

**Fox River Valley Public Library District
Board of Trustee Meeting Corrected Minutes
February 9, 2015
Dundee Library Meeting Room
500 Barrington Avenue
East Dundee, IL 60118**

Roll Call

Members present: President Marge Skold
 Vice Pres Fred Lechuga
 Treasurer Mark Biewald
 Secretary Richard Corbett
 Trustee Brian Lindholm
 Trustee Phyllis Creighton

Members absent: Trustee Denise Sommerlot

Others present: Lauren Rosenthal, Jeanne Etling, Brian Wing,
 Carolyn Friedlund, Karin Nelson, Chris Cigler, Aaron Carlin

The meeting was called to order by President Skold at 6:32 PM.

Public Comment

Bob Smith, Friends of the Library, advised that the upcoming book drive will be held March 14 beginning at 9:00 AM until noon. The follow-up book sale will take place March 26 – 28. Smith reported that funds had been donated to the Children’s Departments at both locations to be used for the purchase of furniture supporting creative and dramatic play. A play kitchen, puppet theatre, and doll house will be purchased for Dundee Library. An early childhood activity table and a sand/water table will be purchased for Randall Oaks.

President’s Report

Liaison Activity:

Personnel (Vice President Lechuga) and Physical Facilities (Trustee Creighton) issues will be addressed later in the agenda.

President Skold reminded trustees about the need to file Economic Interest Statements online in March.

Treasurer’s Report:

Treasurer Biewald advised that expenses are tracking positively for FRVPLD and remain in line with the budget. He commended staff on management of expenses to budget and on the dashboard.

Director's Report

Director Bennett turned the floor over to Anders Dahlgren of Library Planning Associates for an update on the ongoing Needs Assessment. Dahlgren engaged the board in a robust discussion of three possible scenarios for expansion of district facilities. Population growth is projected primarily from the west side of our library district, but future needs must be addressed for both facilities. He stressed the need for flexibility in any future construction. For example: the need for patron work spaces exists whether those spaces contain library-supplied desktop computers, laptops or tablets or whether patrons bring their own devices; whether the spaces exist in a lab setting or are scattered around the facility. The Needs Assessment planning phase focuses on identifying the quantity of general types of space needed. The nature of specific types of spaces will be more defined when we get to the Program phase. Dahlgren advised that feedback from this discussion will be incorporated into the report to be presented in March.

Lauren Rosenthal, Asst. Director for Support Services, continued the discussion of projecting future needs by presenting a patron profile analysis of patrons presently using both facilities. As shown, age, ethnicity, physical location, projected population growth, collection demand, etc. must all be major considerations when determining the future needs of FRVPLD. Clearly, assessment of these needs must be considered at both locations in an effort to meet future demands of our library users.

Brian Wing, Facilities Manager, updated the board regarding completion of camera installation. Fourteen of the seventeen cameras purchased have been installed and are up and running. However, recent snow has delayed the installation of the final three outside cameras. This should be remedied in the near future.

Consent Agenda

Exhibit A.1 Items to be included in Consent Agenda

- A.1.a Minutes from January 12, 2015, Board of Trustees Meeting
- A.1.b Check/Voucher Register – AP & Payroll Complete for January, 2015, totaling \$229,950.79.
- A.1.c Revenue Summary – All Funds Combined – Budget vs Actual Revenues
- A.1.d Revenue Summary – All Funds Combined by Period
- A.1.e Expenditure Summary – All Funds Combined – Budget vs Actual Expenses
- A.1.f Expenditure Summary – All Funds Combined – Budget vs Actual Expenses by Location
- A.1.g Expenditure Summary – All Funds Combined by Period
- A.1.h Balance Sheet for January 2015
- A.1.i Ehlers Account Statement for January 2015
- A.1.j Director's Annual Contract - Renewal

The Consent Agenda was presented by President Skold.

