

**Fox River Valley Public Library District
Board of Trustees Meeting**

MINUTES

June 20, 2017

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

The meeting was called to order by President Richard Corbett at 7:00 PM. All present rose to recite the Pledge of Allegiance.

Roll Call

Members present:	President	Richard Corbett
	Vice Pres	Marge Skold
	Treasurer	Brian Lindholm
	Secretary	Phyllis Creighton
	Trustee	Nikki Kuhlman
	Trustee	Mike Tennis

Members absent: Trustee Fred Lechuga

Others present: Director Roxane Bennett, Deputy Director Lauren Rosenthal, Jason Pinshower, Michael Lorenzetti, Karin Nelson, Heather Zabski, Elizabeth Novak, Sean Plagge, Cris Cigler, Kirstin Finneran, Carolyn Friedlund, Karen Werle

Public Comment

None

President's Report

President Corbett noted the next Board meeting will be held July 25, 2017, and there would be no Board meeting in August. After July, the next meeting will be held on September 19, 2017. Corbett appointed Vice President Marge Skold and Trustee Nikki Kuhlman to review the Secretary's Minutes for the Illinois Public Library Annual Report (IPLAR). There was no correspondence received.

Corbett reviewed Library Trustee's fiduciary duty to the community. Board actions should always strive to render the use of the library of the greatest benefit for the greatest number of district residents.

Officer Reports

Vice President Skold introduced new Facilities Manager Michael Lorenzetti, who has an extensive background in park district facility management. Jason Katsion has been promoted to Supervisor at the Randall Oaks branch.

Treasurer Brian Lindholm reported the district continues to run 15-18% below budget in the last month of the current fiscal year, consistent with previous years.

Director's Report

Director Bennett introduced Information Services Librarian Sean Plagge, who manages the library's electronic resource and downloadable media offerings.

Downloadable Media and Electronic Resource Presentation

Librarian Plagge presented an analysis of statistics and costs for the current downloadable media and electronic resources offered. Recommendations to retain popular, low-cost databases and replace others with new resources better suited to the needs and interests of the district were made. Although schoolwork research databases may appear to have a higher cost per use, Director Bennett explained they have replaced the traditional Encyclopedia and other research books, and are cost effective when compared to expenses associated with maintaining these as print materials. Further, students have convenient access to research databases. Plagge recommended the addition of Hoopla, a video streaming service, in response to patron demand. Marketing plans for these resources were detailed to increase public awareness and usage, thereby reducing costs per use.

Tax Increment Funding (TIF) Update

Director Bennett updated the Board on a Joint Review Board meeting and an East Dundee Village Board meeting she attended regarding East Dundee TIF districts, and shared information regarding the Village's plans to create a new TIF district on Penny Avenue.

Summer Lunch Program Update

Deputy Director Lauren Rosenthal reported that, during the first 12 days of the program, 653 lunches were served to children. Total attendance so far, including adults and other visitors, is 1013. Friday is the busiest day of the week. The Children's Department is extra busy before and after the lunches as attendees make use of the library.

Summer Reading Kickoff Recap

Public Relations Specialist Kirstin Finneran gave statistics on the 4th annual Summer Reading Kickoff Event on June 6, 2017. Approximately 380 attended for an evening of games, crafts, entertainment, and food. Summer Reading signups totaled 135 (85 children, 12 teens, and 38 adults). The Friends of the Library were instrumental in the event, providing volunteers and substantial financial support. They conducted a Children's Book Sale, and provided gift baskets for a raffle. Entertainment was provided by Storyteller/ Entertainer Chris Fascione.

Director Bennet inquired if there were any questions on the Director's Report or the Department Head Reports. Treasurer Lindholm noted the increased materials spending coincided with the Summer Reading Program; President Corbett requested a year-to-date savings total be reported in the Purchasing Department's report, in addition to the monthly savings recap.

Consent Agenda

- Exhibit A.1**
- A.1.a Minutes from the May 16, 2017 Board of Trustees Meeting**
- A.1.b Review of Executive Session Minutes**
- A.1.c Check/Voucher Register – AP & Payroll Complete for May 2017 totaling \$203,131.80**
- A.1.d Monthly Financial Report for May 2016**
- A.1.e Revenue Summary – All Funds Combined – Budget v Actual Revenues**
- A.1.f Revenue Summary – All Funds Combined by Period**
- A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses**
- A.1.h Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location**
- A.1.i Expenditure Summary – All Funds Combined by Period**
- A.1.j Balance Sheet for May 2017**
- A.1.k Ordinance 2017-08 Prevailing Wage**

The Consent Agenda was presented by President Corbett. It was moved by Vice President Skold and seconded by Trustee Kuhlman that the Consent Agenda be approved as presented. Corbett inquired if any exhibits should be withheld for discussion. Trustee Tennis requested Exhibits A.1.b and A.1.k be removed. An amended motion for approval of the Consent Agenda, excluding A.1.b and A.1.k was moved by Trustee Tennis and seconded by Treasurer Lindholm.

