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
                  Kay Severinsen
                  Madhu Uppal

   Board Absent: Nina M. Menis
                  Vince Rosanova

   Student Board Present: Jonathan Kim
                          Alice Reed

   Staff Present: Julie Rothenfluh, Executive Director
                  Lynn Hoffman, Deputy Director
                  Olya Tymciurak, NIC Library Manager
                  Karen Dunford, NSL Library Manager
                  Theresa Rodriguez, HR Manager
                  Frances Tong, IT Manager
                  Kim Neidermyer, Marketing Manager
                  Jeff Scheuerman, Finance Manager
                  Carla Nolidis, NSL Customer Svcs. Spvsr.
                  Aynne Reist, NBL Children’s Svcs. Spvsr.
                  Heidi Milller, NBL Children’s Scvs. Shelver

   Others Present: Rachel Mayer, City Finance Manager
                   David Sharos, Naperville Sun
                   Jim Leppert, IPRM Construction Mgt.
                   Isela Catania, Williams Architects
                   Tom Kodiak, Naperville Area HOC
4. CONSENT AGENDA

A. Approval of Minutes
   1. October 15, 2014 – Regular Meeting
   2. September 17, 2014 – Closed Meeting

B. Approval of Expenditures
   October FY14
   
   Handwritten Checks $0.00
   Accounts Payable $346,861.66
   Payroll (10/3/14, 10/17/14, 10/31/14) $1,173,465.83
   Other Payables $35,303.09
   Acct. & Data Processing Charges $2,207.65
   TOTAL $1,557,838.23

C. Financial Reports
   2. Statement of Revenue and Expense – October, 2014

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

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

5. COMMUNICATIONS AND PUBLIC FORUM

None.

6. REPORTS

A. Employee of the Month
   Rothenfluh introduced Employee of the Month Heidi Miller, NBL Children’s Services Shelver, and shared highlights from her nomination. The Board thanked Miller for her dedication to customer service excellence.

B. Director’s Report
   Rothenfluh shared that Naperville’s Century Walk group is celebrating their 20th anniversary. They are seeking a grant and have asked the Library to share ideas for possible uses of funding to mark the milestone. Rothenfluh noted that Century Walk has donated three statues to the Library which have been much appreciated and enjoyed by the community.

Rothenfluh announced that PHN, the Library’s architect, has merged with another firm and is now called Williams Architects.

Rothenfluh introduced Olya Tymciurak, NIC Library Manager, to report on the Library’s participation in Mental Health First Aid, a national program to teach the skills to respond to the signs of mental illness and substance use. Tymciurak reviewed the essentials of the program, stating that NPL is part of the Naperville chapter of the organization and that she is a certified trainer. Tymciurak shared that she and HR Training Associate Michelle Eckerle have conducted staff trainings that have been well received. She also stated that she was recently the recipient of an award from the organization recognizing her as an exceptional instructor. The Board thanked Tymciurak for the report and congratulated her on her award.
C. Quarterly Statistics  

The Board asked about declining statistics that do not reflect some of the ways in which the Library is serving the community and whether there are ways to report statistics or other pertinent information that would more accurately reflect Library use and value to the community. Rothenfluh stated that most of the statistics collected are required for state and federal reporting. She discussed the usage shift that all libraries are experiencing and the significant focus on how to better reflect that change with regard to reporting. She noted that the statistics for virtual use, databases and website do show an upward trend, but that most libraries are currently examining other ways to measure use and success.

The Board accepted the quarterly statistics as presented.

D. Monthly Statistics  

The Board accepted the monthly statistics as presented.

7. OLD BUSINESS  

A. Capital Improvements Plan (CIP): FY16-20  

Rothenfluh outlined the projects included in the proposed plan, which the Board received and discussed preliminarily at the previous meeting. She stated that the Library will know the amount of approved funding after the City’s CIP workshop in January, after which the project list will be adjusted accordingly. Rothenfluh reviewed several proposed internally and externally funded projects at all three Libraries Rothenfluh and Scheuerman answered questions from the Board regarding the levy request and the scope and timeline of specific projects.

Motion made and seconded to approve the Capital Improvements Plan (CIP): FY16-20 as presented. **ROLL CALL VOTE: AYE: AGGARWAL, BENSON, HEAP, MOORE, SEVERINSEN, UPPAL. ABSENT: MENIS, ROSANOVA. MOTION DECLARED CARRIED.**

8. NEW BUSINESS  

A. Recommendation for Naper Bouvelard Building Updating  

and Nichols NaperLaunch Projects  

Rothenfluh introduced the Library’s contracted Construction Manager, Jim Leppert of Innovative Project Resource Management (IMRP), to review the recent Request for Proposal (RFP) for the Naper Blvd. Library and NaperLaunch projects. Leppert provided an overview of the bid proposal process, which was conducted by IMRP in coordination with Williams Architects and Library staff. Leppert, Rothenfluh and Scheuerman answered several questions from the Board about specific bidders, timing of projects, and the effect the projects will have on Library users. Rothenfluh and Leppert discussed the timing of potential service disruption at Naper Blvd Library and stated that staff has been working with IMRP and Williams to ensure the minimal disruption to customers.

