

**Fox River Valley Public Library District
Board of Trustee Meeting
April 16, 2019**

**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

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|------------------|----------------|-------------------|
| 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, Heather Zabski, Karin Nelson, Michael Lorenzetti, Keri Carroll, Monica Boyer, Tom Wajda, John Cichowski, Jerry Dolan, Charles Piczczor, David Nutt, Karen Werle

Public Comment

There was no public comment.

President's Report

Corbett introduced Jerry Dolan and John Cichowski of the Dundee Lions Club, who presented the Library with a check for \$500 to support this year's Summer Reading Challenge, "A Universe of Stories". Corbett thanked the Lions Club for their generous donation and noted that the Library will again host the Lions High Health Vision Screening for children aged 6 months to 10 years at the Dundee Library on May 8, 2019.

Write in candidate Christine Evans, along with incumbent Trustees Corbett and Weber were elected in the April 2, 2019 Consolidated Election. They will be sworn in at the May Board meeting and election of new officers will be held. A slate of officers will be presented by continuing Trustees Kuhlman and Tennis. One trustee seat will become vacant in May due to the expiration of the terms of Trustees Lechuga and Creighton. Residents interested in filling the vacancy may apply with Director Bennett up until 5 pm on May 20, 2019. The next President will then interview applicants and recommend an appointment to the full Board in June.

Officer Reports

Vice President Creighton – no report

Secretary Kuhlman – no report

Treasurer Lindholm – Lindholm noted the Per Capita Grant Award letter has been received.

Trustee Liaison Reports

Trustee Lechuga; Facilities – no report

Trustee Tennis; Community Engagement – A written report on Tennis' attendance at a lengthy Dundee Township Special Meeting, and at Elgin Community College's Committee of the Whole was provided earlier to the Board.

Trustee Weber; Bylaws and Policy – no report

Director's Report

Bennett introduced Monica Boyer, FRVPLD's new Youth Services Manager. She comes to FRVPLD from the Schaumburg Township District Library with a background in data analysis, Youth Services, and customer service.

Bennett noted that Per Capita Grants were fully funded in the budget state legislators passed this spring. As a result, FRVPLD was awarded \$86,672.50 to be spent in FY19/20.

Working Budget Presentation

Deputy Director Rosenthal charted projected revenues and expenditures and presented a balanced draft Working Budget for fiscal year 2019-2020, outlining the timetable ahead in the budget and levy process and highlighting spending checks and balances. Noting over 90% of Library revenues are generated by local property taxes she cautioned potential financial threats to FRVPLD – a property tax freeze and revenues lost to Tax Increment Financing (TIF) districts – require monitoring. Substantial revenues are lost to the increasing amount of TIF districts created by the communities we serve freezing our revenues at current rates for the life of the TIF, which can be as long as 23 years. Since 2000, FRVPLD has lost \$650,000 in tax revenue due to multiple TIFs within the District. In FY19/20 \$112,000 will be lost. The Library District has budgeted to maintain its present infrastructure.

OpenGov Presentation

FRVPLD is the first library district to utilize OpenGov software, fulfilling a Board strategic goal for transparency. It provides easy access to statistical data about FRVPLD's service and operation via the Transparency Dashboard link on the Library's home page. Clicking on any of the graphs opens up additional ways to view and explore the data.

Consent Agenda

Exhibit A.1

Items included in Consent Agenda

- A.1.a Minutes from the March 19, 2019 Board of Trustees Meeting
- A.1.b Minutes from the January 15, 2019 Executive Session
- A.1.c Check/Voucher Register – AP & Payroll Complete for March 2019 totaling \$304,601.44
- A.1.d Monthly Financial Report for March 2019
- 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 2019
- A.1.k Ehlers Account Statement for March 2019
- A.1.l Ordinance 2019-02 Board Meeting Dates FY19/20
- A.1.m Budget, Levy, and Legal Calendar FY19/20

Corbett inquired if Trustees wished any of the Consent Agenda items withdrawn for separate discussion. There being none, he called for a motion to *APPROVE EXHIBITS A.1.A THROUGH A.1.M AS PRESENTED*; moved by Lindholm 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 Appoint New Library Director

Corbett noted Bennett's June retirement and called for a motion to *APPOINT LAUREN ROSENTHAL AS THE NEW DIRECTOR OF THE FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT EFFECTIVE JUNE 22, 2019*. Moved by Kuhlman and seconded by Creighton. Corbett outlined the process by which the Board deliberated its selection and spoke to Rosenthal's credentials and experience. Trustees unanimously agreed Deputy Director Rosenthal is eminently qualified to succeed Bennett as Director, citing her outstanding record of service, accomplishment, knowledge, experience, and commitment to improving library service to the community. During her 5 years at FRVPLD, she

has earned the respect and confidence of the Board, the Director, and the entire staff. There was no further 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.

