

**Fox River Valley Public Library District
Board of Trustee Meeting
July 30, 2019**

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

MINUTES

The meeting was called to order by President Richard Corbett at 7:04 PM. All present rose to recite the Pledge of Allegiance.

Corbett nominated Chris Evans Secretary Pro-Tem, seconded by Tennis. There being no other nominations, Evans appointed Secretary Pro-Tem.

Roll Call

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

Members absent:	Secretary	Nikki Kuhlman
	Trustee	Dave Nutt

Others present: Director Lauren Rosenthal, Assistant Director Heather Zabski, Kirstin Finneran, Brittany Berger, Monica Boyer, Keri Carroll, Jason Katsion, Michael Lorenzetti, Cari Poweziak, Karen Werle

Public Comment

There was no public comment.

President's Report

Corbett welcomed Lauren Rosenthal as Fox River Valley Public Library District's new Library Director. Serving as a volunteer for HomeWord Bound, FRVPLD's service to homebound patrons, Corbett noted the positive impact for patrons who otherwise have no way to access library materials. At the conclusion of today's meeting there will be Board action following the closed session. There will not be a Board of Trustees meeting in August; the next meeting will be September 17, 2019 at 7:00 PM. There will be a Budget and Appropriation Hearing at the September 17th meeting set to begin shortly after 7:00 PM.

Officer Reports

Treasurer Lindholm noted Fiscal Year 2018-2019 ended with expenditures below budgeted amounts. No other reports.

Liaison Reports

Bylaws and Policy Liaison Evans noted she examined the Fiscal Policy Review and the recommended edits are appropriate. No other reports.

Director's Report

Per Capita Grant Requirement – Illinois Digital Archives (IDA)

The Per Capital Grant provides \$1.25 in grant monies for every resident of the Library District and is expected to generate approximately \$86,000 for FRVPLD. To qualify to apply for the grant, Adult and Teen Services Assistant Cari Poweziak provided the Board and staff with an overview of the Illinois Digital Archives database offered by

the Illinois State Library. IDA delivers an accurate glimpse into history through records provided by citizens to the Illinois State Library, and can be accessed on the State Library's website.

Financial Timeline

Director Rosenthal presented a brief review of the timeline for Board action in accordance with statute governing passage of the Budget & Appropriation and Tax Levy Ordinances.

Community Survey

Rosenthal noted FRVPLD is the 7th largest library district in Illinois yet ranks 313 out of 340 districts in square feet per capita, making it one of the most underserved in the state. A proposal to survey district residents on their preference for the future of the library district was presented. Trustees offered suggestions for phrasing the survey and exploring options.

Department Reports and Dashboard

Rosenthal inquired if there were any questions on the department reports or dashboard for June; Tennis noted start-up of weekend cleaning service. Previously there was no service; contract awarded to the lowest bidder.

Consent Agenda

Exhibit A.1 Items included in Consent Agenda

- A.1.a Minutes from the June 18, 2019 Board of Trustees Meeting
- A.1.b Check/Voucher Register – AP & Payroll Complete for June 2019 totaling \$233,223.56
- A.1.c Monthly Financial Report for June 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 June 2019
- A.1.j Ehlers Account Statement for June 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 Lindholm and seconded by Tennis, Corbett called for a roll call vote.

Roll Call Vote: Evans, Tennis, Lindholm, Weber, Corbett – aye. 5 ayes, 0 nays, 2 absent. Motion carried.

Unfinished Business

There was no Unfinished Business.

New Business

Exhibit C.1 Ordinance 2019-12 Tentative Budget and Appropriation Ordinance

Corbett called for a motion to *APPROVE ORDINANCE 2019-12 TENTATIVE BUDGET AND APPROPRIATION IN THE AMOUNT OF \$4,091,247.00 FOR FISCAL YEAR 2019-2020 AS PRESENTED*. Moved by Weber and seconded by Lindholm, item opened for discussion. Tennis proposed an amended motion to *AMEND THE PERSONNEL SERVICES APPROPRIATION OF \$2,488,000 BY \$110,000 REDUCING IT TO \$2,378,000*; seconded by Corbett. Discussion centered on the appropriation based on full staffing as opposed to recent historical numbers reflecting turnover. Corbett called for a roll call vote on the amended motion.

Roll Call Vote: Tennis – aye; Evans, Lindholm, Weber, Corbett – nay. 1 aye, 4 nays, 2 absent. Amended motion failed.

