

**Fox River Valley Public Library District
Board of Trustees Meeting
April 18, 2017**

**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.

Roll Call

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

Members absent: President Marge Skold

Others present: Director Roxane Bennett, Deputy Director Lauren Rosenthal, Jason Pinshower, Karin Nelson, Heather Zabski, Brian Wing, Elizabeth Novak, Cris Cigler, Carolyn Friedlund, Samantha Eichelberger, Karen Werle, Roxy Zimmerman, Nikki Kuhlman, and Mike Tennis

Public Comment

Roxy Zimmerman of Friends of the Library (FOL) announced the Spring Book Sale had generated \$3763.00 in sales. Seventeen volunteers from Jacobs High School and the Spring Hill Mall Kohl's assisted in setting up. In addition, Kohl's grant program donated \$1000.00 to FOL. Fall Book Sale dates are October 19 – 21, 2017. There will be new officers for FY1718 elected at the FOL's meeting in May.

Trustee-elect Mike Tennis offered suggestions concerning the 2017-20 Strategic Plan's Goals and Objectives.

President's Report

Vice President Lechuga appointed Secretary Richard Corbett and Trustee Phyllis Creighton to the Nominating Committee charged with assembling a slate of officers to be voted upon at the May Board meeting.

Trustee Liaison Reports

None

Director's Report

Director Roxane Bennett introduced Children's Department Head Elizabeth Novak and Samantha Eichelberger, who presented the Library Innovation of the Month.

Library Innovation of the Month

Novak engaged trustees in a demonstration of spontaneous play as an introduction to programming that provides unstructured playtime, nature play, and pop-up adventure play which were the focus of a recent Illinois Youth Services Institute (IYSI) conference. Novak pointed out that, based on her conference experience, FRVPLD is ahead of the curve in its program offerings for children. The new nature play area located adjacent to Dundee Library, will allow staff to add nature play programming. Novak then introduced Librarian Samantha Eichelberger, who gave a brief review of her conference presentation entitled "The Junction of STEAM and Literacy; Where Branding Meets Expanding".

Eichelberger's presentation detailed how the Children's Department develops programming using our core element of books, and enhances it by incorporating elements of STEAM (Science, Technology, Engineering, Art, and Math). Treasurer Lindholm stated this innovative programming fits well with the newly reconstructed kindergarten curriculum in School District U-46. Novak added the programming is vital for kindergarten age children who now have more advanced curriculum and weekly standardized testing in school.

Director Bennett announced that the district received its Per Capita Grant award letter and will receive \$53,836.80 in the next fiscal year. Fundraising for the new library van was completed with a check for \$10,000.00 from the Dundee Township Rotary Foundation, bringing its total donation to \$15,000.00. The Tietgen trust fund sent a check for \$13,000.00 pending final close-out of the estate.

Following a year-long RFP process, Cooperative Computer Services (CCS) Governing Board has selected a new Integrated Library System (ILS) platform called Polaris. Migration to the new platform is expected to take approximately one year. The ILS manages the library's material inventory and patron database, as well as acquisitions and circulation. It also provides the graphical patron-facing interface for searching, placing of holds, and account access. Along with the migration will come extensive data clean-up and standardization of item records which should improve reporting and the ability to compare statistics between member libraries.

The Dundee Township's new Nature Play Space, located at the north end of the library parking lot in Library Springs, is nearing completion. It has officially been named "Wahoo Woods". A grand opening event is scheduled for Saturday, May 13, 2017. Library trustees are invited to participate.

Strategic Plan

Director Bennett recapped goals set by the Board at the January meeting, for which staff created objectives and tasks designed to accomplish those goals. Tasks are assigned to ensure timely completion that moves the library forward, and serves to gauge productivity.

Trustees requested that quantifiable metrics be added to objectives and/or tasks where feasible before the plan is presented for approval next month. Corbett commented he was pleased to see a move toward increasing services for special needs patrons, evaluation of fine structure for economically disadvantaged and disaffected patrons, and programs to improve local workplace skills once those skills are identified. Once the plan is approved, progress updates will be provided semi-annually.

Bennett noted the 3 year Plan is more accurately defined as an operational document rather than a strategic plan, which typically is a long-range view that includes community input and buy-in as well as Board direction.

As a follow-up to last month's discussion on circulation trends, Director Bennett reviewed trends for patron visit and program attendance FRVPLD has seen a steady increase in program attendance over the last three years. Attendance is close to capacity due to limited meeting room space. Patron visits are holding nearly steady with a slight decrease in Circulation trends consistent with other libraries. Holidays, school closings, number of Mondays (the library's busiest day) in the month, all affect visit statistics. The summer lunch program for children is expected to boost the number of visitors to the Dundee Library on weekdays..

Consent Agenda

- Exhibit A.1**
- A.1.a Minutes from the March 21, 2017 Board of Trustees Meeting**
- A.1.b Check/Voucher Register – AP & Payroll Complete for March 2017 totaling \$316,588.87**
- 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 March 2017**
- A.1.i Ehlers Account Statement for March 2017**
- A.1.j Ordinance 2017-02 Board Meeting Dates FY1718**
- A.1.k Budget and Levy Calendar**

The Consent Agenda was presented by Vice President Lechuga. 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. 6 ayes, 0 nays, 1 absent. Motion carried.

Old Business

None

New Business

Exhibit C.1 Ordinance 2017-03 Transferring Funds to the Special Reserve Fund

It was moved by Trustee Sommerlot and seconded by Trustee Creighton to adopt Ordinance 2017-03 Transferring Funds to the Special Reserve Fund.

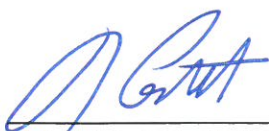
Bennett noted the ordinance transfers \$2,000,000.00 from the General Fund into the Special Reserve Fund. These funds had been intended for purchase of land in the current fiscal year and will instead be saved for a future building project or for renovation and repairs to the current facility.

Roll Call Vote: Treasurer Lindholm – aye; Vice President Lechuga – aye; Trustee Biewald – aye; Trustee Sommerlot – aye; Trustee Creighton – aye; Secretary Corbett – aye. 6 ayes, 0 nays, 1 absent. Motion carried.

Board Discussion

Secretary Corbett inquired about the free summer lunch program. Deputy Director Rosenthal explained it is sponsored by the USDA; meals are prepared by the Northern Illinois Food Bank for children 18 and under, and delivered to the library Monday through Friday. Sears, Rotary, and First American Bank have committed to donate a refrigerator for meal storage. Meeting space is reserved, and meals will be served between 12:00 p.m. – 1:00 p.m. Local businesses and civic organizations have been invited to meet the need for volunteers to serve lunches, and individuals can apply to volunteer via the library's website. The program will run weekdays from June 5, 2017 until August 14, 2017 with the exception of July 4th.

No other business was discussed. On motion by Trustee Sommerlot and second by Trustee Biewald, the meeting was adjourned by unanimous voice vote at 8:07 p.m.



Richard V. Corbett, Secretary