

**MINUTES OF THE REGULAR MEETING
OF THE LIBRARY BOARD OF TRUSTEES
January 19, 2022**

1. CALL TO ORDER

President J. O'Meara called the teleconference meeting to order at 7:05 p.m. via Zoom, streamed live on YouTube.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Board Present:	Debra Dunne Nancy Hayes Allison Longenbaugh Nina Menis Barbara O'Meara Jeanine O'Meara Ashfaq Syed Nitin Vig
Board Absent:	Nick Guo
Student Board Present:	Jacob Saucier Jack Zhou
Student Board Absent:	Alex Shen
Staff Present:	Dave Della Terza, Executive Director Ellen Conlin, Deputy Director
Others Present:	Raymond Munch, City Budget Manager Jennifer Bruzan-Taylor, City Council Liaison Andy Hynes, City Traffic Engineer

4. CONSENT AGENDA

A. Approval of Minutes

1. December 15, 2021 – Regular Meeting

B. Approval of Expenditures

December, CY21

Handwritten Checks

\$0.00

Accounts Payable (12/15, 12/29)	\$ 634,071.54
Payroll (12/3, 12/17, 12/31)	\$ 1,184,287.97
Other Payables	\$ 31,374.27
Acct. & Data Processing Charges	<u>\$ 2,137.55</u>
TOTAL	\$ 1,851,871.33

C. Financial Reports

1. Statement of Cash – December 2021
2. Statement of Revenue and Expense – December 2021

Motion made and seconded to approve the Consent Agenda.

ROLL CALL VOTE:

- o **Aye:** Dunne, Hayes, Longenbaugh, Menis, O'Meara, B., O'Meara, J., Syed, Vig
- o **Absent:** Guo
- ✓ **MOTION DECLARED CARRIED.**

5. PUBLIC COMMENT

None.

6. REPORTS

A. Director's Report – December 2021

Della Terza updated the Board on changes in Covid protocol, as well as ongoing programs and community partnerships. He also highlighted some recent staff retirements.

B. Quarterly Statistics

Quarterly Statistics were accepted as presented.

C. Monthly Statistics – December 2021

Monthly Statistics were accepted as presented.

7. OLD BUSINESS

A. Exploring the Merits of a Parking Deck at Nichols Library

City Traffic Engineer Andy Hynes presented conceptual plans for a potential parking deck to replace the parking lot at Nichols Library. City staff will be scheduling open house meetings for citizens to learn more about this project in the near future.

8. NEW BUSINESS

A. 2022 Board Resolutions (22-1 Budget & Tax Levy and 22-2 Capital Reserve)

Della Terza presented the two budget resolutions for 2022.

Motion made and seconded to approve the 2022 Board Resolutions as presented.

ROLL CALL VOTE:

- **Aye:** Dunne, Hayes, Longenbaugh, Menis, O'Meara, B., O'Meara, J., Syed, Vig
- **Absent:** Guo
- ✓ **MOTION DECLARED CARRIED.**

B. Freedom of Information Policy Update

Updates were recommended for the Freedom of Information policy to reflect current Library information.

Motion made and seconded to approve the updates to the Freedom of Information Policy.

ROLL CALL VOTE:

- **Aye:** Dunne, Hayes, Longenbaugh, Menis, O'Meara, B., O'Meara, J., Syed, Vig
- **Absent:** Guo
- ✓ **MOTION DECLARED CARRIED.**

C. Purchasing Policy Update

Updates were proposed for the Purchasing Policy to clarify the procedures for spending different dollar amounts.

Motion made and seconded to approve the Purchasing Policy update.

ROLL CALL VOTE:

- **Aye:** Dunne, Hayes, Longenbaugh, Menis, O'Meara, B., O'Meara, J., Syed, Vig
- **Absent:** Guo
- ✓ **MOTION DECLARED CARRIED.**

D. Additional Board Comments and Questions

Trustee Longenbaugh voiced her appreciation for the Marketing and Communications department's hard work on social media.

9. ADJOURNMENT

Motion made and seconded to adjourn the regular meeting at 8:06 p.m.

Submitted by,
Ellen Conlin
Deputy Director