

**MINUTES OF THE REGULAR MEETING
OF THE LIBRARY BOARD OF TRUSTEES
MARCH 16, 2022**

1. CALL TO ORDER

President J. O'Meara called the teleconference meeting to order at 7:02 p.m. in the Nichols Library Community Room.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Board Present: Debra Dunne
 Nick Guo
 Nina Menis
 Barbara O'Meara
 Jeanine O'Meara

Board Absent: Nancy Hayes
 Allison Longenbaugh
 Ashfaq Syed
 Nitin Vig

Student Board Present: Jacob Saucier

Student Board Absent: Jack Zhou

Staff Present: Dave Della Terza, Executive Director
 Ellen Conlin, Deputy Director
 Ellen Fitzgerald, 95th Street Library Manager
 Sue Karas, Naper Blvd. Library Manager
 Yan Xu, Nichols Library Manager
 Trente Arens, Marketing & Communications Manager
 Charles Kapachinski, Information Technology Manager
 Jeff Scheuerman, Finance Manager
 Scott Speidel, Facilities Manager

Others Present: Jennifer Bruzan Taylor, City Council Liaison

4. CONSENT AGENDA

A. Approval of Minutes

1. February 16, 2022 – Regular Meeting

B. Approval of Expenditures

<u>December 2021 Updated #3</u>	
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>\$ 2,786.82</u>
TOTAL	\$ 1,852,520.60
 <u>January & February, CY22</u>	
Handwritten Checks	\$0.00
Accounts Payable (1/12, 1/26, 2/9, 2/23)	\$ 762,280.44
Payroll (1/14, 1/28, 2/11, 2/25)	\$ 1,644,840.26
Other Payables	\$ 65,588.25
Acct. & Data Processing Charges	<u>\$ 1,773.72</u>
TOTAL	\$ 2,474,482.67

C. Financial Reports

1. Statement of Cash – December 2021
2. Statement of Cash – January and February 2022
3. Statement of Revenue and Expense – December 2021 Updated
4. Statement of Revenue and Expense – January and February 2022

Motion made and seconded to approve the Consent Agenda.

ROLL CALL VOTE:

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

5. PUBLIC COMMENT

None.

6. REPORTS

A. Director's Report – February 2022

Della Terza updated the Board on changes in COVID-19 protocol, new computer installation, and recent programs and partnerships. The Board also discussed the Statement of Economic Interest forms required by the State. President O'Meara commended Della Terza on his moderation of the recent community engagement event.

B. Monthly Statistics – February 2022

Monthly Statistics were accepted as presented.

7. OLD BUSINESS

None

8. NEW BUSINESS

A. Renewal of Janitorial Service

Staff recommended renewing the janitorial service contract with Eco Clean Maintenance for the third and final year at the cost of \$108,924.

Motion made and seconded to approve the renewal of the janitorial service.

ROLL CALL VOTE:

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

B. Update to Priority Service for Residents Policy

Updates were recommended for the Priority Service for Residents Policy to make it easier to understand. A discussion ensued regarding how the policy is currently implemented.

Motion made and seconded to approve the proposed updates to the Priority Service for Residents Policy.

ROLL CALL VOTE:

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

C. Destruction of Board Meeting Recordings Prior to August 2020

Della Terza recommended destroying recordings of Board meetings prior to August 2020, in accordance with the Illinois Open Meetings Act, as recommended by the Library's legal counsel.

Motion made and seconded to approve the destruction of Board meeting recordings prior to August 2020.

ROLL CALL VOTE:

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

D. Additional Board Comments and Questions

Trustee B. O'Meara enquired about how often the virtual streaming of the Board meetings were viewed. Trustee Menis mentioned that the Rotary 444 Club were very complementary of Della Terza's recent presentation.

9. ADJOURNMENT

Motion made and seconded to adjourn the regular meeting at 7:29 p.m.

Submitted by,
Ellen Conlin
Deputy Director