAP, MENIS, MOORE, ROSANOVA, SEVERINSEN, UPPAL. MOTION DECLARED CARRIED.
D. **Review of Policy 040 – Priority Service for Residents** 14-8/20-185
Rothenfluh stated that there are no recommended changes to Policy 040 – Priority Service for Residents.

Motion made and seconded to approve Policy 040 – Priority Service for Residents as presented. **MOTION DECLARED CARRIED.**

E. **Review of Policy 150 – Code of Ethics** 14-8/20-186
Rothenfluh stated that staff does not recommend any changes to Policy 150 – Code of Ethics.

Motion made and seconded to approve Policy 150 – Code of Ethics as presented. **MOTION DECLARED CARRIED.**

Rothenfluh noted that staff is recommending two significant changes to the Loan of Materials. She stated that the first change is to lower the fine and fee threshold at which point a customer is blocked from checking out materials from $20.00 to $10.00. She reported that the second change is in the Renewals section of the policy to reflect the change that was approved by the Board in April 2014 which removed the limit on the number of times a customer can renew an item as long as the item has not been requested by another customer.

Motion made and seconded to approve Policy 211 – Loan of Materials as presented, effective November 1st, 2014. **MOTION DECLARED CARRIED.**

G. **Review of Policy 227 – Social Media Service** 14-8/20-188
Rothenfluh stated that the policy serves us well and that there are no recommended changes.

Motion made and seconded to approve Policy 227 – Social Media Service as presented. **MOTION DECLARED CARRIED.**

H. **Review of Policy 325 – Public Use of Small Rooms** 14-8/20-189
Rothenfluh stated that staff has observed a change in the way people use the Library’s physical space, and that small group study rooms are used for not only study but meetings, video calls and interviews, project work, etc. She said the language of Policy 325 has been updated to reflect those changes and use the term “Small Rooms” rather than the more restrictive term “Group Study Rooms”. The Board raised a concern regarding the use of the rooms, stating that the Library should perhaps be distinct from other space for use in the community. Rothenfluh and Hoffman discussed the idea that a public library does not put value on the public use of space. The Board discussed the issue at some length.

Motion made and seconded to approve Policy 325 – Public Use of Small Rooms as presented. Heap voted Nay. **MOTION DECLARED CARRIED.**

9. **FUTURE AGENDAS**
No changes were made to the annualized schedule.
10. CLOSED SESSION 14-8/20-190
  Motion made and seconded to go into closed session at 8:28 p.m. in accordance with
  the Illinois Open Meetings Act Section 2(c)(21) “Discussion of minutes of meetings
  lawfully closed under this act...” and Section 2(c)(1) “The appointment, employment,
  compensation, discipline, performance, or dismissal of specific employees.....” ROLL
  CALL VOTE: AYE: AGGARWAL, BENSON, HEAP, MENIS, MOORE, ROSANOVA,
  SEVERINSEN, UPPAL. MOTION DECLARED CARRIED.

11. RETURN TO OPEN SESSION 14-8/20-191
  Motion made and seconded to return to open session at 9:32 p.m. ROLL CALL VOTE:
  AYE: AGGARWAL, BENSON, HEAP, MENIS, MOORE, ROSANOVA,
  SEVERINSEN, UPPAL. MOTION DECLARED CARRIED.

  Benson advised that the Board had reviewed closed minutes and discussed the
  performance evaluation of the Executive Director.

  Motion made and seconded to approve and release closed minutes of July 16, 2014.
  MOTION DECLARED CARRIED.

12. ADJOURNMENT 14-8/20-192
  Motion made and seconded to adjourn the meeting at 9:33 p.m. MOTION DECLARED
  CARRIED.

  Respectfully submitted,

  Barbara Prescott
  Administrative Assistant