

**Fox River Valley Public Library District
Board of Trustee Meeting
May 18, 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
 Trustee Denise Sommerlot

Members absent: None

Others present: Lauren Rosenthal, Jeanne Etling, Brian Wing, Jason Pinshower
 Carolyn Friedlund, Karin Nelson, Cris Cigler, Aaron Carlin,
 Elizabeth Novak, Katie Redding, Bob Smith, Ian Lamp

The meeting was called to order by President Skold at 6:35 PM, at which time she asked for a motion to appoint both a President Pro Tem and Secretary Pro Tem for tonight's business. Treasurer Biewald moved we appoint Marge Skold as President Pro Tem and Richard Corbett as Secretary Pro Tem. Motion was approved by unanimous consent of the board. Secretary Pro Tem Corbett administered the oath of office to all trustees of FRVPLD.

The slate of officers was presented by Brian Lindholm, Chairman of the Nominating Committee, as follows: President – Marge Skold, Vice President – Fred Lechuga, Treasurer – Brian Lindholm, Secretary – Richard Corbett. Election of officers as presented was confirmed by voice vote.

President Skold then called for Public Comment.

Public Comment

Bob Smith, Friends of the Library, reported that proceeds from the recent book sale netted approximately \$3,500. Some of the books left over after the sale were donated to a school for autistic children, a community crisis center, and Sherman Hospital. Smith advised the board that a new slate of officers for the Friends of the Library organization will be forthcoming. Upcoming activities for the group include the Memorial Day Parade and the FRVPLD Summer Reading Program Kickoff.

President's Report

Trustee Liaison Activity:

Administrative:

Secretary Corbett gave a brief overview of his trip the early part of May to Washington, D.C. as a representative of the Illinois Library Association (ILA). In visiting the offices of the Illinois delegates, he felt there appeared to be definite evidence of support for libraries. This is important considering the fact that legislation authorizing \$180 million dollars in federal funding for libraries is pending. Funds received by Illinois are distributed through the Secretary of State, our state librarian, in the form of grants. He felt the trip and experience was important and worthwhile. Trustee Biewald suggested sending copies of FRVPLD newsletters to legislators representing our service area to keep them informed about our services and programs.

Facilities:

Trustee Creighton reported that ten (10) architectural firms submitted their qualifications in response to the library's RFQ for Architectural Services. Up to five (5) candidates will be selected to interview with the facilities team on June 6. Creighton projected that a recommendation will be brought before the board in July.

Finance (Insurance, Budget):

No treasurer's report at this time.

Personnel/HR and Ethics:

Vice President Lechuga advised there was nothing to bring before the board at this time.

Community Engagement:

Treasurer Lindholm advised there would be more activity in this regard in coming months.

Marketing and Public Relations:

Trustee Sommerlot reported on feedback gathered during National Library Week and asked Marketing and Public Relations Manager, Cris Cigler, to share information about the ILA "Soon to be Famous Illinois Author Project". Cigler pointed out one third of best sellers on Amazon are now self-published e-books. Libraries are charged exorbitant prices for e-books. By curating, judging, and promoting self-published works, the founders of the Project hope to bring down the cost of e-books libraries purchase and show that libraries are important partners in promoting reading. Director Bennett pointed out Cigler is one of the founding members of the Project and will be representing our library and the ILA "Soon to be Famous" committee as a panel member at the American Library Association (ALA) Conference in San Francisco, in late June. The "Soon to be Famous Illinois Author Project" was a winner of the 2015 John Cotton Dana Library Public Relations Award from the ALA.

Director's Report

Library Innovation of the Month:

Director Bennett introduced Elizabeth Novak and Katie Redding, staff members, who presented the *Library Innovation of the Month* to board members. As Novak explained, FRVPLD has a diverse patron base, and it is virtually impossible to provide staff that is able to deal with each individual language need. In this regard, Novak and Redding demonstrated the use of Google Translate, a technology which makes it possible for two people who speak different languages to communicate with the assistance of a tablet or mobile phone. FRVPLD plans to explore ways to use this technology to enable staff to meet the needs of our district.

Landscaping:

Brian Wing called attention to the improvement in the islands in the parking lot. The turf and weeds have been replaced by decorative grasses. The stones along the walkways have been removed and replaced by mulch and new plants.

