MINUTES OF THE REGULAR MEETING
OF THE LIBRARY BOARD OF TRUSTEES
JANUARY 21, 2015

1. CALL TO ORDER
Board President Sandy Benson called the regular meeting to order at 7:00 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
Madhu Uppal

Board Absent: Kay Severinsen

Student Board Present: Stanley Hilger
Jonathan Kim
Alice Reid

Staff Present: Julie Rothenfluh, Executive Director
Lynn Hoffman, Deputy Director
Olya Tymciurak, NIC Library Manager
Karen Dunford, NSL Library Manager
Theresa Rodriguez, HR Manager
Jeff Scheuerman, Finance Manager
Denise Pucel, Facilities Manager
Sue Karas, Computer Lab Supervisor
Celeste Giles, NSL Children’s Svcs. Librarian
Diana Rusch, NSL Adult Svcs. Librarian

Others Present: Rachel Mayer, City Finance Manager

4. CONSENT AGENDA 15-1/21-244
A. Approval of Minutes
   1. December 17, 2014 – Regular Meeting
   2. September 17, 2014 – Closed Meeting

B. Approval of Expenditures
   December FY14
   Handwritten Checks $ 0.00
   Accounts Payable 453,728.61
   Payroll (12/12/14, 12/26/14) 814,185.25
C. Financial Reports
   2. Statement of Revenue and Expense – December, 2014

Motion was made and seconded to approve the January Consent Agenda as presented.

ROLL CALL VOTE: AYE: AGGARWAL, BENSON, HEAP, MENIS, MOORE, ROSANOVA, UPPAL. ABSENT: SEVERINSEN. MOTION DECLARED CARRIED.

5. COMMUNICATIONS AND PUBLIC FORUM
   None.

6. REPORTS
   A. Employee of the Month
      Rothenfluh introduced December Employee of the Month, Celeste Giles, NSL Children’s Services Librarian, and January Employee of the Month, Diana Rusch, NSL Adult Services Librarian and shared highlights from their nominations. The Board thanked Giles and Rusch for their dedication to customer service excellence.

   B. Director’s Report
      Rothenfluh shared that the Library had received notification from Secretary of State, Jesse White, that the Library will be receiving the Per Capita Grant at full funding. She also shared that the date of the City’s CIP Workshop had been changed from January 26th to February 9th and that the deadline for Trustees to register for the ILA Workshop was January 30th. Rothenfluh reminded the Board of the Employee Appreciation Dinner on February 21st and noted that the Board would soon be receiving a request from the County Clerk’s office to sign their Statement of Economic Interest for 2015, which is now being done electronically.

      Rothenfluh updated the Board on the building update project at Naper Blvd. Library. She said that staff continues to meet regularly with the Construction Manager and that the first change order had recently come through for approximately $5,600 for electrical work, which had been identified as an area that may need to be adjusted once the work began and the scope of the work could be more accurately estimated. She stated that overall the project is progressing very well and on schedule. She said that customers and staff have been very flexible and customers have appreciated signage used to provide status updates.

      Rothenfluh shared results from the Community Satisfaction Survey and commended Deputy Director, Lynn Hoffman, for her excellent analysis and report. Rothenfluh reviewed both positive comments and areas for improvement, many of which are already being addressed. The Board asked several questions about comments such as parking, and space limitations, particularly at Nichols. Customer service issues were also discussed as well as a new, mandatory customer service training that has been very effective and well received. Hoffman stated that the training was internally developed and is staff-led.
7. OLD BUSINESS
None.

8. NEW BUSINESS
A. Recommendation for Security System Replacement - Naper Blvd. Facility
Rothenfluh gave background on the security monitoring system and the plan to upgrade the system at the completion of each Library’s update project. Rothenfluh stated that Denise Pucel, Facilities Manager, had coordinated the bid project. Rothenfluh and Pucel answered questions from the Board regarding warranty and police access to the monitoring system.

Motion made and seconded to approve a contract for the installation of the security system at Naper Blvd. Library to be awarded to LaForce in the total amount of $31,725.00, plus a contingency of 5%, to be funded from the Capital Reserve Fund. ROLL CALL VOTE: AYE: AGGARWAL, BENSON, HEAP, MENIS, MOORE, ROSANOVA, UPPAL. ABSENT: SEVERINSEN. MOTION DECLARED CARRIED.

B. HR Policy Manual Revision
Rothenfluh answered questions from the Board regarding the recommended changes. The Board verified that the Policy Manual is consistent with those of other comparable libraries in the area.

Motion made and seconded to approve the HR Policy Manual Revision as presented. MOTION DECLARED CARRIED.

C. Board Web Page
Rothenfluh asked the Board their preference as to what information is included on the Board page of the Library’s website. She stated that revisions would be made in the near future to update the information.

9. CLOSED SESSION
The Board tabled the approval of Closed Minutes from September 17, 2014 and did not go into closed session.

10. RETURN TO OPEN SESSION
N/A

11. FUTURE AGENDAS
No changes were made to future Agendas.

12. ADJOURNMENT
Motion made and seconded to adjourn the meeting at 7:36 p.m. MOTION DECLARED CARRIED.

Respectfully submitted,

Barbara Prescott
Administrative Assistant