

**MINUTES OF THE REGULAR MEETING
OF THE LIBRARY BOARD OF TRUSTEES
May 18, 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:	Nick Guo Nancy Hayes Allison Longenbaugh Nina Menis Barbara O'Meara Jeanine O'Meara Ashfaq Syed Nitin Vig
Board Absent:	Debra Dunne
Student Board Present:	Jacob Saucier Jack Zhou
Staff Present:	Dave Della Terza, Executive Director Vanessa Alcorn, HR Manager Trente Arens, Marketing & Communications Manager Ellen Fitzgerald, 95 th Street Library Manager Charles Kapachinski, IT Manager Sue Karas, Naper Blvd. Library Manager Monica Minnick, Nichols Children's Services Supervisor Jeff Scheuerman, Finance Manager Scott Speidel, Facilities Manager Karen Toonen, Collection Services Manager Yan Xu, Nichols Library Manager
Others Present:	Jennifer Bruzan Taylor, City Council Liaison Raymond Munch, City Budget Manager Kevin Coyne, Naperville Resident Beverly George, Naperville Resident

4. CONSENT AGENDA

A. Approval of Minutes

1. April 20, 2022 – Regular Meeting

B. Approval of Expenditures

April 2022

Handwritten Checks	\$0.00
Accounts Payable (4/6, 4/13, 4/27)	\$528,912.61
Payroll (4/8, 4/22)	\$ 840,538.72
Other Payables	\$ 20,390.02
Acct. & Data Processing Charges	<u>\$ 748.43</u>
TOTAL	\$1,390,589.78

C. Financial Reports

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

Motion made and seconded to approve the Consent Agenda.

ROLL CALL VOTE:

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

5. PUBLIC COMMENT

Naperville Resident Beverly George expressed interest in viewing the presentation on material reconsiderations.

6. REPORTS

A. Presentation on Material Reconsiderations in Libraries

Collection Services Manager Karen Toonen and Nichols Children's Services Supervisor Monica Minnick presented about material reconsiderations taking place in libraries across the country.

B. Director's Report – May 2022

Della Terza updated the Board on the Library's programming for Asian Pacific American Heritage Month, new services and programming, and numerous community partnerships. He also mentioned the Library would be closed on September 16, 2022 for a staff training day.

C. Monthly Statistics – April 2022

Monthly statistics were accepted as presented.

7. OLD BUSINESS

None

8. NEW BUSINESS

A. Non-Resident Fee for June 1, 2022 – May 31, 2023

Staff recommend continuing to utilize the tax bill method for non-residents who would like Library cards.

Motion made and seconded to approve using the tax bill method

ROLL CALL VOTE:

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

B. Recommendation for Hiring a Construction Manager

Della Terza explained the recent RFP process to hire a construction manager for the 2022 renovation project. After reviewing proposals, the top three companies were interviewed by a staff team. After the interviews, the team recommended awarding the construction manager contract to SMC Construction Services.

Motion made and seconded to approve entering into a contract with SMC Construction services for the 2022 renovation project, with the option to renew the contract for the remainder of the scheduled staff renovation projects.

ROLL CALL VOTE:

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

C. Recommendation for the Purchase of Staff Chairs

Della Terza presented the recommendation to purchase 155 Global Vion staff workstation chairs from Office Furniture Solutions. The price of the chairs is discounted by 56.5% through the government Equalis purchasing agreement.

Motion made and seconded to approve the purchase of staff chairs from Office Furniture Solutions at a total cost of \$60,173.96.

ROLL CALL VOTE:

- **Aye:** Guo, Hayes, Longenbaugh, Menis, O'Meara, B., O'Meara, J., Syed, Vig

- **Absent:** Dunne
- ✓ **MOTION DECLARED CARRIED.**

D. Update to General Rules of Conduct

Della Terza presented a recommendation to update the General Rules of Conduct with a few small changes, including language that says “hate speech or hateful conduct directed at customers or staff” is not allowed.

Motion made and seconded to approve the General Rules of Conduct as presented.

ROLL CALL VOTE:

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

E. Creation of Officer Nominating Committee

Menis and Vig volunteered to serve on the Officer Nominating Committee. The committee will bring a slate of candidates for Board Officers to be voted on at the June 15, 2022 meeting.

F. Recognition of Student Trustees Jacob Saucier and Jack Zhou

Student Trustees Jacob Saucier and Jack Zhou were recognized with a certificate for their participation over the last year.

G. Additional Board Comments and Questions

Longenbaugh thanked Library staff for their presentation on material reconsiderations. Zhou asked about students who want to publish their own works, and Della Terza mentioned that the Library regularly adds local authors’ work into the collection.

9. CLOSED SESSION

The Board entered into closed session at 8:23 p.m.

The Board returned to open session at 9:09 p.m.

Motion made and seconded to approve a 4% market adjustment for Della Terza effective March 6, as well as a 3% raise for Della Terza’s annual evaluation and merit increase, effective June 3.

ROLL CALL VOTE:

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

10. ADJOURNMENT

Motion made and seconded to adjourn the regular meeting at 9:11 p.m.

Submitted by,

Dave Della Terza

Executive Director