

**Fox River Valley Public Library District  
Board of Trustees Meeting  
December 20, 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
	Treasurer	Brian Lindholm
	Secretary	Richard Corbett
	Trustee	Mark Biewald
	Trustee	Phyllis Creighton

Members absent:	Vice Pres	Fred Lechuga
	Trustee	Denise Sommerlot

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

**Public Comment**

None

**President's Report**

President Skold advised there will be a Strategic Planning workshop in January or early February; date yet to be determined.

**Trustee Liaison Reports**

**Physical Facilities** (Phyllis Creighton)

None

**Marketing** (Denise Sommerlot)

Trustee Sommerlot was not present.

**Personnel and Ethics** (Fred Lechuga)

Vice President Lechuga was not present.

**Community Communication** (Mark Biewald)

None

**Secretary** (Richard Corbett)

None

**Treasurer** (Brian Lindholm)

Treasurer Lindholm noted circulation statistics were down and spending on materials was below budget. He recognized that staff is aware and working to positively address the trend.

**Director's Report**

Information Services Teen Librarian Danielle Pacini was recognized for her 10 years of service. A certificate of appreciation and commemorative pin were awarded.

Director Bennett reported receiving a check for \$5,000 of the \$15,000 raised by the Dundee Rotary Club toward the cost of a new library van.

Deputy Director Lauren Rosenthal presented an overview of the progress made on the goals approved by the Board in the 2014 Strategic Plan. Most objectives have been completed; the next three year plan will take the library into 2020 and incorporate the few remaining objectives for 2017. Highlights included:

- Goal #1: Optimize collections to exceed patron expectations  
Wait times have been minimized by streamlining processing for new materials and by installation of improved AV unlockers at checkout stations. Browsing bins were added at both libraries to improve visibility of popular children's titles and genres. Collection analysis of periodicals, databases, and paperback books increased relevance in these material categories. Display shelving was added in all departments and is being creatively utilized to improve the patron browsing experience.
- Goal #2: Enrich learning opportunities for all ages  
Adult education and life skills classes were offered on topics such as Social Security, Medicare, and the Affordable Care Act. Partnerships with School District 300 shaped focus on STEM (Science, Technology, Engineering, and Math) and maker programs. New partnerships with Boys & Girls Club, Dundee Middle School STEM Club, Jeri Hoffman Center, 2 Rivers Head Start, Panera Bread, U of I Extension Service, and the homeschooling community resulted in additional programming for various age audiences. Small educational play spaces are available at both locations featuring new furniture and toys donated by the Friends of the Library.
- Goal #3: Engaging our diverse population  
The library has increased its percentage of bilingual staff members. The website is bilingual and bilingual signage is distributed throughout the Dundee Library. An Americans with Disabilities Act compliant website utilizing responsive design for mobile devices has been implemented. Ongoing partnerships with organizations such as Literacy Connection, Centro de Informacion, and the US Citizenship and Naturalization Service have been strengthened to improve programming for multicultural audiences. Computer classes and conversation groups for Spanish speakers are offered, and Spanish language collections for adults and children have been increased by 10%. The collection for those learning to read English has tripled, and the reading program *Leamos* teaches reading skills to native Spanish speakers who never learned to read. Speakers and programs to improve workplace skills, and checkout of laptops and Wi-Fi hotspots assist low income residents.
- Goal #4: Employ technology to benefit residents and improve operations  
The number of technology classes has increased, and point-of-service assistance to patrons using the library's digital services is available all hours the library is open. Tech competency is stressed through staff training. One-on-one consultations are available to patrons who need extra assistance with their own digital devices. Classes on 3-D printing and a variety of maker programs are offered for all ages. Cost-effective technology has been implemented to increase efficiency of library operations. Wifi and connectivity have been improved at Dundee Library; programs are promoted at both libraries via TV screens. Social media presence through Twitter, Facebook, and YouTube encourage participation. Online credit card processing is in use reducing the cost of fine collection. Filtering software was deployed across all computer terminals making the library eligible to receive federal eRate funding.
- Goal #5: Provide facilities that adequately meet service needs  
A comprehensive needs assessment was completed by a library consultant. A facility expansion plan was developed to meet both east and west side needs. Costs and funding estimates were developed leading to a referendum in November 2016 which failed. Focus on patron and staff safety is ongoing through extensive training and emergency planning. Previously vacant space

on the lower level of the Dundee Library now houses: Friends of the Library book sorting/storage; non-public meeting space; and storage spaces for business records, maintenance supplies, program supplies, surplus furniture, and excess library materials with future value for which there is no room on the shelves.

