

**Fox River Valley Public Library District
Board of Trustee Meeting
September 20, 2016**

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

President Skold called the meeting to order at 7:00 pm and roll call was taken.

Roll Call

Members present:	President	Marge Skold
	Vice Pres	Fred Lechuga
	Treasurer	Brian Lindholm
	Secretary	Richard Corbett
	Trustee	Mark Biewald
	Trustee	Phyllis Creighton
Members absent:	Trustee	Denise Sommerlot
Others present:	Karin Nelson, Jason Pinshower, Heather Zabski, Aaron Carlin, Mike Tennis, Carolyn Friedlund, Lauren Rosenthal, Elizabeth Novak, Karen Werle, Roxy Zimmerman	

Skold noted Trustee Biewald was attending by electronic means, having met the requirements of the Bylaws allowing him to do so. She announced the board meeting would be briefly adjourned to conduct the Budget and Appropriation Hearing, at 7:02 pm by roll call vote.

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

President Skold called the board meeting back into session at 7:06 pm.

Roll Call

Members present:	President	Marge Skold
	Vice Pres	Fred Lechuga
	Treasurer	Brian Lindholm
	Secretary	Richard Corbett
	Trustee	Mark Biewald
	Trustee	Phyllis Creighton
Members absent:	Trustee	Denise Sommerlot
Others present:	Karin Nelson, Jason Pinshower, Heather Zabski, Aaron Carlin, Mike Tennis, Carolyn Friedlund, Lauren Rosenthal, Elizabeth Novak, Karen Werle, Roxy Zimmerman	

Public Comment

Roxy Zimmerman, Vice President of the Friends of the Library (FOL) announced that they have begun participation in the Smile.Amazon.com program. Buyers may select FOL as their choice to receive a charitable donation based on a percentage of their purchase. Zimmerman advised

October 1st is Book Donation Day; and the Fall Book Sale will run from 5:30 pm October 20th, through 4:00 pm October 22nd.

President's Report

Trustee Liaison Reports

Physical Facilities (Phyllis Creighton)

Trustee Creighton advised components of the plumbing system and the elevator are being carefully maintained, although they are subject to major repair.

Marketing (Denise Sommerlot)

Trustee Sommerlot was not present.

Personnel (Fred Lechuga)

Vice President Lechuga noted that updates to the employee handbook had been made in order to be compliant with new laws and update procedures.

Community Engagement (Mark Biewald)

Trustee Biewald reported on the Library's presence at Heritage Fest. Staff distributed factual information about the downsized facility expansion proposal and the ballot question the Board placed on the November ballot.

Secretary (Richard Corbett)

Secretary Corbett reported that there are three Trustee seats up for election in the April 4, 2017 Consolidated Election. Candidates must be registered voters and residents of the Library District, collect a minimum of 50 signatures from registered voters in the District, and file a Statement of Candidacy, Economic Interests Statement Filing Receipt, and (optional) Loyalty Oath with their nominating petition during the filing period of December 12 – 19, 2016. Petitions are filed with the Administration Office at the Dundee Library. He noted the Economic Interests Statement must first be filed with Kane County. A filing receipt will be returned to the candidate and that receipt is filed with the required documents during the filing period. Corbett further noted the first day to circulate nominating petitions is Tuesday, September 20, 2016.

Treasurer (Brian Lindholm)

Treasurer Lindholm reported that most of the revenue for the year has been received. Spending remains under budget.

Director's Report (Roxane Bennett)

Director Bennett has begun making made factual presentations about the library's facility expansion proposal and ballot question at meetings of units of local government and civic organizations. Currently, two presentations have been completed, and there are 13 presentations scheduled. Director Bennett welcomes the opportunity to appear before any local governmental unit or civic organization interested in the presentation.

Director Bennett highlighted the "Referendum Facts" page on the library's website.

Digital Services Manager Jason Pinshower demonstrated how to utilize the Tax Calculator on that page to determine the impact of the referendum on any particular piece of property.

Assistant Director Rosenthal explained the Budget and Appropriation Ordinance sets the maximum legal spending limits for the year. She explained that transfers between funds make both expenditures and revenues appear larger than they actually are.

Consent Agenda

Exhibit A.1 Items included in Consent Agenda

- A.1.a Minutes from August 16, 2016 Board of Trustees Meeting
- A.1.b Minutes from the July 26, 2016 Board of Trustees Meeting
- A.1.c Check/Voucher Register – AP & Payroll Complete for August 2016 totaling \$257,595.55
- 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 August 2016

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

Old Business

None

New Business

Exhibit C.1 3M Maintenance Contract Renewal

It was moved by Trustee Creighton and seconded by Vice President Lechuga that we approve the annual Maintenance Agreements for Bibliotheca/3M equipment / software in an amount not to exceed \$42,000.

Director Bennett explained this annual contract covers the sorter and self-check equipment at both locations, and their software. The library is pleased with the level of service received.

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

Exhibit C.2 Ordinance 2016-06 Budget and Appropriation

It was moved by Treasurer Lindholm and seconded by Trustee Creighton that we Adopt Ordinance 2016-06 Budget and Appropriation

President Skold inquired if there were any questions or comments. There being none, she called for a roll call vote.

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

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 a roll call vote at 7:46 pm.

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

The regular meeting was reconvened at 8:12 pm 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
Members absent:	Trustee	Denise Sommerlot
Others present:	Roxane Bennett, Lauren Rosenthal, Karen Werle	

General discussion ensued; there being no further business the meeting was adjourned by roll call vote at 8:24 pm.

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



Richard V. Corbett - Secretary