

**Fox River Valley Public Library District
Board of Trustee Meeting
September 19, 2017**

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

MINUTES

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	Fred Lechuga
	Trustee	Nikki Kuhlman
	Trustee	Mike Tennis

Others present: Director Roxane Bennett, Deputy Director Lauren Rosenthal, Jason Pinshower, Karin Nelson, Michael Lorenzetti, Heather Zabski, Carolyn Friedlund, Karen Werle, Roxy Zimmerman, Mary Piper, Kyle Tarrant, Eleanor Mamayek, Carol Prang, Kathie Tennis, Bonnie Kalaway, Linda Ptack, Diane Campbell, Karen Cremerius, Belindia Elliott.

President Corbett noted the presence of several members of Friends of the Library and moved Exhibit C.1 Resolution 2017-10 Proclamation of Friends of the Library Week to the first order of business.

Exhibit C.1 Resolution 2017-10 Proclamation of Friends of the Library Week

President Corbett called for a motion to *ADOPT RESOLUTION 2017-10 FRIENDS OF THE LIBRARY WEEK*. Moved by Trustee Kuhlman and seconded by Treasurer Lindholm. Secretary Creighton read the text of the proclamation into the minutes:

Whereas, the Friends of the Fox River Valley Public Library District raise money that enables our library to provide needed resources for adult programming, class visits for all 2nd graders in the Library District, technology equipment, and special events throughout the year;

Whereas, the work of the Friends highlights, on an on-going basis, the fact that our library is the cornerstone of the community providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to the present;

Whereas, the Friends understand the critical importance of well-funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers' advisory, and children's services;

Whereas, the Friends' gift of time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;

Now, therefore, be it resolved that the Board of Trustees of the Fox River Valley Public Library District proclaims October 15 – 21, 2017 as Friends of the Library Week in the Fox River Valley Public Library District, urges everyone to join the Friends of the Library, and thanks them for all they do to make our library and community so much better.

Roll Call Vote: Trustee Kuhlman – aye, Trustee Tennis – aye, Trustee Lechuga – aye, Treasurer Lindholm – aye, Secretary Creighton – aye, Vice President Skold – aye, President Corbett – aye. 7 ayes, 0 nays. Motion carried.

President Corbett called for a motion to *ADJOURN TO THE BUDGET AND APPROPRIATION HEARING*. It was moved by Vice President Skold and seconded by Trustee Tennis.

President Corbett called the Board meeting back into session at 7:13 PM.

Roll Call

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

Others present: Director Roxane Bennett, Deputy Director Lauren Rosenthal, Jason Pinshower, Karin Nelson, Michael Lorenzetti, Heather Zabski, Carolyn Friedlund, Karen Werle

Public Comment

None

President's Report

President Corbett encouraged Trustees to attend the Illinois Library Association Trustee Forum, on October 12. Helpful information on issues Trustees encounter is provided. There was no correspondence.

Officer Reports

Vice President Skold noted changes in Children's Department personnel.

Secretary Phyllis Creighton – no report.

Treasurer Brian Lindholm reported FY1718 is off to a good start with consistent below-budget spending.

Trustee Liaison Reports

Trustee Fred Lechuga noted the parking lot resurfacing has been completed; the south end has been converted to compact car parking, adjacent to the handicapped parking. An area in front of the entrance to Wahoo Woods was striped to permit unobstructed access. The total number of parking spaces remains the same.

Trustee Nikki Kuhlman met with Administration to work on policy updates; the Board will review updates to the Materials Selection Policy and also discuss creating an alcoholic beverages policy later in the meeting.

Trustee Mike Tennis recapped his attendance at various board meetings for entities that either serve or are located within the library district.

Director's Report

Bennett detailed changes to library staff workspaces that are underway to increase the amount of space available for public use. The new Children's Department Manager will start on October 16th. The Library's booth at Heritage Fest was staffed by Friends of the Library; this year they conducted a book sale. Public Relations Specialist Kirstin Finneran assisted.

Deputy Director Lauren Rosenthal reported 3500 attendees for the Summer Lunch Program with over 2500 lunches served to children under age 18. FRVLD plans to host the program again next year. Based on data compiled in the Illinois Public Library Annual Report, FRVPLD is again the lowest cost library, and excels in the number of programs it provides to the community. Circulation benchmarks are lower across the board for most area libraries; remedies continue to be studied. Cardholders per Capita remain consistent.