Exhibit C.2 Ordinance 2019-03 Transferring Funds to the Special Reserve Fund

Corbett called for a motion to *ADOPT ORDINANCE 2019-03 TRANSFERRING FUNDS TO THE SPECIAL RESERVE FUND*. Moved by Lindholm; seconded by Tennis. Bennett explained the amount of this transfer is \$191,950. FRVPLD budgets for maintaining the existing infrastructure based on cost estimates in its Capital Reserve Plan and transfers annually into the Special Reserve Fund for this purpose. Tennis suggested the board consider a revision of the Fund Balance Policy, possibly reducing the upper limit of operating expenses held in the General Fund from 12 months to 9 months. Bennett will confer with the library’s attorney and Bylaws & Policy Liaison Weber and make a recommendation at a future meeting. 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.

Exhibit C.3 Working Budget FY1920 – discussion only

Trustees asked questions and offered suggestions for consideration prior to the draft Working Budget’s approval, expected in June. There was extensive discussion of the personnel budget and the relationship between the budget and the library’s ability to meet its goals.

Exhibit C.4 Resolution 2019-04 Honoring Alfredo Lechuga

Corbett called for a motion to *ADOPT RESOLUTION 2019-04 RECOGNIZING LIBRARY BOARD TRUSTEE AND PAST VICE PRESIDENT AND SECRETARY FRED LECHUGA FOR HIS YEARS OF SERVICE ON THE BOARD OF TRUSTEES OF THE FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT*. Moved by Lindholm; seconded by Creighton. Secretary Kuhlman read the Resolution into the Minutes.

RESOLUTION 2019-04
HONORING
ALFREDO LECHUGA

Whereas, Alfredo Lechuga ably served as Trustee of the Fox River Valley Public Library District from October 2010 through April 2019; and

Whereas, Alfredo Lechuga served as Vice President of the Library District from March 2013 until May 2017; and

Whereas, Alfredo Lechuga served as Secretary of the Library District from May 2011 until October 2011; and

Whereas, Alfredo Lechuga served as liaison in various roles including Personnel & Ethics and Facilities; and

Whereas, Alfredo Lechuga was instrumental in setting long-range plans for the Library District, including Library expansion, due diligence in potential land acquisition for a permanent west side facility, leasing space for a temporary west side facility, renovation planning for the east side facility, re-naming the Library District; and

Whereas, Alfredo Lechuga was a champion of data collection for use in decision making; and

Whereas, Alfredo Lechuga, an advocate for electronic resources, supported expansion of the Library’s e-book and e-resource collections; and

Whereas, Alfredo Lechuga participated in establishing the Library’s core values and priorities, and updating its strategic plan; and

Whereas, Alfredo Lechuga participated in selection of a new Library logo;

Therefore be it resolved that in recognition of his service to the Fox River Valley Public Library District, the Board of Trustees, on behalf of the residents, staff, and themselves, present to Fred this Resolution; and *Be it further resolved* that on this, the 16th day of April, Two Thousand and Nineteen, this Resolution be presented to him and that its contents be spread upon the Minutes of this organization.

There was no discussion; motion carried by unanimous voice vote.

Exhibit C.5 Resolution Honoring Phyllis Creighton

Corbett called for a motion to *ADOPT RESOLUTION 2019-05 RECOGNIZING LIBRARY BOARD VICE PRESIDENT AND PAST SECRETARY PHYLLIS CREIGHTON FOR HER YEARS OF SERVICE ON THE BOARD OF TRUSTEES OF THE FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT*. Moved by Kuhlman, seconded by Lindholm. Secretary Kuhlman read the Resolution into the Minutes.

RESOLUTION 2019-05
HONORING
PHYLLIS CREIGHTON

Whereas, Phyllis Creighton ably served as Trustee of the Fox River Valley Public Library District from March 2014 through April 2019; and

Whereas, Phyllis Creighton served as Secretary of the Library District from May 2017 until September 2018; and

Whereas, Phyllis Creighton served as Vice President of the Library District from September 2018 until April 2019; and

Whereas, Phyllis Creighton served as liaison in various roles including Reaching Across Illinois Libraries (RAILS) representative, Open Meetings Act (OMA) Designee, and Facilities liaison; and

Whereas, Phyllis Creighton was instrumental in setting long-range plans for the Library District, including Library expansion, due diligence in potential land acquisition for a permanent west side facility, extension of leased space for a temporary west side facility, renovation planning for the east side facility; and

Whereas, Phyllis Creighton was a champion of Trustee interaction with the community; and

Whereas, Phyllis Creighton participated in establishing the Library's core values and priorities, and updating its strategic plan; and

Whereas, Phyllis Creighton participated in selection of a new Library logo;

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

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

There was no discussion; motion carried on unanimous voice vote.

Corbett thanked Lechuga and Creighton for their service to the Board and FRVPLD. There was no further business conducted and Corbett called for a motion to *ADJOURN*. Moved by Weber and seconded by Creighton, meeting adjourned by unanimous voice vote at 9:02 PM.

_____, Secretary Pro-Tem