

**Fox River Valley Public Library District
Board of Trustees Meeting
May 17, 2016**

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

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

President Skold was absent, therefore Vice President Lechuga officiated the meeting.

Roll Call

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

Members absent:	President	Marge Skold
	Trustee	Mark Biewald

Others present: Library Director Roxane Bennett, Karen Werle, Karin Nelson, Lauren Rosenthal, Aaron Carlin, Jason Pinshower, Heather Zabski, Nicole Steeves, Carolyn Friedlund, Elizabeth Novak, Bonnie Kalaway

Public Comment

Bonnie Kalaway - Friends of the Library

Ms. Kalaway related that elections for the organization's officers will be held tonight. They have also started a new Membership Committee. A new, updated brochure was printed and they have a new website.

President's Report

None

Correspondence

None

Trustee Liaison Reports

Physical Facilities (Phyllis Creighton)

None

Marketing (Denise Sommerlot)

None

Personnel and Ethics (Fred Lechuga)

None

Community Engagement (Brian Lindholm)

Treasurer Lindholm related that two of the four Citizen Task Force meetings regarding the new library construction have occurred. The task force will relate findings and recommendations to the Director at the end of June, who will then bring them to the Board at the July meeting. Paul Hanley will also be present at the July meeting.

Secretary (Richard Corbett)

Secretary Corbett's last meeting on the advocacy committee for ILA will be next month. They have asked him to be on the ILA Trustee Forum, a group of trustees whose purpose is to provide training and education to other trustees throughout the ILA organization. Secretary Corbett requested the Board's consent to become a member of the Forum, board consent was given.

Treasurer (Brian Lindholm)

Treasurer Lindholm related that the District is ten months into the fiscal year and they're on track for the rest of the year.

Director's Report

Director Bennett asked if there were any questions on this month's reports or dashboard. Secretary Corbett remarked that volunteer hours are continually increasing. Trustee Lindholm asked why computer use has spiked. There could be a variety of causes, there are new Mac computers in the library and there are many students coming in to complete end-of-the-year reports. Director Bennett related that she'll be meeting with District 300 school officials to support the 1:1 ratio of students to computers in the classroom.

Draft Working Budget FY2016-17 – Lauren Rosenthal, Assistant Director of Support Services

Ms. Rosenthal related that the exact amount of funding from property taxes, the per capita grant, and the reduced amount of funding that will be received at some point from the state are known. The budget is created based on every anticipated need, which is referred to as a zero-based budget. The coming budget process will be as follows:

May – working budget discussion

June – pass working budget

July – tentative B&A (budget and appropriation) approval

September – Final B&A approval

Ms. Rosenthal also recalled the order authority for larger expenses. Ms. Rosenthal proceeded to review the FY1617 proposed working budget. She mentioned that new construction within the district helped to raise the amount of real estate tax that the library will receive, however, the per capita grant will decrease. She also reviewed with the board the impact on the budget for potential raise pools of 1.5 and 2.0%. Ms. Rosenthal then reviewed the General Fund Balances, FICA Fund Balances, IMRF Fund Balances, Audit Fund Balances, Liability Fund Balances, and Building and Maintenance Fund Balances. She also reviewed the Special Reserves Fund Balances and plan guidelines. The expenses coming out of this fund are the land purchase, furniture and equipment, computer equipment, professional services related to facility planning, and building repairs. Finally, Ms. Rosenthal reviewed the Working Cash Fund Balances and the Donations Fund Balances. Director Bennett asked the Board to give an indication of their stance on the raise pool. The Board is open to the 2% raise pool.

Tentative Operating and Building Budget

Ms. Rosenthal presented on the tentative post-referendum budget and the methodology used to arrive at forecast budget numbers.

Website Presentation – Jason Pinshower, Digital Services Manager

Mr. Pinshower gave a walk-through of the newly designed library website. He also related more people are already using the "Contact Us" form. Digital sign up for the Summer Reading Challenge is now available for the first time.

Consent Agenda

Exhibit A.1 A.1.a Minutes from the April 19, 2016 Board of Trustees Meeting

- A.1.b Check/Voucher Register – AP & Payroll Complete for April 2016 totaling \$248,853.02
- A.1.c Revenue Summary – All Funds Combined – Budget v Actual Revenues
- A.1.d Revenue Summary – All Funds Combined by Period
- A.1.e Expenditure Summary – All Funds Combined – Budget v Actual Expenses
- A.1.f Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location
- A.1.g Expenditure Summary – All Funds Combined by Period
- A.1.h Balance Sheet for April 2016
- A.1.i Ehlers Account Statement for April 2016

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

Roll Call Vote: Treasurer Lindholm – aye; Vice President Lechuga – aye; Trustee Biewald – absent; Trustee Sommerlot – aye; Trustee Creighton – aye; Secretary Corbett – aye; President Skold – absent. 5 ayes, 0 nays. Motion carried.

Old Business

None

New Business

None

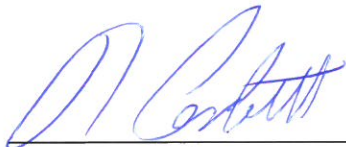
Board Discussion

Vice President Lechuga announced there will be an Executive Session in accordance with **5 ILCS 120/2(c) (21) 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, and 5 ILCS 120/2(c) (21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06**

No action will be taken following Executive Session. The motion to adjourn to an Executive Session was presented by Vice President Lechuga. It was moved by Trustee Sommerlot and seconded by Trustee Creighton.

Roll Call Vote: Treasurer Lindholm – aye; Vice President Lechuga – aye; Trustee Biewald – absent; Trustee Sommerlot – aye; Trustee Creighton – aye; Secretary Corbett – aye; President Skold – absent. 5 ayes, 0 nays. Motion carried. The regular meeting was adjourned to closed session by unanimous voice vote at 8:26 p.m.

The regular meeting was called back into session at 9:00 pm and immediately adjourned by voice vote.



Richard V. Corbett - Secretary

