

**Fox River Valley Public Library District
Board of Trustee Meeting
June 18, 2019**

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

MINUTES

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

Roll Call

Members present:	President	Richard Corbett
	Vice Pres	Kristina Weber
	Secretary	Nikki Kuhlman
	Treasurer	Brian Lindholm
	Trustee	Chris Evans
	Trustee	Mike Tennis

Members absent: one vacancy

Others present: Director Roxane Bennett, Deputy Director Lauren Rosenthal, Ken Herdeman, Kirstin Finneran, David Nutt, John Sabala, Mary Povilonis, Heather Zabski, Karin Nelson, Brittany Berger, Monica Boyer, Keri Carroll, Sean Plagge, Jason Katsion, Michael Lorenzetti, Karen Werle.

Filling Trustee Vacancy – President Corbett

Corbett spoke of the seven qualified candidates he and Bennett interviewed and recommended David Nutt for appointment to the Library Board for his history of community service.

New Business

Exhibit C.1 Resolution 2019-07 Appoint New Library Trustee

Corbett called for a motion to *ADOPT RESOLUTION 2019-07 TO APPOINT DAVID NUTT AS LIBRARY TRUSTEE EFFECTIVE JUNE 18, 2019*. Moved by Tennis and seconded by Evans. There being no discussion, he called for a roll call vote.

Roll Call Vote: Evans, Tennis, Lindholm, Kuhlman, Weber, Corbett – aye. 6 ayes, 0 nays, 1 vacancy. Motion carried.

Oath of Office

Kuhlman administered the Oath of Office to Nutt.

Public Comment

There was no public comment.

President's Report

Donation Acknowledgement

Corbett recognized 'Atomic Level' sponsors of FRVPLDs Summer Reading Program, who donated cash and/or prizes valued at \$250.00 and above. Cash donors recognized were Active Medical Center in West Dundee (\$300); Best Brains of Algonquin (\$250); Ehlers Investment Partners in Waukesha, WI (\$250); EPIC Air Trampoline Park in South Elgin (\$125 plus prizes); Friends of the Library (\$2500); and Lions International of Dundee (\$500). Prize donors recognized were Randall Oaks Dental, Carpentersville (2 coupons for teeth whitening); Work Up Fitness of

Dundee (2500 buy one/get one coupons, 6 wristbands); Windy City Bulls, Hoffman Estates (4 VIP tickets, special fan package); and Medieval Times of Hoffman Estates (4 passes and 1500 good student certificates). The Library is grateful to all donors, without whose support the Summer Reading Picnic could not be sustained.

Liaison Appointments

Corbett appointed Trustees to the following liaison positions: Kristina Weber, Personnel; Chris Evans, Bylaws and Policy; Mike Tennis, Facilities; Dave Nutt, Community Engagement. Trustees will make recommendations to the Board as respects their assigned category.

Appoint Two Trustees for Review of Minutes

Corbett appointed Chris Evans and Brian Lindholm to review the Secretary's records as required by the Illinois Public Library Annual Report.

Officer Reports

Weber – no report

Kuhlman – noted appreciation for Weber stepping in last month as Secretary Pro-Tem in her absence.

Lindholm – noted property taxes are currently being received; funding should be imminent.

Corbett noted Trustee Orientation for Evans and Nutt will be held in July.

Director's Report

Summer Reading Kickoff Recap

Public Relations Specialist Kirstin Finneran reported on the June 3rd Summer Reading Picnic at the Library. An estimated 350 guests attended and participated in games and crafts, enjoyed entertainment and light refreshments, and won prizes. Another 200 signed up to participate in the Summer Reading Challenge.

Investment Portfolio Review

Ken Herdeman of Ehlers Investments reviewed the Library's current financial profile and outlined strategy to maximize returns while ensuring sufficient liquidity to meet future needs.

Government Finance Officers Association Award Presentation

Bennett presented GFOA's award to Lauren Rosenthal and Business Services Specialist Mary Povilonis for excellence in financial reporting. This is the second year in a row FRVPLD has received this honor. Bennett credited both with transparent finance management while maintaining the checks and balances necessary to ensure fiduciary responsibility.

Fine Free Survey Results

Rosenthal presented preliminary results of a recent survey question seeking community opinion on how patrons feel about becoming a fine-free Library. Materials which are lost or damaged will still be charged to a patron's account. Corbett noted this will be a topic of discussion at Illinois Library Associations fall conference on Thursday October 24 and encouraged Trustees to attend.

Database Presentation

Adult and Teen Services Librarian Sean Plagge presented his analysis on current database usage to determine which are meeting the Library's standard cost of approximately \$1 per session. Plagge reviewed current database usage and outlined plans to increase visibility to drive down the cost per use. He pointed out the value received compared to consumer alternatives.

Fiscal Year 2019-2020 Organizational Chart

Bennett outlined the revised organizational structure of FRVPLD effective July 1, 2019. This chart is available for view on the Library website.

