

**MINUTES OF THE MEETING  
OF THE LIBRARY BOARD OF TRUSTEES  
BOARD OFFICER NOMINATING COMMITTEE  
August 17, 2022**

**1. CALL TO ORDER**

The meeting was called to order at 6:53 p.m. in the Nichols Library Board Room.

**2. ROLL CALL**

Board Present: Kevin Coyne  
Debra Dunne

Staff Present: Dave Della Terza, Executive Director  
Ellen Conlin, Deputy Director

**3. COMMITTEE NOMINATION**

Trustees Coyne and Dunne met to nominate officers for the Naperville Library Board of Trustees President, Vice President, and Secretary.

**Officers Nominated:**

President—Jeanine O’Meara  
Vice President—Nancy Hayes  
Secretary—Allison Longenbaugh

Trustees Coyne and Dunne will present the officer slate to the Board and the August 17, 2022 regular Board meeting.

**4. ADJOURNMENT**

Meeting adjourned at 6:55 p.m.

Submitted by,  
Ellen Conlin  
Deputy Director

**MINUTES OF THE REGULAR MEETING  
OF THE LIBRARY BOARD OF TRUSTEES  
August 17, 2022**

**1. CALL TO ORDER**

President O'Meara called the meeting to order at 7:00 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  
Barbara O'Meara  
Jeanine O'Meara  
Ashfaq Syed

Board Absent: Nitin Vig

Staff Present: Dave Della Terza, Executive Director  
Ellen Conlin, Deputy Director  
Vanessa Alcorn, HR Manager  
Trente Arens, Marketing & Communications Manager  
Ellen Fitzgerald, 95<sup>th</sup> Street Library Manager  
Sue Karas, Naper Blvd. Library Manager  
Scott Speidel, Facilities Manager  
Michael Stubler, Finance Manager  
Yan Xu, Nichols Library Manager

Others Present: Jennifer Bruzan Taylor, City Council Liaison  
Raymond Munch, City Budget Manager  
Suzanne, Community Member

**4. CONSENT AGENDA**

**A. Approval of Minutes**

1. June 15, 2022 – Regular Meeting

**B. Approval of Expenditures**

June & July 2022

Handwritten Checks	\$0.00
Accounts Payable (6/15, 6/29, 7/13, 7/28)	\$ 797,099.36
Payroll (6/3, 6/17, 7/1, 7/15, 7/29)	\$ 2,023,240.14
Other Payables	\$ 73,069.65
Acct. & Data Processing Charges	<u>\$ 2,232.45</u>
TOTAL	\$ 2,895,641.60

**C. Financial Reports**

1. Statement of Cash – June & July 2022
2. Statement of Revenue and Expense – June & July 2022

Motion made and seconded to approve the Consent Agenda.

**ROLL CALL VOTE:**

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

**5. Public Comment**

None

**6. REPORTS**

**A. 2022 Employee Opinion Survey Results**

Della Terza shared results of the recent Employee Engagement Survey and shared next steps.

**B. Director’s Reports – June & July 2022**

Della Terza updated the on the new website launch, new collections coming soon, and the damage sustained by the 95<sup>th</sup> Street Library during a recent weather event. He answered questions about the upcoming mailer being sent to all Naperville residents.

**C. Quarterly Statistics – 2<sup>nd</sup> Quarter 2022**

Quarterly statistics were accepted as presented.

**D. Monthly Statistics—June & July 2022**

Monthly statistics were accepted as presented.

**7. OLD BUSINESS**

None

## **8. NEW BUSINESS**

### **A. 2023 Preliminary Budget Assumptions**

Della Terza presented preliminary assumptions and projects for inclusion in the 2023 budget.

Motion made and seconded to approve the 2023 Preliminary Budget Assumptions as presented.

#### **ROLL CALL VOTE:**

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

### **B. Library Purpose Statement**

Della Terza presented a proposed update to the Library's mission and vision statements to create a single purpose statement.

Motion made and seconded to approve the Library Purpose Statement as presented.

#### **ROLL CALL VOTE:**

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

### **C. Recommendation for HVAC Service Contract**

Staff recommended the HVAC maintenance contract be awarded to Murphy and Miller, Inc. for an annual cost of \$47,107 with the option to renew for years two and three.

Motion made and seconded to approve the Recommendation for HVAC Service Contract.

#### **ROLL CALL VOTE:**

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

### **D. Naperville Boards and Commissions Code of Conduct Update**

The Board received the updated Boards and Commissions Code of Conduct.

### **E. Update to User Fee Schedule**

Della Terza presented an updated User Fee Schedule which increased the cost of earbuds sold in computer labs to reflect a new product being sold.

Motion made and seconded to approve the Update to User Fee Schedule.

**ROLL CALL VOTE:**

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

**F. Update to Bylaws of the Board of Trustees**

Della Terza presented an update to the Board of Trustees Bylaws to allow Board members to serve in an officer role for three consecutive years.

Motion made and seconded to approve the update to Bylaws of the Board of Trustees

**ROLL CALL VOTE:**

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

**G. Officer Nominating Committee**

Trustees Coyne and Dunne shared the Nominating Committee's recommendation for officers which included: Jeanine O'Meara for President, Nancy Hayes for Vice President, and Allison Longenbaugh for Secretary. The Board agreed with this recommendation.

**H. Election of New Officers**

The Board voted to approve the presented slate of officers.

**ROLL CALL VOTE:**

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

**I. Additional Board Comments and Questions**

President J. O'Meara commended the team who worked on the Purpose Statement.

**9. Adjournment**

Motion made and seconded to adjourn at 8:17 p.m.

**ROLL CALL VOTE:**

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

Submitted by: Ellen Conlin, Deputy Director