- Goal #6: Exceed taxpayer expectations for efficient, transparent, ethical governance  
An archive of public documents regarding library business has been made accessible 24/7 through the FOIA page on the library's website. Three out of six grants applied for have been received. An investment plan was constructed to maximize interest earnings on fund balances. A comprehensive Board Fiscal Policy was approved to govern operating procedures. Cost of operation was decreased by consolidating/streamlining ordering processes and efficiency increased by recruiting and training volunteers.

A brief discussion on analysis of popular materials to maximize circulation with focus on the collection ensued. A review of the capital replacement schedule for current assets is complete, and the process to bring it before the Board is underway. Children's Department Manager Elizabeth Novak explained a new program, Sensory Storytime, geared toward children with special needs as respects sensory input. Secretary Corbett commented on the savings in supplies obtained through price comparison.

Director Bennett commented on Dundee Township's new Nature Play Area located behind the library. Staff is working with Township officials to plan programming in the area this Spring.

## **Consent Agenda**

- Exhibit A.1**
- A.1.a Minutes from the November 29, 2016 Tax Levy Hearing
  - A.1.b Minutes from the November 29, 2016 Board of Trustees Meeting
  - A.1.c Check/Voucher Register – AP & Payroll Complete for November 2016 totaling \$252,846.76
  - 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 November 2016
  - A.1.j Ehlers Account Statement for November 2016

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; Trustee Biewald – aye; Trustee Creighton – aye; Secretary Corbett – aye; President Skold – aye. 5 ayes, 0 nays, 2 absent. Motion carried.

## **Old Business**

### **Exhibit B.1 Policy Manual Section III Update – Second Reading**

It was moved by Treasurer Lindholm and seconded by Trustee Biewald to accept the second reading of the Policy Manual Section III Update.

Deputy Director Rosenthal advised the changes suggested at the November Board meeting have been incorporated into the document. The library's labor attorney was consulted to ensure policy language complies with applicable law.

Roll Call Vote: Treasurer Lindholm – aye; Trustee Biewald – aye; Trustee Creighton – aye; Secretary Corbett – aye; President Skold – aye. 5 ayes, 0 nays, 2 absent. Motion carried.

**New Business**

**Exhibit C.1 Ordinance 2016-12 Terminating Real Estate Contract**

It was moved by Trustee Creighton and seconded by Trustee Biewald to Adopt Ordinance 2016-12 Terminating Real Estate Contract.

President Skold advised the adoption of this ordinance will officially terminate the real estate contract the Board of Library Trustees entered into in March 2016 for the purchase of 11 acres of vacant land along Recreation Drive in West Dundee. The mutual Due Diligence Period provided for under the contract expires December 31, 2016. Once formal notification of cancellation has been delivered to the seller's representatives as outlined in the contract documents, the library will be entitled to a refund of the \$50,000.00 earnest money deposited in escrow with Chicago Title and Trust Company.

Roll Call Vote: Treasurer Lindholm – aye; Trustee Biewald – aye; Trustee Creighton – aye; Secretary Corbett – aye; President Skold – aye. 5 ayes, 0 nays, 2 absent. Motion carried.

**Board Discussion**

President Skold announced there will be an Executive Session in accordance with:

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; and

5 ILCS 120/2(c)(1) The appointment, compensation, discipline, performance, or dismissal of specific employees 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.

No action will be taken following Executive Session.

The regular meeting was adjourned to closed session by unanimous voice vote at 7:47 p.m.

The regular meeting was reconvened at 9:00 p.m. and Roll Call taken.

Members present:	President	Marge Skold
	Treasurer	Brian Lindholm
	Secretary	Richard Corbett
	Trustee	Mark Biewald
	Trustee	Phyllis Creighton

Members absent:	Vice Pres	Fred Lechuga
	Trustee	Denise Sommerlot

No other business was discussed and the meeting was adjourned by voice vote at 9:01 p.m.

Richard V. Corbett, Secretary