Consent Agenda

Exhibit A.1

Items included in Consent Agenda

- A.1.a Minutes from July 25, 2017 Board of Trustees Meeting
- A.1.b Check/Voucher Register – AP & Payroll Complete for July 2017 totaling \$286,786.05 and August 2017 totaling \$210,756.18
- A.1.c Monthly Financial Report for July 2017 and August 2017
- A.1.d Revenue Summary – All Funds Combined – Budget v Actual Revenues for July 2017 and August 2017
- A.1.e Revenue Summary – All Funds Combined by Period for July 2017 and August 2017
- A.1.f Expenditure Summary – All Funds Combined – Budget v Actual Expenses for July 2017 and August 2017
- A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for July 2017 and August 2017
- A.1.h Expenditure Summary – All Funds Combined by Period for July 2017 and August 2017
- A.1.i Balance Sheet for July 2017 and August 2017
- A.1.j Ehlers Account Statement for July 2017 and August 2017

President Corbett inquired if Trustees wished any of the Consent Agenda items withdrawn for separate discussion. Hearing none, Corbett called for a motion to *APPROVE ITEMS A.1.A THROUGH A.1.J UNDER THE CONSENT AGENDA AS PRESENTED*. Moved by Treasurer Lindholm and seconded by Trustee Tennis.

Roll Call Vote: Trustee Kuhlman – aye, Trustee Tennis – aye, Trustee Lechuga – aye, Treasurer Lindholm – aye, Secretary Creighton – aye, Vice President Skold – aye, President Corbett – aye. 7 ayes, 0 nays. Motion carried.

Old Business

None

New Business

Exhibit C.1 Resolution 2017-10 Proclamation Friends of the Library Week

Moved ahead in the Agenda.

Exhibit C.2 Ordinance 2017-11 Budget and Appropriation

President Corbett called for a motion to *ADOPT ORDINANCE 2017-11 BUDGET AND APPROPRIATION*.

Moved by Trustee Kuhlman and seconded by Vice President Skold.

President Corbett inquired if there were any questions or comments. Hearing none, he called for a roll call vote.

Roll Call Vote: Trustee Kuhlman – aye, Trustee Tennis – nay, Trustee Lechuga – aye, Treasurer Lindholm – aye, Secretary Creighton – aye, Vice President Skold – aye, President Corbett – aye. 6 ayes, 1 nay.

Motion carried.

Exhibit C.3 Alcoholic Beverages on Library District Policy – Discussion Only

Director Bennett noted a recent change in state statutes enables library boards to adopt a policy regarding alcohol on library property. Previously, there was a blanket prohibition. Statutory language states:

Alcoholic liquors may be delivered to and sold at retail in any building owned by a public library district, provided that the delivery and sale is approved by the board of trustees of that public library district and is limited to library fundraising events or programs of a cultural or educational nature. Before the board of trustees of a public library district may approve the delivery and sale of alcoholic liquors, the board of trustees of the public library district must have a written policy that has been approved by the board of trustees of the public library district governing when and under what circumstances alcoholic liquors may be delivered to and sold at retail on property owned by that public library district. The written policy must (i) provide that no alcoholic liquor may be sold, distributed, or consumed in any area of the library accessible to the general public during the event or program, (ii) prohibit the removal of alcoholic liquor from the venue during the event, and (iii) require that steps be taken to prevent the sale or distribution of alcoholic liquor to persons under the age of 21. Any public library district that has alcoholic liquor delivered to or sold at retail on property owned by the public library district shall provide dram shop liability insurance in maximum insurance coverage limits so as to save harmless the public library districts from all financial loss, damage or harm.

Trustee Kuhlman advised it is beneficial to the Library to have a policy in place should a fitting program opportunity present itself. President Corbett opened the floor to discussion on the matter.

Treasurer Lindholm asked for clarification on Dram Shop coverage. Director Bennett explained that any alcoholic beverage sold on Library property would be through contracting with a licensed vendor, who would carry the required insurance coverage to indemnify the Library District. The Library's insurer has advised that selling tickets to a program where alcohol would be served, such as a culinary program, or educational program on brewing craft beer or wine, is covered by the Library District's existing alcohol liability coverage and would not require separate Dram Shop coverage.