Department Reports and Dashboard

Bennett inquired if there were any questions on the department reports or dashboard for May; there was

interest in the number of people interacting with the new OpenGov dashboard.

Consent Agenda

Exhibit A.1 Items included in Consent Agenda

- A.1.a Minutes from the May 21, 2019 Board of Trustees Meeting
- A.1.b Check/Voucher Register – AP & Payroll Complete for May 2019 totaling \$255,115.26
- A.1.c Monthly Financial Report for May 2019
- A.1.d Revenue Summary – All Funds Combined – Budget v Actual Revenues
- A.1.e Revenue Summary – All Funds Combined by Period
- A.1.f Expenditure Summary – All Funds Combined – Budget v Actual Expenses
- A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location
- A.1.h Expenditure Summary – All Funds Combined by Period
- A.1.i Balance Sheet for May 2019
- A.1.j Ehlers Account Statement for May 2019

Corbett inquired if there were any items Trustees would like removed for further discussion. Hearing none, he called for a motion to *APPROVE CONSENT AGENDA ITEMS A.1.A THROUGH A.1.J. AS PRESENTED*. Moved by Tennis and seconded by Lindholm, Corbett called for a roll call vote.

Roll Call Vote: Nutt, Evans, Tennis, Lindholm, Kuhlman, Weber, Corbett – aye. 7 ayes, 0 nays. Motion carried.

Unfinished Business

Exhibit B.1 Working Budget Fiscal Year 2019-2020

Corbett called for a motion to *APPROVE THE WORKING BUDGET FOR FISCAL YEAR 2019-2020 IN THE AMOUNT OF \$3,709,919.00*. Moved by Kuhlman and seconded by Lindholm, item opened for discussion. Tennis proposed an amended motion to *AMEND THE WORKING BUDGET FOR FISCAL YEAR 2019-2020 DECREASING PERSONNEL BY \$110,000 TO \$2.25 MILLION, THEREBY DECREASING EXPENDITURES TO \$3.6 MILLION*. Seconded by Kuhlman.

Tennis suggested the personnel line of the budget could be reduced based on spending in prior years. Rosenthal noted she built the line from zero, with the total figure reflecting full staffing throughout the year. Following discussion Corbett called for a roll call vote on the amended motion.

Roll call vote: Tennis – aye; Nutt, Evans, Lindholm, Kuhlman, Weber, Corbett – nay. 1 aye, 6 nays. Motion failed.

He then called for a roll call vote on the original motion.

Roll call vote: Nutt, Evans, Lindholm, Kuhlman, Weber, Corbett – aye; Tennis – nay. 6 ayes, 1 nay. Motion carried.

New Business

Exhibit C.2 Electronic Resource – Lynda.com Contract

Corbett called for a motion to *AUTHORIZE THE DIRECTOR TO CONTRACT WITH LINKEDIN FOR LYNDA.COM, AN ELECTRONIC RESOURCE FOR ONLINE LEARNING, AT A COST OF \$13,125*. Moved by Weber and seconded by Evans, Corbett noted Plagge's review conducted earlier in the meeting and opened the item for discussion. There being none, he called for a roll call vote.

Roll Call Vote: Nutt, Evans, Tennis, Lindholm, Kuhlman, Weber, Corbett – aye. 7 ayes, 0 nays. Motion carried.

Exhibit C.3 Bylaws Update – Organization of the Board and Nominating Committee

Corbett called for a motion to *ACCEPT THE BYLAWS UPDATE FOR ORGANIZATION OF THE BOARD AND NOMINATING COMMITTEE*. Moved by Weber and seconded by Kuhlman, Corbett opened the item for discussion. He noted the Nominating Committee bylaw has been recommended for deletion and procedural language from that bylaw has been incorporated into the Organization of the Board bylaw to streamline both the Transition process after Trustee elections and when filling a mid-term Officer vacancy. Motion carried by

unanimous voice vote.

Exhibit C.4 Ordinance 2019-07 Transferring Funds to the Special Reserve Fund

Corbett called for a motion to *ADOPT ORDINANCE 2019-08 TRANSFERRING FUNDS TO THE SPECIAL RESERVE FUND*. Moved by Lindholm and seconded by Tennis, it was noted the Library will carry approximately 5 months of reserve in the Special Reserve Fund at the end of the fiscal year. Uses for Special Reserve Fund expenditures are explicitly stated by board ordinance, generally limited to building & technology purchases. There was no further discussion; Corbett called for a roll call vote.

Roll Call Vote: Nutt, Evans, Tennis, Lindholm, Kuhlman, Weber, Corbett – aye. 7 ayes, 0 nays. Motion carried.

