

**Fox River Valley Public Library District
Board of Trustees Meeting
January 19, 2016**

**Dundee Library Meeting Room
555 Barrington Avenue
East Dundee, IL 60118**

The meeting was called to order by President Skold at 7:02 PM.

Roll Call

Members present:	President	Marge Skold
	Vice Pres	Fred Lechuga
	Treasurer	Brian Lindholm
	Secretary	Richard Corbett
	Trustee	Mark Biewald
	Trustee	Phyllis Creighton
	Trustee	Denise Sommerlot (later)
Members absent:	none	

Others present: Library Director Roxane Bennett, Lauren Rosenthal, Nicole Steeves, Jason Pinshower, Aaron Carlin, Heather Zabski, Carolyn Friedlund, Karin Nelson, Cris Cigler, Elizabeth Novak, Brian Wing, Bill Hofherr, Shaun Kelly, Bonnie Kalaway

Public Comment

Bonnie Kalaway, of Friends of the Library, reported they are still awaiting 501(c)(3) designation from the IRS. The organization has a new email address. Their next book sale will be held the end of March.

President's Report

President Skold acknowledged concerns expressed to her by various trustees regarding lengthy meetings. She believes it is important to allow sufficient time for trustees to voice concerns and ask questions during the meetings even if it makes some meetings run long. She will continue to run meetings this way unless the board prefers she enforce time limits on discussion which could make it difficult to keep trustees fully informed as the library moves through the various stages of facility planning.

Trustee Liaison Reports

Physical Facilities (Phyllis Creighton)
None

Marketing (Denise Sommerlot)

Trustee Sommerlot related that a new marketing tool is now available to the library. Public Relations and Outreach Manager Cris Cigler explained that, with this new module of Analytics on Demand, the library can identify groups of residents based on demographics and promote relevant services to those residents.

Personnel and Ethics (Fred Lechuga)

None

Community Engagement (Brian Lindholm)

None

Secretary (Richard Corbett)

Secretary Corbett encouraged trustees to attend the upcoming Trustee Workshop and Legislative Breakfast. Any interested trustee is to contact Director Bennett.

Treasurer (Brian Lindholm)

None

Director's Report

Director Bennett related progress made on streamlining the check-signing process.

Bond Presentation

Bennett introduced Bill Hofherr, Senior Vice President of GK Baum & Company, who presented detailed information on municipal bonds. Hofherr explained types of bonds and their logistical concerns, gave information on obtaining a bond rating, how bonds are sold and purchased, and how they are structured.

Policy Recommendations

Assistant Director of Support Services Lauren Rosenthal reported that financial policies are under review. Administration recommends combining all financial policies under one heading and adding sections on planning and budgeting; debt; and accounting, auditing, and financial reporting. Draft policy changes will be presented to the board for first reading at an upcoming meeting.

Architectural Services Presentation

Shaun Kelly, Project Architect, of Engberg Anderson Inc., presented drawings of the east facility that have gone out for pricing, along with preliminary sketches for a possible west facility.

Changes proposed for the Dundee Library would bring more light into the building; move the entrance closer to the parking lot; change the traffic flow to add a drive-up window for returns and pick-up of materials; enlarge both the Children's and Teen areas; and add small group study rooms, a dedicated classroom space, a maker lab, and a quiet reading room.

West facility sketches included exterior elevation concepts and related interior floor layouts. Discussion covered roof lines, energy efficiency, optimizing the use of natural light, options to accommodate future growth, and the configuration of community meeting rooms.

Revisions based on feedback will be incorporated and concept sketches will be shared with the community for their input at an upcoming Designing Our Future session.

Consent Agenda

- Exhibit A.1**
- A.1.a Minutes from the December 15, 2015 Truth in Taxation Hearing
 - A.1.b Review of Executive Session Minutes
 - A.1.c Check Voucher Register – AP & Payroll Complete for December 2015 totaling \$235,075.69
 - 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 December 2015
 - A.1.j Ehlers Account Statement for December 2015
 - A.1.k Ordinance 2016-01 Prevailing Wage

The Consent Agenda was presented by President Skold. It was moved by Treasurer Lindholm and seconded by Vice President Lechuga that the Consent Agenda be approved as presented.

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

Old Business

None

New Business

None

Board Discussion

President Skold announced there will be an Executive Session in accordance with 5 ILCS 120/2(c)(5), the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

No action will be taken following Executive Session.

The regular meeting was adjourned to closed session by unanimous voice vote at 8:45 p.m.

The regular meeting was reconvened at 9:06 p.m. and Roll Call taken.

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

Members absent: none

Others present: Roxane Bennett, Lauren Rosenthal, Nicole Steeves, Shaun Kelly and Karen Werle.

No other business was discussed and the meeting was adjourned by unanimous voice vote at 9:09 p.m.



Richard V. Corbett, Secretary