

**Fox River Valley Public Library District
Board of Trustee Meeting
October 16, 2018**

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

MINUTES

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

Roll Call

| | | |
|------------------|----------------|-------------------|
| Members present: | President | Richard Corbett |
| | Vice President | Phyllis Creighton |
| | Treasurer | Brian Lindholm |
| | Secretary | Nikki Kuhlman |
| | Trustee | Fred Lechuga |
| | Trustee | Mike Tennis |
| | Trustee | Kristina Weber |

Members absent: None

Others present: Director Roxane Bennett, Deputy Director Lauren Rosenthal, Jason Katsion, Keri Carroll, Heather Zabski, Elizabeth Forkan, Karin Nelson, Ann VanVooren, Cari Poweziak, Karen Werle

Public Comment

There was no public comment.

President's Report

Corbett introduced Ann VanVooren from Lauterbach & Amen, who will present a review of the Comprehensive Annual Financial Report (CAFR) later in the meeting. He noted the November Board meeting will be held a week early on the 13th. Dependent on Board action later in the meeting, should the Estimate of Funds Needed for FY1819 necessitate a Truth in Taxation Hearing it will occur at 7:00 PM on November 13, 2018. Kuhlman and Tennis have completed the semi-annual review of Executive Session Minutes; final action will be taken in November. Corbett recapped his attendance at the Illinois Library Associations's Trustee Day in Peoria, recommending it as an interesting and informative event for all Trustees that addresses timely issues common to libraries.

Officer Reports

Vice President Creighton –no report

Secretary Kuhlman – Recommendations for the closed session Minutes will be presented in Executive Session.

Treasurer Lindholm – Spending remains largely consistent with previous years and below budget; slightly higher for library materials. Audit results will be presented during the meeting.

Trustee Liaison Reports

Trustee Lechuga; Facilities – Lechuga reported on completion of a recent roof repair.

Trustee Tennis; Community Engagement – Tennis reported on his attendance at a D300 Board meeting, several League of Women Voters candidate forums, and the Rutland Dundee Township Fire Protection District meeting.

Trustee Weber; Bylaws and Policy – Weber noted a simpler system for organizing Bylaws and Policies is being studied.

Director's Report

Library Innovation of the Month

Adult and Teen Services Assistant Cari Poweziak reported on her outreach to Cherished Place, an adult day club located in West Dundee that provides therapeutic activities and individualized services in a non-residential group setting for older adults with memory loss and other chronic illnesses. Poweziak hosts a modified book club at the site, and has gathered feedback on what types of Library resources caregivers would find helpful to address their own needs. FRVPLD will research ways it can offer programs and services to Cherished Place club members, their caregivers, and other residents of the library district with similar challenges.

Audit (Comprehensive Annual Financial Report – CAFR) Presentation

Bennett and VanVooren reviewed the draft Management Discussion & Analysis letter which summarizes the FY1718 CAFR, and discussed edits to incorporate Trustee suggestions.

Following FY1617's award for Financial Excellence, VanVooren noted the FY1718 CAFR Management Letter had one recommendation for compliance with a GASB 75 update that has since been implemented. There were no new recommendations. The auditor has issued a non-modified opinion of FRVPLD, the highest opinion it can offer.

Bennett presented a recently donated figurine and asked the Board whether they would consider formally accepting the donation at a future meeting as required under Library Policy. While the Board was appreciative of the donor's intent, it declined to accept the gift due to space constraints and the object's condition. Bennett will meet with representatives from the Village of East Dundee regarding the Library's annual request for reimbursement for residential units in the Village's TIF districts.

Consent Agenda

Exhibit A.1

Items included in Consent Agenda

- A.1.a Minutes from the September 18, 2018 Budget & Appropriation Hearing
- A.1.b Minutes from the September 18, 2018 Board of Trustees Meeting
- A.1.c Check/Voucher Register – AP & Payroll Complete for September 2018 totaling \$257,166.62
- A.1.d Monthly Financial Report for September 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 September 2018
- A.1.k Ehlers Account Statement for September 2018

Corbett inquired if Trustees wished any of the Consent Agenda items withdrawn for separate discussion. There being none, Corbett called for a motion to *APPROVE EXHIBITS A.1.A THROUGH A.1.K AS PRESENTED*; moved by Tennis and seconded by Creighton. There was no discussion; Corbett called for a roll call vote.

Roll Call Vote: Weber, Tennis, Lechuga, Lindholm, Kuhlman, Creighton, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

Unfinished Business

There was no unfinished business.

New Business

Exhibit C.1 Resolution 2018-16 to Determine Estimate of Funds Needed

Prior to calling for a specific motion, Corbett asked Bennett to present the three options prepared by management for the Board's consideration - \$3,850,175 (16.35%) OR \$3,655,542 (10.47%) OR \$3,474,192 (4.99%).