Draft Working Budget for FY 2015-16:

Asst. Director of Support Services, Lauren Rosenthal walked board members through a draft of the proposed budget for FY 2015-16. Data was distributed and discussed breaking out details regarding revenues as well as expenditures in five major categories: 1) Personnel Services/Benefits; 2) Library Materials; 3) Operating Expenses; 4) Building Expenses; and 5) Capital Expenses. Questions were fielded regarding the information presented. The final working budget will be presented at the June board meeting for approval.

Construction Manager at Risk:

Ian Lamp of Lamp, Inc. was introduced to the board. He presented an initial budget for our proposed project and reviewed the elements of cost involved including: 1) General Conditions; 2) Land Acquisition; 3) Site Preparation; 4) Design Fees; 5) Building Construction; 6) Miscellaneous Costs; 7) Project Management Fees; and 8) Furniture, Fixtures, and Equipment. Questions were fielded regarding the information presented.

Consent Agenda

Exhibit A.1 Items to be included in Consent Agenda

- A.1.a Minutes from April 13, 2015, Board of Trustees Meeting
- A.1.b Check/Voucher Register – AP & Payroll Complete for April, 2015, totaling \$306,993.42.
- 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 April, 2015

A.1.i Ehlers Account Statement for April, 2015

The Consent Agenda was presented by President Skold.

It was moved by Treasurer Lindholm and seconded by Vice President Lechuga that we approve the Consent Agenda as presented. Roll Call Vote: Trustee Lindholm – aye, Vice President Lechuga – aye, Trustee Biewald - aye, Secretary Corbett – aye, Trustee Sommerlot – aye, Trustee Creighton – aye, President Skold – aye. 7 ayes, 0 nays. Motion carried.

Old Business

Exhibit B.1 Board Liaisons Bylaw Update – Second Reading

Vice President Lechuga moved and Trustee Sommerlot seconded that we approve Board Liaisons Bylaws Update – Second Reading as follows:

01.09.01 Board Liaisons

Board Liaisons to specific administrative functions will generally comply with the following. The Board President may be included in discussions with the administration as needed and will confer with the designated liaison. In the event the liaison feels a committee would be more effective, a request to form the committee can be made to the President. All regularly scheduled committee meetings of 3 or more board members must comply with the Open Meetings Act (5 ILCS 120)

- A) Administrative (Policy, Agenda) – Board President and Secretary**
- B) Physical Facilities – Trustee**
- C) Finance (Insurance, Budget) – Board Treasurer**
- D) Personnel/HR and Ethics – Board Vice President**
- E) Community Engagement – Trustee**
- F) Marketing and Public Relations – Trustee**

Roll Call Vote: Treasurer Lindholm – aye, Vice President Lechuga – aye, Trustee Biewald – aye, Secretary Corbett – aye, Trustee Sommerlot – aye, Trustee Creighton – aye, President Skold – aye. 7 ayes, 0 nays. Motion carried.

New Business

Exhibit C.1 Ordinance 2015-03 Board Meeting Dates – Amended (attached)

It was moved by Trustee Biewald and seconded by Trustee Creighton that we adopt Ordinance 2015-03 Board Meeting Dates for 2015 – Amended.

Discussion: Director Bennett explained this amended meeting schedule allows time for announcement of the Budget and Appropriation Hearing, which must be thirty (30) days prior to the hearing. Further, the anticipated need for an August meeting did not materialize. She stated there may still be a need for a special meeting before the July 27, 2015 board meeting.

Roll Call Vote: Treasurer Lindholm – aye, Vice President Lechuga – aye, Trustee Biewald – aye, Secretary Corbett – aye, Trustee Sommerlot - aye, Trustee Creighton – aye, President Skold – aye. 7 ayes, 0 nays. Motion carried.

Exhibit C.2 Approve the Budget and Levy Calendar for FY 2015-16

It was moved by Vice President Lechuga and seconded by Trustee Sommerlot that we approve the Budget and Levy Calendar for FY 2015-16.

Discussion: Trustee Biewald raised the question of necessity for this approval since it was not based on statute. Director Bennett explained that FRVPLD's attorney recommends the board adopt a budget and levy calendar in order to stay on track and meet deadlines that are based on statute.

Roll Call Vote: Treasurer Lindholm – aye, Vice President Lechuga – aye, Trustee Biewald – nay, Secretary Corbett – aye, Trustee Sommerlot – aye, Trustee Creighton – aye, President Skold - aye. 6 ayes, 1 nay. Motion carried.

