

**Fox River Valley Public Library District  
Board of Trustee Meeting  
October 20, 2015  
Dundee Library Meeting Room  
500 Barrington Avenue  
East Dundee, IL 60118**

**Roll Call**

Members present:   Vice Pres     Fred Lechuga  
                          Treasurer    Brian Lindholm  
                          Secretary     Richard Corbett  
                          Trustee       Mark Biewald  
                          Trustee       Denise Sommerlot  
                          Trustee       Phyllis Creighton

Members absent:    President     Marge Skold

Others present:     Lauren Rosenthal, Jason Pinshower, Jeanne Etling,  
                          Carolyn Friedlund, Karin Nelson, Aaron Carlin, Cris Cigler,  
                          Elizabeth Novak, Kate Cundiff, Bonnie Kalaway, Lia Lopez,  
                          Mary Povilonis, Roger Ritzman, Ian Lamp

In the absence of President Marge Skold, the meeting was called to order at 7:02 PM by President pro tem, Fred Lechuga.

**Public Comment**

Bonnie Kalaway, Vice President of the Friends of the Library (FOL) updated the board on the recently held book sale. Although the October sale did not prove to be as profitable as past sales have been, it did allow the FOL to increase their inventory of books which will be used in future sales. She thanked everyone for their support.

**President’s Report** (President pro tem Lechuga)

Lechuga reminded everyone of the upcoming Truth in Taxation Hearing to be held November 17, 2015, preceding the regular board meeting.

He then introduced Lia Lopez of Lauterbach & Amen who presented findings of the recent audit conducted by them for FRVPLD. Lopez reported it was a very “clean” audit with no accounting adjustments or exceptions. She went on to highlight various categories of the audit, and answered questions from board members. The audit will be approved under the consent agenda at next month’s board meeting.

**Correspondence:** None received.

## **Trustee Liaison Reports:**

### **Physical Facilities (Phyllis Creighton)**

No update.

### **Marketing (Denise Sommerlot)**

September was National Library Card Sign-up Month and FRVPLD issued 276 new cards in this regard. We had an outreach booth at Heritage Fest to promote library programs and services and encourage people to visit our facilities. In the future we will concentrate our efforts to encourage people to come into the libraries to sign up for new cards. The Virtual Backpack outreach to elementary and middle schools, promoting library events, is also underway.

### **Personnel (Fred Lechuga)**

No update.

### **Community Engagement (Brian Lindholm)**

No update.

### **Secretary (Richard Corbett)**

No update.

### **Treasurer (Brian Lindholm)**

Expenses continue tracking below budget. FRVPLD continues to operate efficiently.

## **Director's Report (Roxane Bennett)**

Director Bennett reported to the board that we are getting positive reaction at our "Designing Our Future" events, but the turnout has been low. She is working with architect, Joe Huberty, to develop a presentation to take out to community groups. She reviewed the October 8 presentation slides with the board; beginning with a recap of unmet patron needs expressed through surveys conducted in 2008, 2010, 2013 and 2015; and followed by the architect's conceptual sketches of potential renovations to the Dundee Library. Sketches included interior floor plans, site overview with improved traffic pattern, and three options for design of a relocated building entrance facing the parking lot. Board members were encouraged to e-mail comments to the director within the next few days.

## **Library Innovation of the Month**

Tonight's program was presented by Kate Cundiff, Information Services Assistant, and she introduced board members to the Gale electronic resources – Career Online High School partnership. The main purpose of this program allows individuals to participate in an accredited program which would make it possible for participants to receive their high school diploma. Cundiff cited the Fountaindale Library in Bolingbrook who presently offers this program to their residents – where 20% of those over age 25 do not have a high school

diploma. Cundiff pointed out that we have areas within our district where 30% of residents over 25 do not have a high school diploma - highlighting a real need for such a program. In addition to being able to complete requirements for the high school diploma, other core subjects are offered online to teach the technology skills individuals need to successfully complete the degree program. A career certificate in one of eight fields is offered. Classes are offered online and taught by outside instructors. Board members were very interested in learning more about this program going forward.