Exhibit C.5 Resolution 2019-09 Designating Corporate Authority over Library District Financial Accounts

Corbett called for a motion to *ADOPT RESOLUTION 2019-09 AUTHORIZING THE LIBRARY BOARD PRESIDENT AND TREASURER AND THE LIBRARY DISTRICT DIRECTOR TO SIGN ALL DOCUMENTS REASONABLY NECESSARY TO ADD LAUREN ROSENTHAL AND REMOVE ROXANE BENNETT AS SIGNATORIES ON ALL LIBRARY FINANCIAL ACCOUNTS, EFFECTIVE JUNE 22, 2019*; moved by Tennis and seconded by Evans. The Library Director, along with the Board President and Treasurer has historically been a designated authority over FRVPLDs financial accounts. With Bennett’s retirement and Rosenthal’s appointment to the Director position, it is recommended to designate Rosenthal and remove Bennett as corporate authority over all Library financial accounts.

Roll Call Vote: Nutt, Evans, Tennis, Lindholm, Kuhlman, Weber, Corbett – aye. 7 ayes, 0 nays. Motion carried.

Exhibit C.6 Resolution 2019-10 Appoint Authorized Illinois Municipal Retirement Fund (IMRF) Agent

Corbett called for a motion *TO ADOPT RESOLUTION 2019-10 TO APPOINT DIRECTOR LAUREN ROSENTHAL AUTHORIZED ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF) AGENT EFFECTIVE JUNE 22, 2019*. Moved by Kuhlman and seconded by Tennis, item opened for discussion. Due to transition in the office of the Director, it is recommended Rosenthal be appointed Authorized Agent for IMRF in place of Bennett. There was no further discussion; motion carried by unanimous voice vote.

Exhibit C.7 Appointment of Freedom of Information Act (FOIA) Officers

Corbett called for a motion to *APPOINT LIBRARY DIRECTOR LAUREN ROSENTHAL AND EXECUTIVE ASSISTANT KAREN WERLE AS FREEDOM OF INFORMATION ACT (FOIA OFFICERS) FOR THE FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT*. Moved by Tennis, seconded by Nutt, a third transitional order of business recommends appointing Rosenthal and Werle FOIA Officers for FRVPLD. There was no discussion, motion carried by unanimous voice vote.

Exhibit C.8 Resolution 2019-11 Honoring Roxane E. Bennett

Corbett called for a motion to *ADOPT RESOLUTION 2019-11 HONORING ROXANE E. BENNETT*. Moved by Kuhlman and seconded by Weber, Corbett noted Bennett’s myriad accomplishments during her tenure as Director of Fox River Valley Public Library District. Kuhlman read the Resolution into the Minutes.

**RESOLUTION 2019-11
HONORING
ROXANE E. BENNETT**

Whereas, Roxane Bennett ably served as Director of the Fox River Valley Public Library District from October 2009 through June 2019; and

Whereas, Roxane Bennett cultivated valuable community partnerships and participated extensively in outreach throughout the District and in seeking patron feedback; and

Whereas, Roxane Bennett was instrumental in securing donations to acquire a new Library van; and

Whereas, Roxane Bennett was indispensable in negotiations with the Dundee Township Park District, facilitating creation of an inter-governmental agreement and seeking a finance plan to enable Fox River valley Public Library District to have a presence on the west side of the District; and

Whereas, Roxane Bennett worked tirelessly to provide information and support to the Library Board of Trustees in long-range planning and Library expansion, and oversight for renovation of the east side facility, including a new roof; and

Whereas, Roxane Bennett played a pivotal role in strategic planning and hiring practices that brought talented leadership to Fox River Valley Public Library District; and

Whereas, Roxane Bennett encouraged Library staff to bring new innovations to the community such as multi-purpose collaborative meeting space, enhanced software for financial and operational transparency, wide-ranging electronic resources and databases, and programming that fosters patron creativity and addresses timely issues; and

Whereas, Roxane Bennett, always mindful of community needs, introduced self-service opportunities for patrons, expanded Library hours, encouraged the District to participate in the summer lunch program for children and oversaw continued growth and community support for the Summer Reading Picnic, Fox River Valley Public Library District's premier summer event; and

Whereas, Roxane Bennett pioneered Libraries in Illinois Risk Agency, providing member libraries with long term insurance solutions at a cost savings to the District; served on Library consortium Cooperative Computer Services Governing Board her entire tenure, was a long-term member of its Budget Committee and served on its Executive Committee; and

Whereas, Roxane Bennett served on various committees for the Illinois Library Association and advocated for understanding and support for the critical nature of libraries, encouraging staff to attend ILA conferences; and

Whereas, Roxane Bennett provided valuable insight and mentoring to all who worked with and for her;

Therefore, be it resolved that in recognition and appreciation 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 Roxane this Resolution; and

Be it further resolved that on this, the 18th day of June, 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 further discussion; Corbett called for a roll call vote.

Roll Call Vote: Nutt, Evans, Tennis, Lindholm, Kuhlman, Weber, Corbett – aye. 7 ayes, 0 nays. Motion enthusiastically carried.

Corbett noted there would be no Executive Session this evening. He inquired if there were any topics Trustees would like to raise for discussion in the future. Hearing none, there was no further discussion or business conducted and Corbett called for a motion to *ADJOURN*. Moved by Tennis and seconded by Nutt, meeting adjourned by unanimous voice vote at 9:05 PM.

Secretary Pro-Tem