Bennett reviewed how the options were developed and the implications of each. The Estimate of Funds Needed Resolution sets a ceiling on what FRVPLD intends to levy in taxes for the subsequent year. Regardless of the amount levied, the Property Tax Extension Limitation Law (PTELL) limits the amount that can be received to

Consumer Price Index (CPI) or 5% above the previous year's tax extension – whichever is lower. An exception to that limit is made for new property. Corbett inquired if the 4.99% figure would ensure the Library would capture all new revenues from new construction in the District. Bennett responded in the affirmative. CPI was 2.1% and projected new construction was \$10M less than last year, therefore, a levy at the lowest option presented is expected to capture all property tax revenues the Library is legally permitted to without triggering Truth In Taxation Act (TITA) publication and hearing requirements. She cautioned, however, that next fiscal year may be different due to anticipated closure of a TIF district and other factors. Trustee Tennis spoke about the levy rate calculation process.

Corbett called for a motion to *ADOPT RESOLUTION 2018-16 TO DETERMINE ESTIMATE OF FUNDS NEEDED FOR FY 2018-19 IN THE AMOUNT OF \$3,474,192 (4.99%)*. Moved by Lindholm, seconded by Tennis. There was no further discussion.

Roll Call Vote: Weber, Tennis, Lechuga, Lindholm, Kuhlman, Creighton, Corbett – aye. 7 ayes, 0 nays; motion carried.

Exhibit C.2 Resolution 2018-17 in Recognition of Gretchen Matthews Estate

Corbett called for a motion to *ADOPT RESOLUTION 2018-17 IN RECOGNITION OF GRETCHEN MATTHEWS AND THE GRETCHEN MATTHEWS ESTATE*. Moved by Kuhlman and seconded by Lindholm; Kuhlman read the Resolution into the Minutes:

RESOLUTION 2018-17
IN RECOGNITION OF
GRETCHEN MATTHEWS
GRETCHEN MATTHEWS ESTATE
CHARITABLE DONATION

Whereas, Gretchen Matthews was a longtime resident of the Dundee area and once served as the Village Clerk for Sleepy Hollow; and

Whereas, Gretchen Matthews was a longtime volunteer for both the Dundee Township Historical Society and the League of Women Voters; and

Whereas, Gretchen Matthews was an active library user and valued the services Fox River Valley Public Library District provided all residents; and

Whereas, Gretchen Matthews' generosity extended to the Library District, Historical Society, Summit School, Inc. in Elgin, and FISH Food Pantry of Carpentersville; and

Whereas, Fox River Valley Public Library District was provided a total gift in the amount of \$5764.13 through the Gretchen Matthews Estate and \$160 through personal memorials;

Therefore be it resolved that in recognition of Gretchen Matthews and the Gretchen Matthews Estate, 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 October, 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.3 Approve Board Travel Expense

Corbett requested Kuhlman read the proposed motion to *REIMBURSE RICHARD CORBETT FOR \$342.56 IN EXPENSES INCURRED WHILE ATTENDING THE ILLINOIS LIBRARY ASSOCIATION'S TRUSTEE DAY IN PEORIA ON OCTOBER 11, 2018. \$137.25 FOR HOTEL, \$10.00 FOR FOOD, \$184.21 FOR MILEAGE, \$4.10 FOR TOLLS, AND \$7.00 FOR PARKING*. Moved by Creighton, seconded by Tennis; item opened for discussion.

Corbett noted his appointment to Secretary of the Illinois Library Association's Trustee Forum, and appreciation for Board support of his attendance. He then called for a roll call vote.

Roll Call Vote: Weber, Tennis, Lechuga, Lindholm, Kuhlman, Creighton – aye; Corbett – abstain. 6 ayes, 0 nays, 1 abstain. Motion carried.

Executive Session

Corbett noted there would be an Executive Session under 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. There would be no action taken upon return to open session. There will be discussion but no action on the process for the Director’s annual evaluation. He called for a *MOTION TO ADJOURN TO EXECUTIVE SESSION*; moved by Tennis, seconded by Lindholm.

Meeting adjourned by unanimous voice vote at 9:00 PM.

Return to Open Session

The meeting was called to order by President Richard Corbett at 9:14 PM.

Roll Call

| | | |
|------------------|----------------|-------------------|
| Members present: | President | Richard Corbett |
| | Vice President | Phyllis Creighton |
| | Treasurer | Brian Lindholm |
| | Secretary | Nikki Kuhlman |
| | Trustee | Fred Lechuga |
| | Trustee | Mike Tennis |
| | Trustee | Kristina Weber |

Members absent: None

Others present: Director Roxane Bennett, Deputy Director Lauren Rosenthal

Board Discussion / Future Agenda Items

The process for Director Roxane Bennett’s annual evaluation was discussed. A format and method for setting goals and measuring results was agreed upon.

No other business was conducted and Corbett called for a motion to *ADJOURN*. Moved by Creighton and seconded by Tennis, the meeting was adjourned by unanimous voice vote at 9:28 PM.

Nikki Kuhlman, Secretary