

**Fox River Valley Public Library District
Board of Trustee Meeting
May 15, 2018**

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

MINUTES

The meeting was called to order by President Richard Corbett at 7:01 PM. All present rose to recite the Pledge of Allegiance.

Roll Call

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

Members absent:	Vice Pres	Marge Skold
	Trustee	Mike Tennis

Others present: Director Roxane Bennett, Deputy Director Lauren Rosenthal, Michael Lorenzetti, Karin Nelson, Keri Carroll, Elizabeth Forkan, Julie Jesernik, Heather Zabski, Jason Katsion, Jason Pinshower, Mary Pivilonis, Karen Werle

Public Comment

There was no public comment.

President's Report

Corbett updated the Board on a recent tax objection.

Officer Reports

Vice President Skold – absent

Secretary Creighton – no report

Treasurer Lindholm – The proposed Working Budget will be reviewed; expenditures remain under budget, consistent with previous years.

Trustee Liaison Reports

Trustee Lechuga – no report

Trustee Kuhlman – no report

Trustee Tennis – absent. Corbett noted Tennis' submission of his Community Engagement Liaison Report that referenced his and Director Bennett's attendance at the Illinois Municipal Retirement Fund Employer Rate Workshop, and Tennis' attendance at the District 300 Finance Committee meeting.

Director's Report

Library Innovation of the Month

Elizabeth Forkan, Youth Services Manager, presented an overview of new items in FRVPLD's collection. Beginning in June, American Girl dolls and STEAM (Science, Technology, Engineering, Art, and Math) kits will be available to FRVPLD cardholders for check out. STEAM kits provide portable, hands-on learning for children from kindergarten through 6th grade. The American Girl dolls represent young girls from historical and

contemporary backgrounds. Julie Jesernik, Youth Services Librarian, provided samples for viewing; both collections fulfill multiple goals and objectives in FRVPLD's strategic plan.

Government Finance Officers Association Award Presentation

Bennett presented the Government Finance Officers Association (GFOA) Award of Financial Reporting Achievement to Business Services Specialist Mary Povilonis, who accepted on behalf of the Business Office. FRVPLD won for its Comprehensive Annual Financial Report (CAFR) for Fiscal Year 1617. The award is reflective of Povilonis' improvements in the record keeping and reporting processes. GFOA also issued a Certificate of Achievement for Excellence in Financial Reporting to FRVPLD. Presented to Deputy Director Lauren Rosenthal, whose leadership and financial reporting enabled the Library to submit the more extensive CAFR Report, it is the highest form of recognition in governmental accounting and financial reporting. FRVPLD received the award on its first attempt, and is one of the first libraries in Illinois to obtain such a distinction.

Draft Working Budget Presentation

Rosenthal reviewed the upcoming budget and levy process beginning with the Draft Working Budget through passage of the Levy Ordinance. Breaking down revenues and expenditures, she noted the budget for FY1819 is balanced. Fund balances for the beginning and end of FY1819 are expected to remain comparable. Noting over 90% of Library revenues are generated by local property taxes, there are two financial concerns FRVPLD is monitoring: a potential property tax freeze, and the effect Tax Increment Financing (TIF) districts have on the Library. Increasingly used by local communities to attract business and development, FRVPLD has lost \$450,000 in revenues to TIFs since 2000. For the coming fiscal year, it is projected FRVPLD will lose another \$92,000 in revenue as those funds, which increase incrementally each year, are funneled into TIFs. Each new TIF is in effect for a minimum of 17 years. FRVPLD has budgeted to fund its present infrastructure.

Bennett reported on her attendance at Dundee Crown's (DCHS) Business INCubator Pitch Night, an entrepreneurial program challenging students to compete for the opportunity to launch their business plans. FRVPLD is pleased to partner with DCHS and support the Business INCubator program in the upcoming school year through coordinated visits to the Library and providing collaborative work space for students in Corner 68.

Consent Agenda

Exhibit A.1

Items included in Consent Agenda

- A.1.a Minutes from the April 7, 2018 Committee of the Whole Meeting
- A.1.b Minutes from the April 17, 2018 Board of Trustees Meeting
- A.1.c Check/Voucher Register – AP & Payroll Complete for March totaling \$305,508.28
- A.1.d Monthly Financial Report for March 2018
- 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 March 2018

Corbett inquired if Trustees wished any of the Consent Agenda items withdrawn for separate discussion. Hearing none, Corbett called for a motion to *APPROVE EXHIBITS A.1.A THROUGH A.1.J UNDER THE CONSENT AGENDA AS PRESENTED*; moved by Kuhlman and seconded by Lindholm. There was no discussion.

Roll Call Vote: Kuhlman, Lechuga, Lindholm, Creighton, Corbett– aye; Skold, Tennis – absent. 5 ayes, 0 nays, 2 absent. Motion carried.

Unfinished Business

There was no unfinished business.

