

**Fox River Valley Public Library District
Board of Trustee Meeting
November 29, 2016**

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

President Skold called the meeting to order at 7:02 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: Library Director Roxane Bennett, Lauren Rosenthal, Aaron Carlin, Jason Pinshower, Brian Wing, Heather Zabski, Karin Nelson, Carolyn Friedlund, Cris Cigler, Karen Werle, Roxy Zimmerman, Mike Tennis

President Skold announced the board meeting would be briefly adjourned to conduct the Tax Levy Hearing. There being no objections the meeting was adjourned at 7:03 pm.

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	
	Trustee	Denise Sommerlot	(arrived 7:10 pm)

Others present: Library Director Roxane Bennett, Lauren Rosenthal, Aaron Carlin, Jason Pinshower, Brian Wing, Heather Zabski, Karin Nelson, Carolyn Friedlund, Cris Cigler, Karen Werle, Roxy Zimmerman, Mike Tennis

Public Comment

Roxy Zimmerman, Vice President of the Friends of the Library (FOL) reported \$3,596.00 in sales from the October Book Sale. As a 501(c)(3) organization, FOL applied to Kohl's charitable giving program at the Spring Hill Mall and Algonquin stores. Both stores approved their request, and eleven volunteers came to assist in the fall book sale. One volunteer joined the FOL group. Each store also gave a \$1500.00 donation. With those donations and the book sale proceeds, the FOL purchased wooden construction toys and blocks for the Imagination Center in the Children's department; digital media conversion equipment with a multimedia cart to house it in, and a laptop/charging station cart. The conversion equipment will convert videotapes into DVDs, and vinyl and cassette recordings into MP3 format.

President's Report

Trustee Liaison Reports

Physical Facilities (Phyllis Creighton)

Repairs to the elevator will be discussed under New Business.

Marketing (Denise Sommerlot)

No report.

Personnel (Fred Lechuga)

Revisions to Personnel Policy will be discussed under New Business.

Community Communication (Mark Biewald)

No report.

Secretary (Richard Corbett)

No report.

Treasurer (Brian Lindholm)

Annual Treasurer's Report will be discussed under New Business. The dashboard reflects that at the one-third of the fiscal year mark, only 28% of the budget has been spent.

Director's Report (Roxane Bennett)

Director Bennett reported that the library's referendum failed by a margin of 2:1. As of November 23, 2016, yes votes numbered 7,604 and no votes were at 15,090 on the Kane County Elections website. Final numbers may be slightly different as mail-in and provisional votes are still being tallied. Certified results will be available in December. Precinct totals are available on the Kane County website.

The library received a check in the amount of \$193,424.61 from Kane County Public Guardian/Public Administrator, Diana M. Law, closing out the estate of Pamela Thompson, deceased. Ms. Thompson had named the Library Board as Successor Beneficiary of a land trust containing property located at 310 East Third Street in East Dundee. There are no restrictions or conditions associated with this cash donation. Funds have been placed in the donations fund to await the Board's determination as to use.

In honor of Giving Tuesday, Director Bennett showed a short, entertaining video directed by Aaron Carlin introducing the library's first annual Staff Giving Campaign. Beginning in January, staff will be able to donate cash to charitable causes via payroll deduction. The initiative was rolled out to staff on November 18th with the goal of reaching \$10,000 in pledges for the first year and already 25% of the goal has been met.

In response to a question about the library's volunteer program, Bennett reported that she has begun talking with the Friends of the Library about becoming more involved with that program and possibly sponsoring an annual volunteer appreciation event.

Consent Agenda

Exhibit A.1

Items included in Consent Agenda

A.1.a Minutes from the October 18, 2016 Board of Trustees Meeting

A.1.b Check/Voucher Register – AP & Payroll Complete for October 2016 totaling \$267,937.66

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 October 2016
- A.1.i Ehlers Account Statement for October 2016
- A.1.j Appoint Deputy Clerks to Accept Nonpartisan Petitions for Office of Library Trustee
- A.1.k Annual Audit for FY 2015-16 (presented at 10.18.2016 Board Meeting)
- A.1.l Ordinance 2016-10 Library Holiday Closings for 2017

The Consent Agenda was presented by President Skold. It was moved by Trustee Biewald and seconded by Treasurer Lindholm 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

Exhibit C.1 Ordinance 2016-11 Levying Taxes for FY 2016-17

It was moved by Trustee Sommerlot and seconded by Trustee Creighton that the Board adopt Ordinance 2016-11 Levying Taxes for FY 2016-17.

Skold opened the floor to questions and discussion; there being none a roll call vote was taken.

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.

Exhibit C.2 Close Building and Maintenance Fund, Transfer Balance to Special Reserve Fund

It was moved by Treasurer Lindholm and seconded by Trustee Sommerlot that the Board close the Building & Maintenance Fund and transfer the balance to the Special Reserve Fund.

Treasurer Lindholm recalled discussion from last year and reiterated the decision was prudent.

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.

Exhibit C.3 Annual Treasurer's Report

It was moved by Trustee Biewald and seconded by Trustee Sommerlot that the Board approve the annual Treasurer's Report.

Treasurer Lindholm explained the report summarizes the income and expenditures of the past fiscal year.

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.

Exhibit C.4 2017 Per Capita Grant Application

It was moved by Trustee Sommerlot and seconded by Trustee Creighton that the Board approve the 2017 Per Capita Grant Application.

Director Bennett explained receipt of this annual grant depends on the State Legislature appropriating funds for it each year. Given the state of budget negotiations, the likelihood of an appropriation for 2017 is unclear. The library does not depend on grant funding for basic operations.

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.

Exhibit C.5 Policy Manual Section III Update – First Reading

Discussion only. Director Bennett explained that updates to the Personnel section of Board Policy are largely required due to changes in State and Federal laws. President Skold explained that this revision also provides the opportunity to more clearly delineate between “Policy” which is the purview of the Board and “procedure” which is the responsibility of the Director. Accordingly, some procedural detail is being removed and language that addresses overarching Policy added. Personnel procedures are addressed in the Employee Handbook. Trustee Biewald suggested changes to the draft Policy which were discussed and will be incorporated into a final version for adoption at the next meeting.

Exhibit C.6 Approve Expenditure of Funds for Elevator Repair

It was moved by Trustee Sommerlot and Seconded by Trustee Creighton that the Board authorize the Director to spend up to \$16,000 for emergency repairs to the elevator at the Dundee Library.

Facilities Manager Brian Wing explained an oil leak was noticed in one of the pistons during routine maintenance. Despite corrective measures applied by Kone service technicians under the library’s elevator maintenance contract, the leak persisted. Further inspection revealed scoring in the piston that must be repaired. The age of the elevator was discussed, along with the likelihood of future major renovations.

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.

Board Discussion

President Skold announced there will be Executive Sessions held 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; and

5 ILCS 120/2/(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employee of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

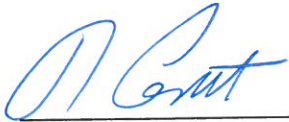
The regular meeting was adjourned to closed session by a unanimous voice vote at 7:50 pm.

The regular meeting was reconvened at 9:01 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
	Trustee	Denise Sommerlot

Others present: None

No other business was conducted and the meeting was adjourned by voice vote at 9:02 pm.



Richard V. Corbett - Secretary

