MINUTES OF THE REGULAR MEETING
OF THE LIBRARY BOARD OF TRUSTEES
SEPTEMBER 17, 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
   Madhu Uppal

   Board Absent: Kay Severinsen

   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
   Kim Neidermyer, Marketing Manager
   Jeff Scheuerman, Finance Manager
   Ann Bultman, NIC Adult Svcs. Manager
   Kiersten Doucette, NIC Teen Librarian

   Others Present: Rachel Mayer, City Finance Manager
   Tom Kodiak, Naperville Area HOC

4. CONSENT AGENDA
   14-9/17-193

   A. Approval of Minutes
      1. August 20, 2014 – Regular Meeting
      2. June 18, 2014 – Regular Meeting
      3. September 18, 2013 – Closed Meeting

   B. Approval of Expenditures
      August FY14
      Handwritten Checks $0.00
      Accounts Payable 243,407.14
      Payroll (8/8/14, 8/22/14) 793,742.82
      Other Payables 34,756.82
      Acct. & Data Processing Charges 3,070.10
      TOTAL 1,074,976.88
C. Financial Reports
   1. Statement of Cash – August 31, 2014
   2. Statement of Revenue and Expense – August, 2014

Motion was made and seconded to approve the August 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 14-9/17-194
   Rothenfluh introduced Employee of the Month Kiersten Doucette, NIC Teen Librarian, and shared highlights from her nomination. The Board thanked Doucette for her dedication.

B. Director’s Report 14-9/17-195
   Rothenfluh reviewed Summer Reading Program (SRP) statistics, noting that enrollment was up 14% from last year. The Board congratulated staff for the success of this year’s SRP. She also shared with the Board that laptops were now available for check out. Tong discussed the procedures for checkout of laptops, noting that they will only be available for use in Library. Tong and Rothenfluh answered questions from the Board. Rothenfluh stated that the Capital Improvements Program will be brought forward for Board discussion and approval at the October 15 meeting. She said she would be sending the Board information to review prior to the meeting. Rothenfluh discussed the “Show Us Your Library Card” promotion running during the month of September in partnership with local businesses.

C. Monthly Statistics 14-9/17-196
   The Board accepted the monthly statistics as presented.

7. OLD BUSINESS
A. Budget, Levy Request and 5-Year Plan FY16 14-9/17-197
   Rothenfluh reviewed the Budget, Levy Request and 5-Year Plan which was reviewed and discussed by the Board at the Budget Workshop of September 4, 2014.

   Motion made and seconded to approve the Budget, Levy Request and 5-Year Plan FY16 as presented. **ROLL CALL VOTE: AYE: AGGARWAL, BENSON, HEAP, MENIS, MOORE, ROSANOVA, UPPAL. ABSENT: SEVERINSEN. MOTION DECLARED CARRIED.**

8. NEW BUSINESS
A. Approval of Construction Manager Contract 14-9/17-198
   Rothenfluh gave a brief overview of the Library’s past renovations, which included the hiring of a general contractor to oversee the projects. She reviewed the details of the upcoming renovation project at Naper Blvd. Library (NBL), stating the work was outside the scope of the contract with the Library’s architect, PHN, and beyond the time and ability of Library staff. Rothenfluh said the Library has worked with Construction Manager, Jim Leppert, in the past, noting the NBL irrigation and water reclamation project he led during the Library’s renovations in 2009. She stated that Mr. Leppert was
very familiar with NBL in particular and very well qualified to manage the project. Rothenfluh answered questions from the Board, including those regarding the Capital Reserve Fund, and whether the contract is based on the amount of time to complete vs. the project completion. Rothenfluh stated that there is funding in the Library’s Capital Reserve and that the contract is based on the completion of the project regardless of the length of time it takes to complete.

Motion made and seconded to award a contract for Construction Management Services to IPRM for $62,000.00 ($15,500.00 for Pre-Construction Phase services and $46,500.00 for Construction Phase services) to be paid from the Capital Reserve Fund. ROLL CALL VOTE: AYE: AGGARWAL, BENSON, HEAP, MENIS, MOORE, ROSANOVA, UPPAL. ABSENT: SEVERINSEN. MOTION DECLARED CARRIED.

B. Per Capita Grant Application 14-9/17-199
Rothenfluh provided a brief history of the Per Capita Grant process, stating that this year’s application was less complex in terms of staff and Board requirements but that the form itself was more difficult to execute and submit. She noted that the Library does not know what the actual Grant award amount will be. Rothenfluh stated that Sandy Benson had met the requirement of a Trustee attending an informational webinar about The Edge Initiative. Benson shared that the webinar pointed up the sophistication of NPL’s systems and technology. The Board thanked President Benson for attending the webinar.

Motion made and seconded to approve the 2015 Per Capita Grant Application as presented. ROLL CALL VOTE: AYE: AGGARWAL, BENSON, HEAP, MENIS, MOORE, ROSANOVA, UPPAL. ABSENT: SEVERINSEN. MOTION DECLARED CARRIED.

9. CLOSED SESSION 14-9/17-200
Motion made and seconded to go into closed session at 7:20 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, UPPAL. ABSENT: SEVERINSEN. MOTION DECLARED CARRIED.

10. RETURN TO OPEN SESSION 14-9/17-201
Motion made and seconded to return to open session at 7:50 p.m. ROLL CALL VOTE: AYE: AGGARWAL, BENSON, HEAP, MENIS, MOORE, ROSANOVA, UPPAL. ABSENT: SEVERINSEN. MOTION DECLARED CARRIED.

Benson advised that the Board had reviewed closed minutes of August 20, 2014 and discussed the performance evaluation of the Executive Director.

Motion made and seconded to approve and release closed minutes of August 20, 2014 ROLL CALL VOTE: AYE: AGGARWAL, BENSON, HEAP, MENIS, MOORE, ROSANOVA, SEVERINSEN, UPPAL. MOTION DECLARED CARRIED.
Motion made and seconded to approve a 3% increase to the salary of the Executive Director. **ROLL CALL VOTE: AYE: AGGARWAL, BENSON, HEAP, MENIS, MOORE, ROSANOVA, SEVERINSEN, UPPAL. MOTION DECLARED CARRIED.**

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

12. ADJOURNMENT
Motion made and seconded to adjourn the meeting at 7:53 p.m. **MOTION DECLARED CARRIED.**

Respectfully submitted,

Barbara Prescott
Administrative Assistant