MINUTES OF THE REGULAR MEETING
OF THE LIBRARY BOARD OF TRUSTEES
JUNE 18, 2014

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
Brian Moore
Nina M. Menis
Vince Rosanova
Kay Severinsen
Madhu Uppal

Student Board Present: Stanley Hilger

Staff Present: Lynn Hoffman, Deputy Director
Olya Tymciurak, NIC Library Manager
Karen Dunford, NSL Library Manager
David Della Terza, NBL Library Manager
Kim Neidermyer, Marketing Manager
Frances Tong, IT Manager
Theresa Rodriguez, HR Manager
Jeff Scheuerman, Finance Manager

Others Present: Ron Davidson, Former Trustee
Rachel Mayer, City Finance Manager

4. CONSENT AGENDA 14-6/18-154
A. Approval of Minutes
1. May 21, 2014 Nominating Committee Workshop
2. May 21, 2014 Board Orientation Workshop
3. May 21, 2014 Regular Meeting
4. September 18, 2013 Closed Meeting (tabled)

B. Approval of Expenditures
May FY14 – Period 13
Handwritten Checks $ 0.00
Payroll (5/2/14, 5/16/14) 523,490.65
Accounts Payable 230,782.70
Other Payables 8,270.82
Acct. & Data Processing Charges 1,126.26
TOTAL 763,670.43
May FY15

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C. Financial Reports

1. Final Statement of Cash – FY13-14
2. Unaudited Final Statement of Revenue and Expense – FY13-14

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

5. COMMUNICATIONS AND PUBLIC FORUM

6. REPORTS

Hoffman shared that Trustee Ron Davidson had resigned upon his appointment by the Mayor to the City Finance Committee. Benson thanked Davidson on behalf of the Board and staff for his dedication and expertise during his tenure. Davidson thanked the Board and staff and wished them well. Hoffman presented Davidson with books staff had chosen to be placed in the Collection in his honor.

A. Employee of the Month 14-6/18-155

Hoffman introduced March Employee of the Month, Norm Buending, NBL Facilities BSC II and April Employee of the Month, Janet Knight, Customer Service Specialist. She shared highlights from their nominations. The Board thanked Buending and Knight for their commitment to customer service excellence.

B. Director’s Report 14-6/18-156

Hoffman presented an overview of the Library’s website and catalogue and answered questions from the Board.

Benson stated that the Officer Nominating Committee would need to meet again and present a revised slate of Officers in light of Davidson’s resignation.

C. Annual Reports FY13-14 14-6/18-157

Hoffman noted the FY13-14 Annual Report narratives and statistics included in the Board packet. The Board thanked staff for the comprehensive and informative reports.

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

D. Illinois Public Library Annual Report FY13-14 14-6/18-158

Hoffman stated that the Illinois Library Annual Report (IPLAR) was submitted annually to the Illinois State Library according to Illinois Statutes. Hoffman and Scheuerman answered questions from the Board. Hoffman noted that circulation had returned to 4
million after previously slipping below that mark. The Board thanked Scheuerman and staff for the detailed report.

Motion was made and seconded to approve Illinois Public Library Annual Report FY13-14 as presented. **ROLL CALL VOTE: AYE: AGGARWAL, BENSON, HEAP, MENIS, MOORE, SEVERINSEN, ROSANOVA, UPPAL. MOTION DECLARED CARRIED.**

E. Monthly Statistics

The Board accepted the monthly statistics as presented.

7. OLD BUSINESS

None.

8. NEW BUSINESS

A. Budget Resolutions FY14-15

Hoffman reviewed the process for Budget Resolutions as part of the required annual report. Scheuerman and Hoffman addressed questions from the Board regarding supplies, equipment and materials, particularly ematerials. Hoffman shared, on behalf of Executive Director Rothenfluh, that the Library has been working on rebuilding the Collection. She also stated that savings from restructuring earlier in the fiscal year has allowed for spending in some areas such as supplies and furnishings. Benson noted that Rothenfluh will be keeping the Board updated monthly when savings has occurred in any particular budget line.

Motion was made and seconded to approve the Budget Resolutions FY14-15 as presented. **ROLL CALL VOTE: AYE: AGGARWAL, BENSON, HEAP, MENIS, MOORE, SEVERINSEN, ROSANOVA, UPPAL. MOTION DECLARED CARRIED.**

B. Approval of PHN Contract

Hoffman gave background on the upcoming remodeling projects the Board approved at the January 15, 2014 meeting. The Board asked about several aspects of the remodeling, including the bid process, design concepts and the extent of proposed work. Hoffman and Scheuerman answered questions and clarified the scope of the work and the bid process, noting that PHN handled the bid but that it was open to all vendors. Benson commented positively on addressing the need for remodeling at Naper Boulevard Library. When asked about a design concept, Hoffman stated that the renovation design focus is flexible and customer friendly. She also stated that the renovation plans will be brought to the Board again before the project begins.

Motion was made and seconded to approve the compensation to PHN Architects based on 10% of the costs related to construction and furnishings for the Naper Boulevard renovation project. **ROLL CALL VOTE: AYE: AGGARWAL, BENSON, HEAP, MENIS, MOORE, SEVERINSEN, ROSANOVA, UPPAL. MOTION DECLARED CARRIED.**

C. Recommendation for Flexible Benefits Plan - 2014

Hoffman noted that the Library’s Flexible Benefits Plan is modeled after the City’s Plan to ensure consistency. Benson noted that the Health Savings Account Plan and the Affordable Care Act were the most significant changes from the Library’s previous Benefits Plan. Rodriguez and Hoffman addressed questions from the Board.
Motion was made and seconded to approve the Flexible Benefits Plan – 2014 as presented. **ROLL CALL VOTE: AYE: AGGARWAL, BENSON, HEAP, MENIS, MOORE, SEVERINSEN, ROSANOVA, UPPAL. MOTION DECLARED CARRIED.**

D. Review of Policy 255 – Public Access  
Hoffman stated that Policy 255 covers the use of Library computers by the public. Benson reviewed the Board’s discussion at the May meeting regarding concerns about use of the 3-D printer, scanner and other equipment in the Idea Lab at 95th Street Library. She stated that the Policy had been reviewed by Counsel. The Board reviewed the suggested changes addressing those concerns, noting that language has been added to include producing of obscene or sexually explicit content and violation of intellectual property rights as behavior that is not permitted. Hoffman and Tong answered questions from the Board.

Motion was made and seconded to approve Policy 255 – Public Access Computers as presented. **MOTION DECLARED CARRIED.**

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

10. ADJOURNMENT  
Motion made and seconded to adjourn the meeting at 8:04 p.m. **MOTION DECLARED CARRIED.**

Respectfully submitted,

Barbara Prescott  
Administrative Assistant