

**MINUTES OF THE REGULAR MEETING
OF THE LIBRARY BOARD OF TRUSTEES
April 20, 2022**

1. CALL TO ORDER

President J. O'Meara called the meeting to order at 7:03 p.m. in the Nichols Library Community Room.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Board Present:	Debra Dunne Nick Guo Nancy Hayes Nina Menis Barbara O'Meara Jeanine O'Meara Ashfaq Syed Nitin Vig
Board Absent:	Allison Longenbaugh
Student Board Present:	Jacob Saucier
Student Board Absent:	Jack Zhou
Staff Present:	Dave Della Terza, Executive Director Ellen Conlin, Deputy Director Vanessa Alcorn, HR Manager Trente Arens, Marketing and Comm. Manager Ellen Fitzgerald, 95 th Street Library Manager Sue Karas, Naper Blvd. Library Manager Charles Kapachinski, IT Manager Jeffrey Scheuerman, Finance Manager Yan Xu, Nichols Library Manager
Others Present:	Jennifer Bruzan Taylor, City Council Liaison Raymond Munch, City Budget Manager

4. CONSENT AGENDA

A. Approval of Minutes

1. March 16, 2022 – Regular Meeting
2. March 4, 2022 – Foundation Committee Meeting

B. Approval of Expenditures

March 2022

Handwritten Checks	\$0.00
Accounts Payable (3/9, 3/23)	\$ 277,753.21
Payroll (3/11, 3/25)	\$ 830,379.71
Other Payables	\$ 41,940.91
Acct. & Data Processing Charges	<u>\$ 1,020.42</u>
TOTAL	\$ 1,151,094.25

C. Financial Reports

1. Statement of Cash – March 2022
2. Statement of Revenue and Expense – March 2022

Motion made and seconded to approve the Consent Agenda.

ROLL CALL VOTE:

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

5. PUBLIC COMMENT

None.

6. REPORTS

A. Director's Report – March 2022

Della Terza updated the Board on the implementation of the new brand, the roll out of new public computers, and ongoing community partnerships.

B. Quarterly Statistics

Quarterly statistics were accepted as presented.

C. Monthly Statistics – March 2022

Monthly statistics were accepted as presented.

7. OLD BUSINESS

None

8. NEW BUSINESS

A. Employee Handbook Update

Staff recommended updating three sections of the Employee Handbook for clarification and compliance.

Motion made and seconded to approve the updates to the Employee Handbook as presented.

ROLL CALL VOTE:

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

B. Recommendation for Purchase of Public Computers

Della Terza presented the recommendation to purchase 94 desktop computers from Insight for a total cost of \$95,410.00 as the second phase of public computer replacement.

Motion made and seconded to approve the purchase of public computers.

ROLL CALL VOTE:

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

C. Feedback for Mission/Vision Statement Updates

Della Terza took feedback from the Board to be included in the process to update the Library's mission and vision statements.

D. Additional Board Comments and Questions

President J. O'Meara reminded trustees that the Director's annual evaluation will be coming up in May. Trustee Menis commended Student Board Member Jacob Saucier on his participation in the Kids Matter Leadership Academy.

9. ADJOURNMENT

Motion made and seconded to adjourn the regular meeting at 7:52 p.m.

Submitted by,
Ellen Conlin
Deputy Director