

**MINUTES OF THE REGULAR MEETING
OF THE LIBRARY BOARD OF TRUSTEES
June 15, 2022**

1. CALL TO ORDER

Vice President Dunne called the meeting to order at 7:02 p.m. in the Nichols Library Community Room.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Board Present:	Kevin Coyne Debra Dunne Nick Guo Nancy Hayes Allison Longenbaugh Nina Menis Nitin Vig
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Board Absent:	Barbara O'Meara Jeanine O'Meara Ashfaq Syed
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Staff Present:	Dave Della Terza, Executive Director Ellen Conlin, Deputy Director Vanessa Alcorn, HR Manager Ellen Fitzgerald, 95 th Street Library Manager Sue Karas, Naper Blvd. Library Manager Yan Xu, Nichols Library Manager
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Others Present:	Jennifer Bruzan Taylor, City Council Liaison Raymond Munch, City Budget Manager
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4. Trustee Updates

A. Recognition of Trustee Nina Menis

Della Terza recognized Menis for her service as a Library Trustee from February 2014 to May 2022.

B. Swearing in of new Trustee Kevin Coyne

Vice President Dunne performed the oath of office for Coyne.

5. CONSENT AGENDA

A. Approval of Minutes

1. May 18, 2022 – Regular Meeting

B. Approval of Expenditures

May 2022

Handwritten Checks	\$0.00
Accounts Payable (5/11, 5/25)	\$ 287,907.53
Payroll (5/9, 5/20)	\$ 833,348.40
Other Payables	\$ 32,386.85
Acct. & Data Processing Charges	<u>\$ 2,036.49</u>
TOTAL	\$ 1,155,679.27

C. Financial Reports

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

Motion made and seconded to approve the Consent Agenda.

ROLL CALL VOTE:

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

6. PUBLIC COMMENT

None.

7. REPORTS

A. Director's Report – May 2022

Della Terza updated the Board on Summer Reading Program and new programming initiatives, community partnerships, and staff updates. He also informed the Board of the award of the elevator service contract to Total Elevator.

B. Monthly Statistics – May 2022

Monthly statistics were accepted as presented.

8. OLD BUSINESS

None

9. NEW BUSINESS

A. Update to Public Use of Meeting Rooms Policy

Staff recommended updating the Public Use of Meeting Rooms policy to simplify rental costs by charging a flat fee rather than including many separate charges for each piece of equipment.

Motion made and seconded to approve the updates to the Public Use of Meeting Rooms policy as presented, effective June 30, 2022.

ROLL CALL VOTE:

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

B. Update to Borrowing Library Materials Policy

Staff recommend updating the Borrowing Library Materials policy to change the amount of time it takes to send accounts to a recovery agency from 60 days to 90 days. This will allow staff more time to work with customers.

Motion made and seconded to approve the update to the Borrowing Library Materials policy as presented.

ROLL CALL VOTE:

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

C. Officer Nominating Committee Report

The Nominating Committee did not present a slate of officers. The Board discussed their desire to amend the Bylaws to adjust the current term limit requirements. The Board directed Della Terza to draft amended Bylaws that allow Officers to serve for three consecutive years, and bring the Bylaws for approval at the July 20, 2022 meeting.

D. Election of New Officers

New officers will be elected at the July meeting after the Nominating Committee has more time to prepare their suggested slate.

E. Additional Board Comments and Questions

Trustee Longenbaugh commended Library staff on their Voting Guide. A short discussion about the ongoing website updates ensued.

10. CLOSED SESSION

Motion made and seconded to enter closed session at 7:37 p.m.

ROLL CALL VOTE:

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

Motion made and seconded to return from closed session at 7:39 p.m.

ROLL CALL VOTE:

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

11. ACTION FROM CLOSED SESSION

Motion made and seconded to approve the release of closed session minutes from June 16, 2021; December 15, 2021; and May 18, 2022.

ROLL CALL VOTE:

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

12. ADJOURNMENT

Motion made and seconded to adjourn at 7:42 p.m.

Submitted by,
Ellen Conlin
Deputy Director