

**Fox River Valley Public Library District
Board of Trustee Meeting
April 21, 2020**

MINUTES

Corbett noted the time at 7:01 PM and stated this meeting of the Fox River Valley Public Library District Board of Trustees will be held without a quorum of Trustees physically present. Trustees will conduct the meeting with the full Board participating remotely via electronic means as permitted by Covid-19 Executive Order #5 of the Governor of Illinois, effective March 16, 2020. He then read the following previously posted notice into the Minutes:

PUBLIC NOTICE

Due to current public health concerns this meeting is being conducted electronically. Anyone wishing to observe and/or comment must email LibraryBoard@frvpld.info no later than 12pm on Tuesday, April 21, and will receive online access to the meeting. If you do not have electronic access and would like to make a public statement you can call the library at 847-428-3661 before 5pm on Tuesday, April 21 and leave a message, indicating that you would like your message to be read into the record during the "Public Comment" section of the meeting. A recording of this meeting will be available on the library's website by Friday, April 24.

The meeting was called to order by President Richard Corbett. All present rose to recite the Pledge of Allegiance.

Roll Call

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

Members absent: none

Others present electronically: Director Lauren Rosenthal, Assistant Director Heather Zabski, Kirstin Finneran, Monica Boyer, Keri Carroll, Jason Katsion, John Sabala, Karin Nelson, Brittany Berger, Erin Pasetes, Judy Whichard, Katie Redding, Karen Werle

Public Comment

Corbett stated the Board recognizes its responsibility to provide an opportunity for anyone wishing to comment at any meeting to do so. Due to current public health concerns the April 21, 2020 meeting will be conducted electronically. Any person viewing the meeting online and/or wishing to comment will be accommodated in accordance with the Public Notice detailed above. Citizens will not be requested to sign in to comment, speaking time is limited to five minutes, and the Board will not engage in two-way dialogue.

Director Rosenthal noted Fox River Valley Pubic Library District received no phone messages or emails in response to the posted Pubic Notice; there was no public comment.

President's Report

Corbett noted in keeping with the the Governor's executive order encouraging public bodies to postpone business whenever possible, Officer and Trustee Reports have been removed from the Agenda. Any Trustee wishing to report is welcome to do so. Corbett noted the Budget, Levy, and Legal Calendar included in the

packet. The Calendar serves to ensure financial and procedural statutory deadlines are met in accordance with Board meeting dates stated in Ordinance 2020-03 as presented in the Consent Agenda. Corbett called for any Trustee comments and recognized Trustee Tennis, who reported on his electronic attendance at recent District 300 Finance Committee, Dundee Township Park District, and Dundee Township Board meetings.

Director's Report

Rosenthal inquired if there were any questions on the combined February/March Department Head Reports. Managers' creativity was utilized during the mid-March shift from traditional to virtual services for adults, teens, and youth; of note is the Bingo card that partners with local businesses for prizes, and helps to increase merchants' visibility in the community. OverDrive eBook hold time has been reduced by making additional copies available while staying within budget, and Hoopla offerings have increased from 3 to 10 per month per cardholder. Trustees noted their positive experiences using virtual services, and commented on Public Relations Manager Kirstin Finneran's photos and updates on social media that highlight the relationship between the Library and community, and continue to keep FRVPLD visible and active for patrons. Library offerings of interest to youth and teens are posted on Instagram; adult interest is posted on Twitter. State Senate Office Hours at Dundee Library, where constituents can have their concerns heard, are scheduled although delayed temporarily due to the Governor's mandatory stay-at-home order. The March 13th closure has negatively affected Library statistics.

Addressing items of business on tonight's Agenda, Rosenthal read the following statement into the Minutes:

"As you know, while I'm now the Director of the Fox River Valley Public Library District, in the past I have sat where you now sit, in the role of Library Trustee. I was on the Board of the Fox River Grove Library District for a decade, and I know that the decisions you will make tonight are ones which you thought you'd never have to face. Trustees usually join the Library Board because you love the Library, and you want to give back to your community. When you're a new Trustee, you think you'll be making decisions about what the Library will do – operational decisions – and you soon find that your responsibilities are primarily policies and financial documents...and attending meetings. Covid-19 has changed everything. Our lives this past month are not what we expected them to be. Our meeting tonight is not what I'd ever hoped it would be. Board members must consider your communities' needs and make decisions that affect your friends and neighbors. I don't envy you, the decisions before you, but I want to express my appreciation for the care and thought that will go into the process. Thank you."

Corbett thanked Rosenthal for her comments and noted the Board must endeavor to keep taxpayers in the forefront and do the best they can.