Vice President Skold asked if the Library's attorney has reviewed the issue. Bennett advised he had provided recommended policy language.

President Corbett requested the Board work towards formulating a specific, detailed policy that sets clear guidelines under which alcohol could be served; and to consider how the community would receive such a policy.

Trustee Tennis underscored the importance of advance approval of potential programs, and that procedures should include guidelines for storage and security of alcoholic beverages on Library property.

Trustee Kuhlman noted procedural concerns would be drafted by Administration and tailored to Board approved policy.

Trustee Lechuga observed hours in which suitable programs can be held should take into consideration both evening and weekend time frames.

President Corbett asked if there were any further comments; there being none, the issue was tabled for further review.

Exhibit C.4 Materials Selection Policy Update – First Reading

President Corbett called for a motion to *APPROVE THE MATERIALS SELECTION POLICY UPDATE – FIRST READING*. Moved by Trustee Kuhlman and seconded by Treasurer Lindholm.

Proposed policy language reflects up-to-date selection responsibilities and criteria, protocol to keep the collection current, and for managing challenges to materials. Discussion ensued. Edits resulting from the discussion will be incorporated prior to the second reading in October.

President Corbett called for a voice vote to proceed with *APPROVE THE MATERIALS SELECTION POLICY UPDATE – FIRST READING*, as amended. Motion approved by unanimous voice vote.

Exhibit C.5 Purchase of Copiers – CDS

President Corbett called for a motion to *APPROVE PURCHASE OF COPIERS FROM CDS FOR AN AMOUNT NOT TO EXCEED \$7,700.00*. Moved by Treasurer Lindholm and seconded by Vice President Skold.

Purchasing, Acquisitions, and Technical Services Manager Karin Nelson gave a brief synopsis of her research into copier options as current equipment approached the end of its lease term. Operating and maintenance costs for a purchased copier, amortized over the standard lease term, are less than a lease payment. It is also more economical to purchase new than to extend the service agreement on an older machine.

President Corbett inquired if there were any questions or comments. Hearing none, he called for a roll call vote.

Roll Call Vote: Trustee Kuhlman – aye, Trustee Tennis – aye, Trustee Lechuga – aye, Treasurer Lindholm – aye, Secretary Creighton – aye, Vice President Skold – aye, President Corbett – aye. 7 ayes, 0 nays. Motion carried.

Exhibit C.6 Equipment Maintenance Contract Renewal – Bibliotheca (3M)

President Corbett called for a motion to *APPROVE ANNUAL EQUIPMENT MAINTENANCE AGREEMENTS FOR BIBLIOTHECA /3M EQUIPMENT / SOFTWARE IN AN AMOUNT NOT TO EXCEED \$43,000.00*. Moved by Treasurer Lindholm and seconded by Secretary Creighton.

Digital Services Manager Jason Pinshower explained 3M (original equipment manufacturer of the District's self-checks, sorters, DVD unlockers, and gate counter at Randall Oaks) merged with Bibliotheca who now handles repairs, preventative maintenance, and the software used with the equipment. Technical issues are usually handled the next day. Although the recent migration to the Library's new server generated some software issues, the Library has since been upgraded with new programs. Deputy Director Rosenthal confirmed that the expense is budgeted.

President Corbett inquired if there were any further questions or comments. Hearing none, he called for a roll call vote.

Roll Call Vote: Trustee Kuhlman – aye, Trustee Tennis – aye, Trustee Lechuga – aye, Treasurer Lindholm – aye, Secretary Creighton – aye, Vice President Skold – aye, President Corbett – aye. 7 ayes, 0 nays.
Motion carried.

Board Discussion

President Corbett inquired if there were any other questions or suggestions for discussion. In response to Vice President Skold's query, Director Bennett advised we expect to have an Innovation of the Month segment in October. New staff will also be introduced.

No other business was discussed and President Corbett called for a motion to *ADJOURN*. Moved by Vice President Skold and seconded by Trustee Kuhlman, the meeting was adjourned by unanimous voice vote at 8:40 PM.



Phyllis Creighton, Secretary