

**Fox River Valley Public Library District
Board of Trustees Meeting
May 16, 2017**

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

Secretary Richard Corbett administered the Oath of Office to newly elected Trustees Nikki Kuhlman, Mike Tennis, and re-elected Trustee Brian Lindholm.

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

Roll Call

Members present:	Vice Pres	Fred Lechuga
	Treasurer	Brian Lindholm
	Secretary	Richard Corbett
	Trustee	Phyllis Creighton
	Trustee	Nikki Kuhlman
	Trustee	Mike Tennis

Members absent: President Marge Skold

Others present: Director Roxane Bennett, Deputy Director Lauren Rosenthal, Denise Sommerlot, Heather Zabski, Karin Nelson, Elizabeth Novak, Carolyn Friedlund, Cris Cigler, Karen Werle

Nomination and Election of President Pro-Tempore

Vice President Lechuga called for nominations from the floor for President Pro-Tem. Secretary Corbett nominated Lechuga and Trustee Mike Tennis seconded. There being no other nominations, motion approved by unanimous voice vote.

Nomination and Election of Secretary Pro-Tempore

President Pro-Tem Lechuga called for nominations from the floor for Secretary Pro-Tem. Trustee Phyllis Creighton nominated Secretary Corbett and Trustee Tennis seconded. There being no other nominations, motion approved by unanimous voice vote.

Election of New Board Officers

Nominating Committee member Trustee Creighton presented the slate of candidates: for the office of President, Richard Corbett; Vice President, Marge Skold; Secretary, herself (Creighton); and Treasurer, Brian Lindholm. President Pro-Tem Lechuga inquired if there were any other nominations from the floor. There being none, the slate was approved by unanimous voice vote.

President Corbett and Secretary Creighton took their new seats and business continued.

Public Comment

None

President Corbett noted former Trustee Denise Sommerlot was present and opted to recognize her years of service to the Fox River Valley Public Library District at this point in the Agenda.

New Business

Exhibit C.4 Resolution 2017-05 Honoring Denise Sommerlot

It was moved by Secretary Creighton and seconded by Trustee Tennis to adopt Resolution 2017-05 Honoring Trustee Denise Sommerlot.

RESOLUTION 2017-05 HONORING DENISE SOMMERLOT

Whereas, Denise Sommerlot ably served as Trustee of the Fox River Valley Public Library District from June 2013 through May 2017; and

Whereas, Denise Sommerlot was instrumental in setting the long-range plans for the Library District, including library expansion, renovation planning for the east side facility; and

Whereas, Denise Sommerlot ably served working with administration and public relations on logistics for a west side open house; and

Whereas, Denise Sommerlot served as library representative within the community, provided updates on library communications; and

Whereas, Denise Sommerlot was instrumental in updating library policies; and

Whereas, Denise Sommerlot participated in selection of a new library logo; and

Whereas, Denise Sommerlot served as Marketing Liaison for the Board of Trustees;

Therefore be it resolved that in recognition of Denise's service to the Fox River Valley Public Library District, the Board of Trustees, on behalf of the residents, staff, and themselves, present to Denise this resolution; and

Be it further resolved that on this, the 16th day of May, Two Thousand and Seventeen, this resolution be presented to her and that its contents be spread upon the Minutes of this organization.

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

Sommerlot thanked the Board for the recognition and expressed gratitude for the opportunity to serve district residents.

President's Report

President Corbett read the final vote canvass from the April election: Trustee Tennis – 2528; Trustee Kuhlman – 2674; Treasurer Lindholm – 2510. Corbett noted that a library email address is provided for each trustees to use for matters of public business.

Officer Reports

Treasurer Lindholm reported he met with Director Roxane Bennett and Deputy Director Lauren Rosenthal on the proposed Working Budget for FY 1718 to be presented this evening. Lindholm pointed

out the District continues to run about 15% below budget. Corbett reserved discussion on Liaison Reports until the subject is discussed under New Business.

