

**Fox River Valley Public Library District  
Board of Trustees Meeting  
February 21, 2017**

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

The meeting was called to order by President Skold at 7:00 PM.

**Roll Call**

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

Members absent:	Vice Pres	Fred Lechuga
	Trustee	Denise Sommerlot
	Trustee	Phyllis Creighton

Others present: Deputy Director Lauren Rosenthal, Aaron Carlin, Jason Pinshower, Karin Nelson, Heather Zabski, Brian Wing, Elizabeth Novak, Cris Cigler, Carolyn Friedlund, Karen Werle, Roxy Zimmerman, Deanna Cassiere, and Mike Tennis

**Public Comment**

Roxy Zimmerman of Friends of the Library updated the Board on the Spring Book Sale scheduled for March 30 – April 1, 2017. Prior to the sale there will be a book donation day on March 11, 2017 from 9:00 am to 12:00 pm. The Fall Book Sale will run October 19 – 21, 2017. Volunteers for the Spring 2018 Book Sale are being recruited. The Friends will provide refreshments, entertainment, and volunteers for the Summer Reading kickoff on June 6<sup>th</sup>, 2017. Charitable contributions through Smile.Amazon.com have begun.

**President's Report**

President Skold advised Board members they will be contacted soon to file their Economic Interest Statements. A letter from FISH Food Pantry thanking staff for their bi-weekly charitable contributions through the District's Employee Giving Campaign was read. Over 5500 shopping carts worth of food was given out by the Pantry in 2016, and staff contributions are greatly appreciated. Another letter from FISH thanked the District for its annual holiday collection of donated mittens, scarves, and hats which were handed out to families who depend on FISH Food Pantry for assistance. Trustee candidate Mike Tennis had several financial questions which were answered by Deputy Director Rosenthal.

**Trustee Liaison Reports**

**Physical Facilities** (Phyllis Creighton)

Trustee Creighton was not present. President Skold advised the repair to the elevator is finished. Testing is complete and function is normal. There are no further issues.

**Marketing** (Denise Sommerlot)

Trustee Sommerlot was not present. Marketing and Outreach Manager Cris Cigler reports the Spring newsletter will be out soon. The volunteer program is being revamped and formalized.

**Personnel and Ethics** (Fred Lechuga)

Vice President Lechuga was not present. Randall Oaks Manager Aaron Carlin reported he has taken a position with the Flossmoor Public Library as Director, and will be leaving the District on

March 8, 2017. The District appreciates his skill and contributions to the success of the Randall Oaks Branch, and wishes him well in his new position.

**Community Communication** (Mark Biewald)

None

**Secretary** (Richard Corbett)

Secretary Corbett reported on the President's Day Legislative Breakfast, sponsored by the Illinois Library Association, where federal and state legislators meet with library professionals and discuss legislation relevant to state libraries. For the second year, lack of a budget dominated the list of concerns. Legislators are hopeful agreement can be reached through compromise, as a path forward to consensus on a budget.

Corbett commented on the positive savings effort in Library District purchasing, and inquired about the Northern Illinois Library Facility Manager's Group. Facility Manager Brian Wing started the group he now chairs, which brainstorms ideas for efficiency and maintenance in facility management and operation. Reaching Across Illinois Library System (RAILS) has expressed interest in expanding Wing's group.

**Treasurer** (Brian Lindholm)

Treasurer Lindholm noted circulation statistics were down and spending on materials was below budget. Deputy Director Rosenthal noted many new materials were received in January; efforts continue to reverse this statistic.

Lindholm noticed the Library Value Calculator on the District's website, and inquired whether individual check-out history could be accessed in order to more accurately assess the library's true value to a taxpayer. Rosenthal explained that due to patron privacy regulations, the only history the library keeps over time is the total number of items checked out on a library card.

**Director's Report**

**Ehlers Account Update**

Deputy Director Lauren Rosenthal gave a brief overview of cash flow and investment balances and maturity dates. Investments had been structured to come due in January 2017 in anticipation of a possible land acquisition which did not occur, and the Board was briefed on the reinvestment of those funds.

**IT Presentation**

Digital Services Manager Jason Pinshower presented research supporting his recommendation the Library District remain with Sikich, LLC, as its outside consultant for computer services on special projects. Every three years, the Digital Services department evaluates available suppliers to ensure it receives high quality consulting services at a competitive cost. Hourly rate for on-site and remote service, discount for block time purchase, travel costs, number of technicians available, and references were evaluated for three companies. Sikich proved the better, more economical choice in all areas. They have a high level of expertise and familiarity with the District's network infrastructure, which will save on costs incurred when the library migrates to a new server. A current server has passed its useful life expectancy and is set for replacement. Advances in technology will facilitate using the new equipment as the District's main server.