Exhibit C.3 Consultant Service Agreement/Library Planning Associates – Phase 2: Building Program Report

It was moved by Trustee Biewald and seconded by Vice President Lechuga that we approve the Consultant Service Agreement with Library Planning Associates for Phase 2: Building Program Report in an amount not to exceed \$40,530.

Discussion: Director Bennett explained that Per Capita Grant funds have been allocated cover these costs. Secretary Corbett inquired about the time frame for this phase, and Director Bennett advised about four months. She explained that we want to have an architect on board for the last two months of the process, which is projected to be September/October. Trustee Biewald asked whether LPA was best firm to do this phase of facility planning. Director Bennett assured the board that, having completed Phase 1, LPA is indeed the best choice to continue with Phase 2 and complete the Building Program. President Skold advised that a single item agenda meeting may prove necessary before the regularly scheduled July board meeting in order to finalize selection of an architect.

Roll Call Vote: Treasurer Lindholm – aye, Vice President Lechuga – aye, Trustee Biewald – aye, Secretary Corbett – aye, Trustee Sommerlot – aye, Trustee Creighton – aye, President Skold - aye. 7 ayes, 0 nay. Motion carried.

Exhibit C.4 Audit Engagement/Lauterbach & Amen, LLP

It was moved by Treasurer Lindholm and seconded by Trustee Creighton that the Director be authorized to retain Lauterbach and Amen, LLC as the library's auditor for the next three years.

Discussion: Treasurer Biewald expressed concern over the fact that Lauterbach & Amen had conducted the audit for the past three years and wondered if it would be wise to consider a change. Assistant Director Rosenthal advised that the Illinois Government Finance Officers Association does not recommend changing auditors after just three years. Based on comparison with several other libraries, the cost proposal from Lauterbach and Amen is competitive.

Roll Call Vote: Treasurer Lindholm – aye, Vice President Lechuga – aye, Trustee Biewald – aye, Secretary Corbett – aye, Trustee Sommerlot – aye, Trustee Creighton – aye, President Skold – aye. 7 ayes, 0 nays. Motion carried.

Exhibit C.5 Electronic Resource Renewal/Freegal

It was moved by Vice President Lechuga and seconded by Trustee Biewald that we authorize the Director to renew the contract with Library Ideas LLC for Freegal, an electronic resource for downloading music, at a cost not to exceed \$8,000.

Discussion: Board members expressed an interest in the demographics of patrons that use this service. Also, it was pointed out that the Summer Reading Program "Read to the Rhythm" affords a perfect avenue to promote digital music services.

Roll Call Vote: Treasurer Lindholm – aye, Vice President Lechuga – aye, Trustee Biewald – aye, Secretary Corbett – aye, Trustee Sommerlot – aye, Trustee Creighton – aye, President Skold – aye. 7 ayes, 0 nays. Motion carried.

Exhibit C.6 Bank Signature Cards

It was moved by Treasurer Lindholm and seconded by Trustee Sommerlot that we authorize the President, Treasurer, and Director to execute new signature cards for First American Bank.

Voice Vote: 7 ayes, 0 nays. Motion carried.

Board Discussion

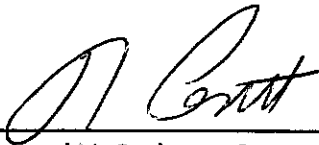
There was a brief discussion regarding the possibility of absentee members being able to participate in board meetings electronically. There needs to be an assessment of present and/or future equipment needs in order to make this possible. Quorum requirement, voting

capability, etc. was discussed and it was decided to allow the library staff time to research this subject and get back to the board with their findings at a future meeting.

Trustee Biewald requested that the board be given information on how the Freedom of information (FOIA) affects the board and its operation. This will be handled at a future meeting.

President Skold announced an executive session would follow tonight's meeting in accordance with 5 ILCS 120/2 (c) 5 Purchase or Lease of Real Property and ILCS 120/2.06 Review of Closed Session minutes. The meeting was adjourned to executive session at 8:30 pm by voice vote.

The regular meeting was called back into session at 10:02pm. There being no further business, the meeting was adjourned by voice vote at 10:04 pm.

A handwritten signature in black ink, appearing to read "R. Corbett", written over a horizontal line.

Richard V. Corbett - Secretary