Director's Report

Director Bennett inquired if any Trustee had questions on the Director's or Department Head Reports for April. President Corbett noted an additional \$6000.00 was saved on library purchases through diligent research and price-matching. Director Bennett recapped the Grand Opening of Wahoo Woods on ~~March 11,~~ 2017. It is estimated approximately 400 people attended the event. The District's Children's Department has planned several programs utilizing this new learning resource that encourages child-led nature play. Bennett spoke to a request to make the entrance to Wahoo Woods handicap accessible with a curb cut and ramp. This will require analysis on several logistical issues. Ideas were briefly discussed and if feasible, a final proposal will come before the Board.

May 13,
2017

Summer Lunches

Deputy Director Lauren Rosenthal outlined the District's participation in the United States Department of Agriculture's (USDA) free Summer Lunch program, in cooperation with the Northern Illinois Food Bank, for children 18 and under. The program is federally funded, so no local property tax dollars are involved. First American Bank donated a large refrigerator where the box lunches will be stored upon delivery. Numerous community members have volunteered their time to serve the lunches Monday through Friday, from noon to 1 pm in the Dundee Library meeting room. Volunteer staff has received training, and there are strict guidelines to which the library must adhere. This program will run from June 5, 2017 through August 14, 2017, with the exception of July 4th, Independence Day.

Facility Analysis and Capital Replacement Plan

Rosenthal reviewed the Facility Analysis recently completed; it identifies major building components and assesses their useful life. A capital replacement plan, which factored in the facility analysis, the current physical condition of the Dundee Library, and its current useful life was discussed. The goal is to ensure the District has saved sufficient resources to fully fund and maintain its replacement schedule.

Director Bennett explained certain components to the library are replaced on rotating schedules, but major building elements are set to be replaced when they no longer function satisfactorily. Replacement of the newly donated library van will be included in the capital plan.

Working Budget FY1718

The Working Budget sets the anticipated spending amounts for the upcoming fiscal year and provides a framework for the Budget and Appropriation Ordinance to be passed in September. The Board retains financial oversight for larger expenditures.

Rosenthal detailed spending trends for the last three fiscal years that showed expenditures were under budgeted amounts. Significant donations and lower than expected personnel costs contributed to a budget surplus expected at the end of the current fiscal year. Spending on Operations was lower than anticipated in FY16/17, largely due to reduced snow removal costs. Cumulative spending is expected to be approximately 15% below budgeted amounts.

Trustee Tennis noted he would like to see a historical breakdown of specific budget lines. Rosenthal advised that the Board Treasurer typically reviews line item financials and had reviewed the Working Budget prior to tonight's presentation. At the Board's request, she will gladly provide the full Board with line item financials going forward.

Rosenthal noted some expense items will be categorized differently on our books for the coming year to better align with the way they are handled in the annual audit. This may cause some confusion during

historic comparison of budget lines, but will make comparing the audit to our annual financials much easier going forward. She detailed beginning balances, expected revenues, and anticipated expenditures for the various funds detailed in the working budget.

Consent Agenda

- Exhibit A.1**
- A.1.a Minutes from the April 18, 2017 Board of Trustees Meeting**
 - A.1.b Check/Voucher Register – AP & Payroll Complete for April 2017 totaling \$188,900.57**
 - 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 April 2017**

The Consent Agenda was presented by President Corbett and he inquired if any exhibits should be removed for discussion. Trustee Tennis requested Exhibits A.1.a, A.1.b, and A.1.h be removed, and exhibits were so withheld. It was moved by Trustee Tennis and seconded by Trustee Kuhlman that the remaining exhibits of the Consent Agenda be approved.

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

It was moved by Trustee Tennis and seconded by Treasurer Lindholm to discuss Consent Agenda Exhibits A.1.a, A.1.b, and A.1.h.

A.1.a Minutes from the April 18, 2017 Board of Trustees Meeting

Trustee Tennis proposed a modification in the Minutes draft on the second page, last paragraph, to read instead, “Patron visits are holding nearly steady, with a slight decrease in the circulation trend consistent with other area libraries.” Minutes to be so amended.