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

A.1.b Review of Executive Session Minutes

It was moved by Vice President Skold and seconded by Trustee Tennis that Consent Agenda Exhibit A.1.b. Review of Executive Session Minutes be approved.

Trustee Tennis requested the motion be amended to read “Resolve for destruction of all Executive Session audio recordings made on or before October 17, 2015 as recommended by the Board Secretary in accordance with the state statutes to keep for a period of 18 months; further resolve to continue the closed sessions for the Executive Minutes as recommended by the Board Secretary.”

President Corbett noted the existing process for disposal of closed session Minutes has been used for several years and found to be in compliance with statutes. Tennis requested more description. For future reference, Corbett will seek clarification on the exhibit’s motion from the library district’s attorney.

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

A.1.k Ordinance 2017-08 Prevailing Wage

It was moved by Vice President Skold and seconded by Treasurer Lindholm that Ordinance 2017-08 Prevailing Wage be adopted.

Trustee Tennis opposed Illinois’ prevailing wage law and the district’s proposed adoption of the ordinance and encouraged other board members to vote against it. President Corbett noted the library district is required by state law to pass the prevailing wage ordinance.

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

Old Business

Exhibit B.1 Board Liaisons Bylaws Update – Second Reading

It was moved by Vice President Skold and seconded by Treasurer Lindholm to adopt Board Liaisons Bylaws Update – Second Reading

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

New Business

Exhibit C.1 Working Budget Fiscal Year 2017-18

It was moved by Treasurer Lindholm and seconded by Vice President Skold to approve the Final Working Budget Fiscal Year 2017-18.

Director Bennett noted additional line item detail was provided.

Trustee Tennis introduced an amended motion and moved to Approve the Final Working Budget for Fiscal Year 2017-18 with the following changes: Reduce Budgeted Expenditures by \$207,000 in personnel, library materials, library operations, and maintenance costs; and increase budgeted expenditures \$164,000 in the Special Reserve for Land and Building to cover the cost of future replacements recommended to be saved yearly. Budgeted expenditures of \$3,435,000 would be the amended amount replacing a \$48,000 decrease in the fund balance with a \$44,000 increase in the fund balance.

There being no second to the motion, it did not move forward. Tennis suggested tabling the motion to next month. Director Bennett explained the time frame for passing the statutorily required Budget and Appropriation Ordinance in September is dependent on an approved Working Budget. The Tentative Budget and Appropriation Ordinance will be presented at the July Board meeting and voted on in the September meeting. There is no August Board meeting scheduled. Being the platform for building the Budget and Appropriation Ordinance, it is timely for the Final Working Budget to be passed at this meeting; having been presented for consideration at the prior May Board meeting.

Vice President Skold called the original question to approve the Working Budget FY17-18

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

Exhibit C.2 Fund Balance Policy Update – First Reading

It was moved by Treasurer Lindholm and seconded by Trustee Kuhlman to adopt Fund Balance Policy Update – First Reading.

Deputy Director Rosenthal explained the update which reduces from 24 to 12 the maximum number of months of operating costs the library district may retain in the General Fund from one fiscal year to the next. Excess amounts will be transferred from the General Fund to the Special Reserve Fund. President Corbett noted the library district’s counsel stated recent case law suggested a 12 month limit to be appropriate.

Exhibit tabled for final vote at the July Board meeting.

Exhibit C.3 Downloadable Media - Hoopla

It was moved by Vice President Skold and seconded by Trustee Tennis to authorize the Director to contract with Midwest Tape, LLC, for Hoopla, and electronic resource for downloadable streaming video at a cost not to exceed \$18,000.

Librarian Plagge reiterated the service allows for streaming movies and shows. If patrons have the mobile app they can download to a device for viewing offline, however the digital file becomes unplayable once the checkout period expires. While Hoopla has agreements with top studios, hot new title releases are delayed beyond normal “street date” in an effort to keep subscription costs affordable for libraries. Hoopla is currently supported on Apple and Android devices.

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

Exhibit C.4 Downloadable Media Renewal - Freegal

It was moved by Trustee Kuhlman and seconded by Trustee Tennis to authorize the Director to renew the contract with Library Ideas, LLC, for Freegal, an electronic resource for downloadable music at a cost not to exceed \$8275.00.


President Corbett noted Freegal’s popularity; Director Bennett confirmed the product has generated a lot of usage. The increase for this renewal is minimal. Patrons can download three songs per week and can keep them.

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

Board Discussion

Trustee Tennis requested discussion on the statistics dashboard and its format to be added to the July Agenda. Director Bennett invited Trustee Tennis to meet with Administration to discuss his concerns prior to the next Board meeting.

President Corbett noted the next meeting will be on July 25, 2017. No other business was discussed and on motion by Vice President Skold and seconded by Trustee Kuhlman, the meeting was adjourned by unanimous voice vote at 8:56 p.m.



Phyllis Creighton, Secretary