New Business

Exhibit C.1 Resolution 2018-05 in Recognition of Tietgen Trust

Corbett called for a motion to *ADOPT RESOLUTION 2018-05 TO RECOGNIZE BRUCE AND ELAINE TIETGEN AND THE ELAINE R. TIETGEN TRUST FOR A GIFT TO THE FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT IN THE AMOUNT OF \$16,205.44*. Moved by Lindholm and seconded by Lechuga.

President Corbett acknowledged the District’s appreciation of the Tietgen Trust’s gift of \$16,205.44 to the Library.

RESOLUTION 2018-05
IN RECOGNITION OF
BRUCE AND ELAINE TIETGEN
ELAINE R. TIETGEN TRUST
CHARITABLE DONATION

Whereas, Bruce Tietgen was a longtime member of Friends of the Library, assisting in book sales and responsible for initiating 2nd grade tours along with another Friend of the Library; and

Whereas, Bruce Tietgen was a member of the Dundee Lions and a past-president; and

Whereas, Bruce Tietgen was very active in the Dundee Township Historical Society and served on the Board; and

Whereas, Bruce and Elaine Tietgen served as Church Relations Coordinator for Northern Fox Valley Habitat for Humanity; and

Whereas, Elaine Tietgen served on the Board of Northern Fox Valley Habitat for Humanity; and

Whereas, Bruce and Elaine Tietgen were extras in the Tom Hanks movie “Road to Perdition” filmed in West Dundee; and

Whereas, Bruce and Elaine Tietgen were longtime residents of West Dundee; and

Whereas, Fox River Valley Public Library District was provided a total gift in the amount of \$16,205.44 through the Elaine R. Tietgen Trust;

Therefore be it resolved that in recognition of Bruce and Elaine Tietgen and the Elaine R. Tietgen Trust, the Board of Trustees, on behalf of the residents, staff, and themselves, present this Resolution; and

Be it further resolved that on this, the 15th day of May, Two Thousand and Eighteen, the contents of this Resolution be spread upon the Minutes of this organization.

Motion carried by unanimous voice vote.

Exhibit C.2 Computer Consulting – Sikich

Corbett called for a motion to *AUTHORIZE DIRECTOR TO PURCHASE COMPUTER CONSULTING SERVICES AS NEEDED FOR SPECIAL PROJECTS FROM SIKICH LLP, INC. AT A COST NOT TO EXCEED \$15,000 DURING FISCAL YEAR 2018/2019*. Moved by Kuhlman and seconded by Creighton.

Corbett opened the item for discussion; IT Manager Katsion confirmed Sikich has provided exceptional service throughout its history serving FRVPLD and has been competitive when providers are researched every three years. There being no further discussion, Corbett called for a roll call vote on the motion.

Roll Call Vote: Kuhlman, Lechuga, Lindholm, Creighton, Corbett– aye; Skold, Tennis – absent. 5 ayes, 0 nays, 2 absent. Motion carried.

Exhibit C.3 Resolution 2018-06 to Include Compensation Paid under an Internal Revenue Code Section 125 Plan as Illinois Municipal Retirement Fund (IMRF) Earnings effective June 2, 2010

Corbett called for a motion to *ADOPT RESOLUTION 2018-06 ELECTING TO INCLUDE AS EARNINGS REPORTABLE TO IMRF COMPENSATION PAID UNDER AN INTERNAL REVENUE CODE SECTION 125 PLAN OR SIMILAR PLAN EFFECTIVE 6/2/2010*. Moved by Lindholm and seconded by Kuhlman.

Corbett opened the item for discussion. Bennett noted that IMRF has completed its first employer audit of FRVPLD with just three minor findings requiring corrective action – a small wage adjustment for one employee and two missing board resolutions related to wage reporting. Passage of Resolution 2018-06 with a retroactive date of June 2, 2010 allows pre-tax employee contributions to the health insurance plan to be reported as IMRF wages from the time the library’s Section 125 plan was adopted; the second Resolution, also with a retroactive date, will be presented for adoption in June. The cost of the wage adjustment is less than \$100 and there is no added cost to passing both Resolutions, nor do the Resolutions change any of the library’s wage reporting methods. There being no other discussion, Corbett called for a roll call vote on the motion.

Roll Call Vote: Kuhlman, Lechuga, Lindholm, Creighton, Corbett– aye; Skold, Tennis – absent. 5 ayes, 0 nays, 2 absent. Motion carried.

Board Discussion / Future Agenda Items

Corbett announced there would be an Executive Session held in accordance with 5 ILCS 120/2(C)(1), the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against the legal counsel for the public body to determine its validity. There will be no action upon returning to open session.

No other business was discussed and Corbett called for a motion to *ADJOURN TO EXECUTIVE SESSION*. Moved by Kuhlman and seconded by Lindholm, the meeting was adjourned by unanimous voice vote at 8:03 PM.

Return to Open Session

Corbett called the meeting back into open session at 8:40 PM.

Roll Call

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

Members absent:	Vice Pres	Marge Skold
	Trustee	Mike Tennis

No other business was discussed and Corbett called for a motion to *ADJOURN*. Moved by Lindholm and seconded by Lechuga, the meeting was adjourned by unanimous voice vote at 8:42 PM.