A.1.b Check/Voucher Register – AP & Payroll Complete for April 2017 totaling \$188,900.57

Trustee Tennis inquired about a decrease in the April Illinois Municipal Retirement Fund payment from the prior month. Deputy Director Rosenthal explained it was due to three payroll periods falling in March, compared with two in April. In response to another query, Rosenthal outlined the library’s credit card purchasing controls, and stated all payments are reviewed by the Board Treasurer prior to approval. No changes will be made to Exhibit.

A.1.h Balance Sheet for April 2017

Trustee Tennis inquired why the cash and investment line on the audit report was higher than on the April balance sheet. Rosenthal explained that April is a low point in the revenue cycle. No changes will be made to Exhibit.

Roll Call Vote: Treasurer Lindholm – aye; Trustee Lechuga – nay; Secretary Creighton – aye; Trustee Kuhlman – aye; Trustee Tennis – aye; President Corbett – aye. 5 ayes, 1 nays, 1 absent. Motion carried.

Old Business

None

New Business

Exhibit C.1 Board Liaisons Bylaws Update – First Reading

President Corbett spoke to the Board’s practice of respecting the time of volunteer trustees by designating individual trustees as liaisons to library staff in specific areas rather than creating committees and sub-committees. The proposed update defines the responsibilities of each liaison assignment.

It was moved by Treasurer Lindholm and seconded by Trustee Tennis to approve the Board Liaisons Bylaws Update – First Reading.

President Corbett announced Liaison assignments as follows: Personnel/HR/Ethics – Vice President Marge Skold; Facilities – Trustee Fred Lechuga; Bylaws and Policy – Trustee Kuhlman; Community Engagement – Trustee Tennis. Corbett called for discussion. There being none, he requested motion to table for final reading next month.

On motion by Trustee Tennis and seconded by Treasurer Lindholm, motion to table approved.

Exhibit C.2 Strategic Plan

It was moved by Trustee Lechuga and seconded by Trustee Kuhlman to approve the Strategic Plan Goals and Objectives.

Director Bennett noted that some measurements have been added in response to Trustee input. There was discussion on combining and/or amending objectives in the Plan. After discussion it was agreed to amend Goal 2, objective A to read “Increase partnerships with D300 and other educational organizations.”, and Goal 2, Objective C to name Wahoo Woods in place of Nature Play Space.

Motion to approve as amended passed.

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

Exhibit C.3 Resolution 2017-04 Honoring Mark Biewald

It was moved by Treasurer Lindholm and seconded by Trustee Tennis to approve Resolution 2017-04 Honoring Mark Biewald.

**RESOLUTION 2017-04
HONORING
MARK BIEWALD**

Whereas, Mark Biewald ably served as Trustee of the Fox River Valley Public Library District from October 2012 until May 2017; and

Whereas, Mark Biewald served as Treasurer of the Library District from June 2013 to May 2015; and

Whereas, Mark Biewald played a pivotal support role in improving fiscal responsibility and appropriate data collection for sound decision making and clear brand development; and

Whereas, Mark Biewald was instrumental in setting the long-range plans for the Library District, including library expansion, due diligence in potential land acquisition for a permanent west side facility, renovation planning for the east side facility; and

Whereas, Mark Biewald was instrumental in updating library policies; and

Whereas, Mark Biewald was essential in developing evaluation practices using goals and established measures; and

Whereas, Mark Biewald participated in selection of a new library logo; and

Whereas, Mark Biewald served as Community Communication Liaison for the Board of Trustees;

Therefore be it resolved that in recognition of Mark's service to the Fox River Valley Public Library District, the Board of Trustees, on behalf of the residents, staff, and themselves, present to Mark this Resolution; and

Be it further resolved that on this, the 16th day of May, Two Thousand and Seventeen, this Resolution be presented to him and that its contents be spread upon the Minutes of this organization.