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

Roll Call Vote: Evans, Lindholm, Weber, Corbett – aye. Tennis – nay. 4 ayes, 1 nay, 2 absent. Motion carried.

Exhibit C.2 Fiscal Policy Review

Corbett called for a motion to *APPROVE THE FISCAL POLICY REVIEW AS PRESENTED*. Moved by Weber and seconded by Evans, Corbett opened the item for discussion. Tennis proposed an amended motion to *AMEND THE FUND BALANCE POLICY ON UNRESTRICTED FUND BALANCES IN THE GENERAL ACCOUNT FROM NO LESS THAN THREE TO NO MORE THAN TWELVE MONTHS OF OPERATING EXPENSES TO NO LESS THAN THREE TO NO MORE THAN NINE MONTHS OPERATING EXPENSES*. Seconded by Lindholm. It was noted FRVPLD had previously reduced unrestricted fund balances from no more than 24 months to no more than 12 months. Discussion on whether further reductions could unnecessarily restrict District operations followed. Corbett noted the question was discussed with the Library's attorney Roger Ritzman, who felt the reduction was not advisable as it would unnecessarily limit financial decisions. Corbett called for a roll call vote on the amended motion.

Roll Call Vote: Tennis – aye; Evans, Lindholm, Weber, Corbett – nay. 1 aye, 4 nays, 2 absent. Amended motion failed.

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

Roll Call Vote: Evans, Lindholm, Weber, Corbett – aye. Tennis – nay. 4 ayes, 1 nay, 2 absent. Motion carried.

Exhibit C.3 North Suburban Digital Consortium/OverDrive Contract Renewal

Corbett called for a motion to *AUTHORIZE THE DIRECTOR TO RENEW THE CONTRACT WITH THE NORTH SUBURBAN DIGITAL CONSORTIUM, FOR ANNUAL COLLECTION ASSESSMENT TO PURCHASE DIGITAL CONTENT AND HOSTING, AT A COST NOT TO EXCEED \$15,000.00*. Moved by Weber and seconded by Tennis, Rosenthal noted the Consortium is FRVPLDs main eBook provider. Several libraries band together to offer more content and keep costs down. There was no further discussion; Corbett called for a roll call vote.

Roll Call Vote: Evans, Tennis, Lindholm, Weber, Corbett – aye. 5 ayes, 0 nays., 2 absent. Motion carried.

Exhibit C.4 Illinois Public Library Annual Report (IPLAR)

Corbett called for a motion to *APPROVE THE DRAFT ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) FOR FISCAL YEAR 2018-2019 AND AUTHORIZE THE DIRECTOR TO FILE IT WITH THE STATE LIBRARY ELECTRONICALLY*. Moved by Lindholm and seconded by Weber, item opened for discussion. Corbett noted Tennis had submitted some questions; Tennis acknowledged his questions were answered satisfactorily.

There was no further discussion; Corbett called for a roll call vote.

Roll Call Vote: Evans, Tennis, Lindholm, Weber, Corbett – aye. – nay. 5 ayes, 0 nay, 2 absent. Motion carried.

Executive Session

Corbett noted there would be an Executive Session this evening in accordance with 5 ILCS 120/2(c)(21) Discussion of Minutes 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 will be action upon returning to open session.

Corbett asked for a motion to *ADJOURN TO EXECUTIVE SESSION*; moved by Weber and seconded by Lindholm, meeting adjourned by unanimous voice vote at 9:11 PM.

Return to Open Session

The meeting was called to order at 9:23 PM

Roll Call

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

Members absent:	Secretary	Nikki Kuhlman
	Trustee	Dave Nutt

Others present: Director Lauren Rosenthal

Exhibit C.5 Approve Report of Closed Session Review/Destruction of Audio prior to January 30, 2018

Corbett called for a motion to *APPROVE THE REPORT OF THE CLOSED SESSION MINUTES REVIEW, OPEN MARCH 19, 2019 EXECUTIVE SESSION MINUTES, AND DESTRUCTION OF ALL AUDIO RECORDINGS MADE PRIOR TO JANUARY 30, 2018*. Moved by Weber and seconded by Tennis, there was no further discussion and Corbett called for a roll call vote.

Roll Call Vote: Evans, Tennis, Lindholm, Weber, Corbett – aye. 5 ayes, 0 nay, 2 absent. Motion carried.

There was no further discussion or business conducted; Corbett called for a motion to *ADJOURN*. Moved by Tennis and seconded by Weber, meeting adjourned by unanimous voice vote at 9:25 PM.

Chris Evans, Secretary Pro-Tem