It was moved by Treasurer Biewald and seconded by Vice President Lechuga that we approve the Consent Agenda as presented. Roll Call Vote: Trustee Lindholm – aye, Vice President Lechuga – aye, Treasurer Biewald – aye, Secretary Corbett – aye, Trustee Creighton – aye, President Skold – aye. 6 ayes, 0 nays. Motion carried.

Old Business

None

New Business

Exhibit C.1 Ordinance 2015-02 Nonresident Cards

It was moved by Trustee Lindholm and seconded by Trustee Creighton that we approve Ordinance 2015-02 Nonresident Cards.

Discussion: Director Bennett pointed out that the definition of nonresidents in statute includes an individual who owns property in our district but lives in an area unserved by a library. In order to serve these taxpayers, we are required to pass an ordinance. It was noted that the bulk of property tax revenue for FRVPLD comes from residential property followed by commercial, industrial, and farm property. A discussion followed about the value of and possible tactics for promoting services to business owners. This will be explored by staff.

Roll Call Vote: Trustee Lindholm – aye, Vice President Lechuga – aye, Treasurer Biewald – aye, Secretary Corbett – aye, Trustee Creighton – aye, President Skold – aye. 6 ayes, 0 nays. Motion carried.

Exhibit C.2 Library Cards Policy Revision – First Reading

Discussion only: The board reviewed eligibility requirements of library card users and the inclusion of nonresidents. Policy revision will be considered for adoption at the next board meeting.

Exhibit C.3 Internet Safety Policy – First Reading

Discussion only:

Director Bennett pointed out that this is a revision to the library's existing Internet Use Policy. E-rate funding (federal grant money) is available to the library only if an Internet Safety Policy is in place and all public computers are filtered. It was further noted that the proposed wording complies with the federal Children's Internet Protection Act (CIPA). Computers in the Children's Area are currently filtered. The same software can be applied to the remaining computers. Methods for addressing blocked sites and requests for unfiltered access were discussed. Final adoption of this policy will take place following a public hearing at the next board meeting.

Exhibit C.4 Audience Participation Policy Revision – First Reading

Discussion only: The board was advised that audience members addressing the board should not be required to give their home address when speaking. The board reviewed proposed changes in the wording of this policy and will consider adoption at the next board meeting.

Exhibit C.5 Security Unlockers

It was moved by Vice President Lechuga and seconded by Treasurer Biewald that we authorize the Director to purchase six replacement Disc Unlockers from 3M, our current supplier for self-checkout equipment, at a maximum cost of \$25,000.

Discussion: Director Bennett advised 3M is our sole source for these services and this upgrade will provide real improvement to our present procedure.

Roll Call Vote: Trustee Lindholm – aye, Vice President Lechuga – aye, Treasurer Biewald – aye, Secretary Corbett – aye, Trustee Creighton – aye, President Skold – aye. 6 ayes, 0 nays. Motion carried.

Exhibit C.6 Request for Qualifications (RFQ) – Construction Manager at Risk

Discussion: Trustee Creighton, Secretary Corbett, Director Bennett, Lauren Rosenthal, and Brian Wing have researched and evaluated construction delivery and representation methods. Creighton provided background information and advised that, in the opinion of this working group, a Construction Manager at Risk is the most effective method to use. Board members went over the Request for Qualifications document prepared by Director Bennett and reviewed by the library's attorney, and discussed the various criteria which will be used in making a final selection. Creighton stated that five companies have already indicated interest and asked for consensus about release of the RFQ. The interviewing process will take place in March, and the top three candidates ranked for recommendation to the board in April, following the requirements of the Local Government Professional Services Selection Act.

Board Discussion

President Skold announced an Executive Session to be held in accordance with 5 ILCS 120/2 (c) (2) Salary Schedules. By unanimous voice vote the regular meeting was adjourned to executive session at 8:20 pm. The regular meeting was called back into session with all trustees except Trustee Sommerlot still present at 8:58 pm and immediately adjourned by voice vote at 8:59 pm.



Richard V. Corbett – Secretary