

**Fox River Valley Public Library District
Board of Trustee Meeting
June 16, 2020**

MINUTES

President Corbett read the following statement into the Minutes:

This meeting of the Fox River Valley Public Library District Board of Trustees will be held without a quorum of Trustees physically present but is authorized by the Governor of Illinois pursuant to Covid-19 Executive Order #5 dated March 16, 2020, as well as the Governor's Emergency Administrative Act dated June 12, 2020. As Board President I have determined an in-person meeting is not prudent at this time due to the corona virus pandemic that the Governor has declared a disaster. A verbatim recording of this meeting will be made available to the public. In addition, Library Director Lauren Rosenthal is physically present at the Library for this meeting.

Corbett then polled all in attendance to ensure they could clearly hear the proceedings, and read the following previously posted notice into the Minutes:

PUBLIC NOTICE

Due to current public health concerns and extension of the Governor's stay-at-home mandate by Executive Order 2020-33, this meeting is being conducted electronically. Anyone wishing to observe and/or comment must email LibraryBoard@frvpld.info no later than 12pm on Tuesday, June 16, 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, June 16 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, June 26.

The meeting was called to order by President Richard Corbett at 7:05 PM. 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 (arrived 7:11 PM)
	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, Judy Whichard, 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 June 16, 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. There were no remote attendees wishing to comment.

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

Appoint Two Trustees for Review of Secretary's Records for the Illinois Public Library Annual Report (IPLAR)

Trustee Evans and Vice President Weber volunteered to review the records.

Director's Report

Strategic Plan

Rosenthal noted the management team worked with strategic objectives created by the Board and combined them with the Library Mission Statement to create a plan that translates the action verbs "learn, explore, imagine, create, and connect in a welcoming environment" into tangible, achievable goals over the next three years. The Management Team developed objectives to accomplish the goals, and ensured they will be reached by incorporating them into all performance evaluations.

Department Reports and Dashboard

Secretary Kuhlman noted Rosenthal's survey of furloughed staff to determine order of recall. The Summer Food Supplement Program that provides breakfasts and lunches to anyone age 18 and younger began on June 1st. Rosenthal related a note of thanks received from a family in distress during the pandemic who truly appreciated the Library's assistance in this regard. Due to social distancing requirements, Pastor Ball of Faithwalk Harvest Center was unable to bring children from Fox View Apartments for summer lunches again this year, so Director Rosenthal and staff are bringing breakfasts and lunches to them in the Library van throughout the summer. Curbside pickup of Library materials began on June 15th.

Consent Agenda

Exhibit A.1 Items included in Consent Agenda

- A.1.a Minutes from the July 30, 2019 Executive Session
- A.1.b Minutes from the May 19, 2020 Board of Trustees Meeting
- A.1.c Check/Voucher Register – AP & Payroll Complete for May 2020 totaling \$213,887.18
- A.1.d Monthly Financial Report for May 2020
- 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 May 2020
- A.1.k Ehlers Account Statement for May 2020

Corbett inquired if there were any items Trustees would like removed for further discussion. There being none, he then called for a motion to *APPROVE CONSENT AGENDA ITEMS A.1.A THROUGH A.1.K AS PRESENTED*. Moved by Tennis 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

Exhibit B.1 Working Budget FY 2020-2021

Corbett called for a motion to *APPROVE THE WORKING BUDGET FOR FISCAL YEAR 2020-2021 IN THE AMOUNT OF \$3,969,272*. Moved by Nutt and seconded by Lindholm, he opened the item for discussion.

Tennis' suggestions from the May meeting were incorporated into the Working Budget and he presented additional proposals for consideration. Discussion ensued on revision to the Per Capita Grant award amount; Rosenthal advised FRVPLD has received both a confirmation letter from the state for the expected full amount

of \$86,672.50 and a notice advising the amount has been increased from \$1.25 per capita to \$1.47, thereby increasing the expected revenue to over \$100,000. Tennis also recommended a reduction in expenditures mainly in personnel and maintenance costs. Rosenthal noted the possibility of opening sooner than expected would necessitate recall of furloughed staff and budgeted accordingly. There was no further discussion; Corbett called for a roll call vote.

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

New Business

Exhibit C.1 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, item opened for discussion.

Rosenthal noted the popularity of Lynda.com self and instructor-led courses. Demand is up and the cost remains the same as last year. The course collection is comprehensive; FRVPLD lists Lynda.com courses on its events calendar during the closure. 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. Motion carried.

Exhibit C.2 North Suburban Digital Consortium – OverDrive Contract

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 \$25,000*. Moved by Lindholm and seconded by Nutt, item opened for discussion.

E-Book numbers have increased substantially during the building closure. Rosenthal explained the cost breakdown according to title. 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. Motion carried.

Exhibit C.3 Strategic Plan

Corbett called for a motion to *APPROVE THE 2020-2023 STRATEGIC PLAN GOALS AND OBJECTIVES*. Moved by Weber and seconded by Kuhlman, item opened for discussion.

Noting Rosenthal's overview of the Strategic Plan, Corbett asked for comments. There was discussion on moving objectives into another goal category and adjusting some completion dates and wording. Public Relations Manger Kirstin Finneran explained the Pop-up Library will bring services and demonstrations to the community during outreach events. IT Manger John Sabala noted the Library as 'second responders' would meet community needs for services such as a warming center, providing programs for those affected by disaster, and meeting space. Cell phone service is provided on a priority basis for second responders. 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. Motion carried.

Exhibit C.4 Report of the May 19, 2020 Closed Session Review and Destruction of Audio Recordings made prior to November 19, 2018

Corbett called for a motion to *APPROVE THE REPORT OF THE CLOSED SESSION MINUTES REVIEW, OPEN JULY 30, 2019 EXECUTIVE SESSION MINUTES, AND DESTRUCTION OF ALL AUDIO RECORDINGS MADE PRIOR TO NOVEMBER 19, 2018.* Moved by Weber and seconded by Lindholm, item opened for discussion.

Corbett noted the semi-annual review is required by statute. 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. 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;* and 5 ILCS 120/2(C)(1) *THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY, INCLUDING HEARING TESTIMONY ON A COMPLAINT LODGED AGAINST AN EMPLOYEE OF THE PUBLIC BODY OR AGAINST LEGAL COUNSEL FOR THE PUBLIC BODY TO DETERMINE ITS VALIDITY.* 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 8:15 PM.

Return to Open Session

The meeting was called to order by President Richard Corbett at 10:10 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

There being no further business to conduct Corbett called for a motion to *ADJOURN;* moved by Weber 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 10:11 PM.

Nikki S. Kuhlman, Secretary