Consent Agenda

Exhibit A.1 Items included in Consent Agenda

- A.1.a Minutes from the February 18, 2020 Board of Trustees Meeting
- A.1.b Check/Voucher Register – AP & Payroll Complete for February 2020 totaling \$245,002.76
- A.1.c Monthly Financial Report for February 2020
- A.1.d Revenue Summary – All Funds Combined – Budget v Actual Revenues for February 2020
- A.1.e Expenditure Summary – All Funds Combined – Budget v Actual Expenses for February 2020
- A.1.f Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for February 2020
- A.1.g Balance Sheet for February 2020
- A.1.h Ehlers Account Statement for February 2020
- A.1.i Check/Voucher Register – AP & Payroll Complete for March 2020 totaling \$222,444.40
- A.1.j Monthly Financial Report for March 2020
- A.1.k Revenue Summary – All Funds Combined – Budget v Actual Revenues for March 2020
- A.1.l Revenue Summary – All Funds Combined by Period for February 2020 and March 2020
- A.1.m Expenditure Summary – All Funds Combined – Budget v Actual Expenses for March 2020

- A.1.n Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for March 2020
- A.1.o Expenditure Summary – All Funds Combined by Period for February 2020 and March 2020
- A.1.p Balance Sheet for March 2020
- A.1.q Ehlers Account Statement for March 2020
- A.1.r Ordinance 2020-03 Board Meeting Dates FY2021

Corbett inquired if there were any items Trustees would like removed for further discussion. Tennis requested A.1.k, A.1.m, and A.1.q. Corbett then called for a motion to *APPROVE CONSENT AGENDA ITEMS A.1.A THROUGH A.1.J, A.1.L, A.1.N THROUGH A.1.P, AND A.1.R AS PRESENTED*. Moved by Weber 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, 0 absent. Motion carried.

Regarding A.1.k, Tennis pointed out year-to-date revenues are favorable compared to budget and compared last year's figures to current, advising some revenues may not be recurring. A.1.m was also compared to the prior year, pointing out personnel, library operations, staff development, and copier expense as areas where expenditures have increased. Exhibit A.1.q, the March investment report, showed favorable revenues that month. Investments at maturity will be placed into funds offering the best return.

Corbett called for a motion to *APPROVE CONSENT AGENDA ITEMS A.1.K, A.1.M, AND A.1.Q AS PRESENTED*. Moved by Weber and seconded by Kuhlman, Corbett called for a roll call vote.

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

Unfinished Business

There was no Unfinished Business.

New Business

Exhibit C.1 Jani-King Cleaning and Janitorial Services Agreement

Corbett called for a motion to *AUTHORIZE THE DIRECTOR TO ENTER INTO A SERVICE AGREEMENT WITH JANIKING OF ILLINOIS TO CLEAN THE DUNDEE LIBRARY FOR \$2,442 PER MONTH*. Moved by Tennis and seconded by Lindholm, item opened for discussion. Rosenthal noted FRVPLDs custodian wished to move from benefitted full time to non-benefitted part time work. The position incorporated several other duties that are non-janitorial and fill a part time schedule. Facilities Manager Michael Lorenzetti solicited Requests for Proposal and recommended low bidder Jani-King. Net annual savings for FRVPLD is \$8500.00. Corbett noted the importance of professional cleaning. There being 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, 0 absent. Motion carried.

Exhibit C.2 Strategic Plan

Corbett called for a motion to *APPROVE THE 2020-2023 STRATEGIC PLAN GOALS AND OBJECTIVES*. Tennis requested permission to be heard and, noting the full Agenda this evening, proposed an amended motion to *TABLE THE STRATEGIC PLAN TO THE JUNE 16, 2020 BOARD MEETING*. Seconded by Kuhlman. Corbett opened the amended motion for discussion. Rosenthal noted the emergency closure has delayed certain administrative tasks, therefore tabling the Strategic Plan to June will have no effect on Library business. 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, 0 absent. Amended motion carried.

Exhibit C.3 Minimum Wage Requirement – Update Salary Scale

Corbett called for a motion to *APPROVE THE UPDATED SALARY SCALE AS PRESENTED*. Moved by Weber and seconded by Evans; item opened for discussion. Rosenthal noted the salary scale approved in January and set to begin 7/1/2020 was approved prior to the economic downturn caused by Covid 19. The impact of a wage freeze for FY20/21, and rescinding the previously-adopted FY20/21 salary scale, was presented. Discussion ensued on the overall net effect on the budget, effect on morale, the work involved in restructuring to maintain quality services, and sensitivity to taxpayers in a difficult season. There was no further discussion; Corbett called for a roll call vote.

Roll Call Vote: Nutt, Tennis; Corbett – aye; Evans, Kuhlman, Lindholm, Weber – nay. 3 ayes, 4 nays, 0 absent. Motion failed.