**Library Innovation of the Month**

Digital Services Assistant Gene Barish reported on a prototype he developed for a Frequently Asked Questions website link. During his time with the Information Services Department, Barish noticed several identical questions were repeatedly asked by patrons. Using a software program, he developed

step by step visual instructions that answer common questions. Barish plans to shorten and streamline the video for utmost benefit, prior to implementing it as an opportunity for quick answers to frequently asked questions. Trustee Biewald suggested also providing this resource in Spanish.

#### **Consent Agenda**

- Exhibit A.1**
- A.1.a Minutes from the December 20, 2016 Board of Trustees Meeting**
- A.1.b Minutes from the January 28, 2017 Committee of the Whole Meeting**
- A.1.c Review of Executive Session Minutes**
- A.1.d Check/Voucher Register – AP & Payroll Complete for December 2016 totaling \$210,657.73 and January 2017 totaling \$219,501.49**
- A.1.e Revenue Summary – All Funds Combined – Budget v Actual Revenues for December 2016 and January 2017**
- A.1.f Revenue Summary – All Funds Combined by Period for December 2016 and January 2017**
- A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses for December 2016 and January 2017**
- A.1.h Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for December 2016 and January 2017**
- A.1.i Expenditure Summary – All Funds Combined by Period for December 2016 and January 2017**
- A.1.j Balance Sheet for December 2016 and January 2017**
- A.1.k Ehlers Account Statement for December 2016 and January 2017**
- A.1.l Board Expense Approval**
- A.1.m Ordinance 2017-01 Non-Resident Cards**

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; Secretary Corbett – aye; President Skold – aye. 4 ayes, 0 nays, 3 absent. Motion carried.

#### **Old Business**

None

#### **New Business**

##### **Exhibit C.1 Intergovernmental Agreement with Dundee Township Park District for lease of space at Randall Oaks Recreation Center**

It was moved by Treasurer Lindholm and seconded by Trustee Biewald to exercise the Library District's option to extend the lease for space at Randall Oaks Recreation Center under the terms set forth in Sections 3, 4 and 5 of the Intergovernmental Agreement with Dundee Township Park District, effective May 1, 2011.

During discussion Trustee Biewald inquired about ensuring the letter of intent is received by the Park District within the time frame set forth in the intergovernmental agreement. Deputy Director Rosenthal advised the District's attorney gave detailed instructions to facilitate timely notification, which she shall fulfill the next day, February 22, 2017; satisfying the terms of the intergovernmental agreement.

Secretary Corbett pointed out that annualized rent costs during the extended term are less than those paid for the first 5 years. Further, the District retains the option during the 60 month extension to terminate the lease at any time, with proper notification in accordance with the terms of the intergovernmental agreement.

Roll Call Vote: Treasurer Lindholm – aye; Trustee Biewald – aye; Secretary Corbett – aye; President Skold – nay. 3 ayes, 1 nay, 3 absent. Motion carried.

**Exhibit C.2 Computer Consulting – Sikich**

It was moved by Trustee Biewald and seconded by Treasurer Lindholm to authorize the director to purchase computer consulting services as needed for special projects from Sikich LLP, Inc. at a cost not to exceed \$ 15,000.

Treasurer Lindholm pointed out the earlier presentation by Digital Services Manager Pinshower had answered all his questions.

Roll Call Vote: Treasurer Lindholm – aye; Trustee Biewald – aye; Secretary Corbett – aye; President Skold – aye. 4 ayes, 0 nays, 3 absent. 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.

On motion by Trustee Biewald, the regular meeting was adjourned to closed session by unanimous voice vote at 7:50 p.m.

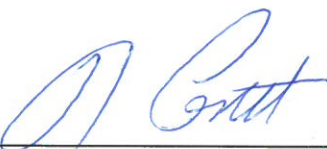
The regular meeting was reconvened at 7:50 p.m. and Roll Call taken.

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

Members absent:	Vice Pres	Fred Lechuga
	Trustee	Denise Sommerlot
	Trustee	Phyllis Creighton

Others present: Deputy Director Lauren Rosenthal

No other business was discussed and the meeting was adjourned by unanimous voice vote at 7:52 p.m.



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Richard V. Corbett, Secretary