## **Consent Agenda**

### **Exhibit A.1** Items included in Consent Agenda

- A.1.a Minutes from September 15, 2015 Budget and Appropriation Hearing
- A.1.b Minutes from September 15, 2015 Board of Trustees Meeting
- A.1.c Check/Voucher Register – AP & Payroll Complete for September 2015 totaling \$248,968.06
- A.1.d Revenue Summary – All Funds Combined – Budget v Actual Revenues
- A.1.e Revenue Summary – All Funds Combined by Period
- A.1.f Expenditure Summary – All Funds Combined - Budget v Actual Expenses
- A.1.g Expenditure Summary – All Funds Combined - Budget v Actual Expenses By Location
- A.1.h Expenditure Summary – All Funds Combined by Period
- A.1.i Balance Sheet for September 2015
- A.1.j Ehlers Account Statement for September 2015

The Consent Agenda was presented by President pro tem Lechuga.

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

## **Old Business**

None.

## **New Business**

### **Exhibit C.1 Resolution 2015-08 to Determine Estimate of Funds Needed for FY 2015-16**

It was moved by Treasurer Lindholm and seconded by Trustee Biewald that we adopt Resolution 2015-08 (attached) to Determine Estimate of Funds Needed for FY 2015-16 in the amount of \$3,558,680.

*Discussion: Lauren Rosenthal explained that the amount represents an increase of 15% over the existing appropriation to cover not only the increase allowed under PTELL, but any potential revenue from new construction and expiring TIF districts within the library district.*

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

#### **Exhibit C.2 Renewal of Electronic Database - Gale**

It was moved by Trustee Biewald and seconded by Trustee Creighton that we authorize the Director to contract with Cengage Learning for Gale General OneFile, Kids InfoBits, and Analytics on Demand products, at a bundled price not to exceed \$9,500.

*Discussion: In response to a question about cost per use, Director Bennett advised that most database prices are based on population rather than use. Staff is working on increasing usage of our electronic resources through promotion and training, and continues to look at options when negotiating for these services.*

Roll Call Vote: Treasurer Lindholm – aye, Trustee Biewald – aye, Secretary Corbett – aye, Trustee Sommerlot – aye, Trustee Creighton – aye, President pro tem Lechuga - aye. 6 ayes, 0 nays. Motion carried.

#### **Exhibit C.3 Resolution 2015-09 LIMRiCC Bylaws and Intergovernmental Agreement – Amended**

It was moved by Treasurer Lindholm and seconded by Trustee Sommerlot that we adopt and certify Resolution 2015-09 accepting LIMRiCC Bylaws and Intergovernmental Agreement – Amended

*Discussion: Director Bennett advised that although we subscribe to LIMRiCC, we utilize only the unemployment compensation component. A change in the LIMRiCC Bylaws regarding a minor change in the composition of the Board of Directors required the formality of every member library adopting the amended agreement.*

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

#### **Exhibit C.4 Snow Removal Contract – Tovar Snow Professionals**

It was moved by Trustee Sommerlot and seconded by Trustee Creighton that we authorize the Director to contract with Tovar Snow Professionals for FY 2015-16 snow removal and de-icing services at the Dundee Library up to a maximum for \$40,000.

*Discussion: Secretary Biewald noted “zero tolerance” had been eliminated from this year’s proposal and asked for clarification. It was explained that this level of contract service is no longer needed. Staff will handle snow removal and de-icing during the business day when small amounts of snow fall rather than paying Tovar to re-salt with each event. This will result in savings overall while maintaining safety.*

Roll Call Vote: Treasurer Lindholm – aye, Trustee Biewald – aye, Secretary Corbett – aye, Trustee Sommerlot – aye, Trustee Creighton – aye, President pro tem Lechuga – aye. 6 ayes, 0 nays. Motion Carried.

### **Board Discussion**

Trustee Biewald requested that volunteer hours be included in future dashboard figures.

President pro tem Lechuga announced that there will be an Executive Session following tonight’s board meeting in accordance with ILCS 120/(c)(5) Purchase or Lease or real property for use by the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. No votes will be taken following the executive session.

Trustee Biewald moved and Trustee Sommerlot seconded that the meeting adjourn to Executive Session. Motion was approved by unanimous vote at 8:22 pm.

The regular session was called back into session at 9:52 pm. No other business was discussed and the meeting was adjourned by voice vote at 9:53 pm.

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Richard V. Corbett – Secretary