Exhibit C.4 Employment Status of Part-Time Shelves, Clerks, Maintenance, and Assistants

Corbett spoke to the uniqueness of the times; existing emergency closing procedures did not anticipate the mandatory, extended closure currently in force as ordered by the Governor of Illinois. Two motion options have been presented to the Board; (1) *CONTINUE TO EMPLOY AND PAY PART-TIME SHELVERS, CLERKS, MAINTENANCE, AND ASSISTANTS THROUGH MAY 19, 2020*; and (2) *ADOPT RESOLUTION 2020-04 AUTHORIZING FURLOUGH OF ALL PART-TIME SHELVERS, CLERKS, MAINTENANCE, AND ASSISTANTS, EFFECIVE APRIL 22, 2020, AS A RESULT OF THE COVID-19 PANDEMIC'S IMPACT ON LIBRARY OPERATIONS, AND ISSUANCE OF NOTICES TO AFFECTED STAFF*. Corbett called for a motion to *DISCUSS THE EMPLOYMENT OPTIONS FOR PART-TIME SHELVERS, CLERKS, MAINTENANCE, AND ASSISTANTS* prior to seeking either motion. After discussion and consensus of the Board, Corbett asks the *DISCUSSION* motion be withdrawn and replaced with the corresponding motion option 1 or 2. Moved by Weber and seconded by Tennis.

Corbett noted there are 34 staff members affected by this action. Several viewpoints were considered. Primary among them was the Board's duty to be good stewards of taxpayer funds, and to revisit the issue at the May Board meeting due to rapidly-changing developments in the pandemic outlook. Rosenthal noted assistants present the virtual storytimes but other positions require an open facility. Additional concerns, such as proper distancing once the Library has opened, and Illinois unemployment costs being charged back to the Library were discussed. After checking with Kane County, Rosenthal advised taxes cannot be abated next year to offer savings to the taxpayer; the surplus resulting from furlough would be invested for future expenditures. Tennis noted the current financial condition of Illinois may affect future revenues. Vice President Weber inquired about how other libraries are dealing with the issue; only one has furloughed staff to date. Corbett called for a motion to *WITHDRAW THE DISCUSSION MOTION*; moved by Weber and seconded by Tennis. Corbett called for a roll call vote.

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

Corbett called for a motion to *ADOPT OPTION 1 OR 2*. Tennis moved to *ADOPT RESOLUTION 2020-04 AUTHORIZING FURLOUGH OF ALL PART-TIME SHELVERS, CLERKS, MAINTENANCE, AND ASSISTANTS, EFFECIVE APRIL 22, 2020, AS A RESULT OF THE COVID-19 PANDEMIC'S IMPACT ON LIBRARY OPERATIONS, AND ISSUANCE OF NOTICES TO AFFECTED STAFF*; seconded by Nutt. There being no further discussion, he called for a roll call vote.

Roll call vote: Nutt, Tennis, Corbett – aye; Evans, Lindholm, Kuhlman, Weber – nay. 3 ayes, 4 nays, 0 absent. Motion failed.

Corbett called for a motion to *CONTINUE TO EMPLOY AND PAY PART-TIME SHELVERS, CLERKS, MAINTENANCE, AND ASSISTANTS THROUGH MAY 19, 2020*. Moved by Lindholm, seconded by Kuhlman, item opened for discussion. Tennis inquired if pay periods could affect a furlough date; Rosenthal advised they do not. There being no further discussion, Corbett called for a roll call vote.

Roll call vote: Nutt, Evans, Lindholm, Kuhlman, Weber – aye; Tennis, Corbett – nay. 5 ayes, 2 nays, 0 absent. Motion carried.

Executive Session

Corbett announced the Board will meet in Executive Session in accordance with 5 ILCS 120/2(C)(5) *THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY, INCLUDING MEETINGS HELD FOR THE PURPOSE OF DISCUSSING WHETHER A PARTICULAR PARCEL SHOULD BE ACQUIRED*. There will be no action upon return to Open Session. He called for a motion to adjourn to Executive Session; moved by Tennis and seconded by Evans, Corbett called for a roll call vote.

Roll Call Vote: Nutt, Evans, Tennis, Lindholm, Kuhlman, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried; open session adjourned at 8:40 PM.

Return to Open Session

The meeting was called to order by President Richard Corbett at 9:31 PM.

Roll Call

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

Members absent: none

Others present: Director Lauren Rosenthal

There being no further business to conduct Corbett called for a motion to *ADJOURN*; moved by Evans and seconded by Nutt, Corbett called for a roll call vote.

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

Meeting adjourned at 9:33 PM.

Nikki Kuhlman, Secretary