Motion made and seconded to approve $1,136,493.87 plus a contingency of 5% for completion of the Naper Boulevard updating and Nichols NaperLaunch projects to be funded from the Capital Reserve Fund. **ROLL CALL VOTE: AYE: AGGARWAL, BENSON, HEAP, MOORE, SEVERINSEN, UPPAL. ABSENT: MENIS, ROSANOVA. MOTION DECLARED CARRIED.**
B. Recommendation for Hallett Movers

Rothenfluh discussed the carpeting replacement at Naper Blvd. Library and the need for specialist movers who are experienced in moving library stacks. She stated that the Library has used Hallet Movers in the past for similar projects and was highly satisfied with their work. Rothenfluh said that Hallett has an excellent reputation and uses equipment that makes them a sole source vendor.

Motion made and seconded to award $47,550.00 to Hallet Movers for moving library furniture and shelving units for the recarpeting of Naper Blvd. to be funded from the Capital Reserve Fund. **ROLL CALL VOTE: AYE: AGGARWAL, BENSON, HEAP, MOORE, SEVERINSEN, UPPAL. ABSENT: MENIS, ROSANOVA. MOTION DECLARED CARRIED.**

C. Annual Transfer of Fund Balance from FY14 to the Capital Reserve

Rothenfluh discussed the Library’s practice and history with regard to the transfer of operating fund balances to the Capital Reserve fund. She reviewed the related State Statute, Chapter 75 Article 5 Section 8 on the Accumulation of Funds, which provides authority for that practice. The Board confirmed with Rachel Mayer, City Finance Manager, that this fund transfer practice remained in line with the City’s parameters as discussed previously.

Motion made and seconded to approve the transfer of $858,369 to the Capital Reserve Fund to be utilized to address the Naper Blvd. and Nichols NaperLaunch project costs. **ROLL CALL VOTE: AYE: AGGARWAL, BENSON, HEAP, MOORE, SEVERINSEN, UPPAL. ABSENT: MENIS, ROSANOVA. MOTION DECLARED CARRIED.**

D. Review of Policy 320 – Public Use of Meeting Rooms

Rothenfluh reviewed changes intended to streamline the public meeting rooms policy.

Motion made and seconded to approve Policy 320 – Public Use of Meeting Rooms as presented. **MOTION DECLARED CARRIED.**

E. Review of Policy 330 – Use of Library Space for Postings, Handouts and Displays

The Board suggested a change to the language of Policy 330 in Section II – Scope, from “Library, government or education sponsored tables...” to “Library, government or educational institution sponsored tables...”

Motion made and seconded to approve Policy 330 – Use of Space for Library Postings, Handouts and Displays with a language change in Section II – Scope to change from ‘education’ to ‘educational institution’. **MOTION DECLARED CARRIED.**

F. Review of Policy 360 – Lost and Found

Rothenfluh stated that this policy had only minor changes for clarity.

Motion made and seconded to approve Policy 260 – Lost and Found as presented. **MOTION DECLARED CARRIED.**

Rothenfluh distributed an attachment to amend page 72 of Item G. to include additional information regarding coverage for sexual abuse or molestation that was not included in the original document. Rothenfluh and Scheuerman answered questions from the Board.

Motion made and seconded to accept: General Liability Package proposal from Selective through Matsock Insurance and Financial Services at a premium cost of $77,683; Directors and Officers Insurance proposal from Philadelphia through Myers-Briggs with retention of $10,000 at a cost of $10,786. Total for recommended packages at $88,469, to be funded from the approved Operating Budget for FY14-15. ROLL CALL VOTE: AYE: AGGARWAL, BENSON, HEAP, MOORE, SEVERINSEN, UPPAL. ABSENT: MENIS, ROSANOVA. MOTION DECLARED CARRIED.

H. Personal Day for Staff in Recognition 14-11/19-226

Rothenfluh shared that the Library had again received the designation of “Five Star” Library by Library Journal this year, and proposed that a personal day be awarded to staff as it has been in previous years. She noted that staff who were employed on the date of the announcement would be given a personal day with the time pro-rated per hours worked per pay period and that the day would need to be utilized between January and October of 2015 to avoid staffing issues around holidays and times of heavy customer use.

Motion was made and seconded to approve a personal day for staff in recognition of the Library Journal 5-Star designation as presented. ROLL CALL VOTE: AYE: AGGARWAL, BENSON, HEAP, MOORE, SEVERINSEN, UPPAL. ABSENT: MENIS, ROSANOVA. MOTION DECLARED CARRIED.

9. CLOSED SESSION 14-11/19-227

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

10. RETURN TO OPEN SESSION 14-11/19-228

N/A

11. FUTURE AGENDAS

No changes were made to future Agendas.

12. ADJOURNMENT 14-11/19-229

Motion made and seconded to adjourn the meeting at 8:53 p.m. MOTION DECLARED CARRIED.

Respectfully submitted,

Barbara Prescott
Administrative Assistant