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

Exhibit C.4 Resolution 2017-05 Honoring Denise Sommerlot

Moved up earlier in Agenda.

Exhibit C.5 Resolution 2017-06 in Appreciation of Dundee Township Rotary Foundation

It was moved by Trustee Tennis and seconded by Treasurer Lindholm to approve Resolution 2017-06 in Appreciation of Dundee Township Rotary Foundation.

President Corbett noted the Rotary Foundation gave a very generous \$15,000 donation toward purchase of the new library van, replacing the old van they had also assisted in purchasing, which had outlived its useful life.

**RESOLUTION 2017-06
IN APPRECIATION OF
DUNDEE TOWNSHIP ROTARY FOUNDATION**

Whereas, the Dundee Township Rotary Foundation raised money through a charitable contribution campaign spearheaded by Ian Lamp; and

Whereas, with those funds, the library was able to purchase a new van to replace the old vehicle which had outlived its useful life; and

Whereas, the library can continue to transport materials between district locations, provide convenient return service to patrons by collecting materials from book returns placed throughout the community; and

Whereas, the Fox River Valley Public Library District continues to be a visible presence within the communities it serves as the van travels throughout the district and participates in area events; and

Whereas, the Fox River Valley Public Library District wishes to publically express its gratitude to all who contributed, namely the Dundee Township Rotary Foundation, Ian and Lisa Lamp, and Lamp, Incorporated;

Therefore be it resolved that in appreciation of the Dundee Township Rotary Foundation's support of literacy through partnership with the District, the Board of Trustees, on behalf of the residents, staff, and themselves, present this Resolution; and

Be it further resolved that on this, the 16th day of May, Two Thousand and Seventeen, the contents of this Resolution be spread upon the Minutes of this organization.

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

Exhibit C.6 Resolution 2017-07 in Recognition of the Pamela Kay Thompson Estate

It was moved by Trustee Kuhlman and seconded by Trustee Tennis to approve Resolution 2017-07 in Recognition of the Pamela Kay Thompson Estate.

President Corbett acknowledged the District's appreciation of the Estate's donation of \$193,424.61 to the library.

**RESOLUTION 2017-07
IN RECOGNITION OF
PAMELA KAY THOMPSON ESTATE
CHARITIBLE DONATION**

Whereas, Pamela Kay Thompson, on March 18, 1987, named the Dundee Township Public Library District as beneficiary of a Land Trust; and

Whereas, the Fox River Valley Public Library District is the successor in all respects to the Dundee Township Public Library District; having changed its name; and

Whereas, following her death, net proceeds from the sale of property contained in the Land Trust, in the amount of \$193,424.61, were disbursed from the Trust to the Fox River Valley Public Library District; and

Whereas, the Fox River Valley Public Library District wishes to publically express its gratitude to Pamela Kay Thompson for her generosity;

Therefore be it resolved that in recognition of Pamela Kay Thompson, the Board of Trustees, on behalf of the residents, staff, and themselves, present this Resolution; and

Be it further resolved that on this, the 16th day of May, Two Thousand and Seventeen, the contents of this Resolution be spread upon the Minutes of this organization.

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

Board Discussion

Trustee Tennis proposed adding the Pledge of Allegiance as the second item on the Agenda following Roll Call. It was agreed the Pledge will be added to future Agendas.

President Corbett announced there would 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.

No action will be taken following Executive Session.

On motion by Trustee Tennis and seconded by Treasurer Lindholm, the regular session was adjourned by unanimous voice vote at 9:24 p.m.

The regular meeting was reconvened at 9:41 p.m. and Roll Call taken.

Members present:	President	Richard Corbett
	Treasurer	Brian Lindholm
	Secretary	Phyllis Creighton
	Trustee	Fred Lechuga
	Trustee	Nikki Kuhlman
	Trustee	Mike Tennis

Members absent:	Vice Pres	Marge Skold
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No other business was discussed and the meeting was adjourned by unanimous voice vote at 9:42 p.m.



Phyllis Creighton, Secretary