

**Fox River Valley Public Library District  
Board of Trustee Meeting  
July 21, 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](mailto:LibraryBoard@frvpld.info) no later than 12pm on Tuesday, July 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, July 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, July 31.*

The meeting was called to order by President Richard Corbett at 7:02 PM. All present rose to recite the Pledge of Allegiance.

**Appoint Secretary Pro Tem**

Corbett called for a motion to *APPOINT CHRIS EVANS AS SECRETARY PRO TEM*. Moved by Kuhlman and seconded by Tennis, he called for a roll call vote.

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

**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, Brittany Berger, Michael Lorenzetti, 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 July 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. 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

Corbett noted the annual review of the Secretary's Records for the Illinois Public Library Annual Report (IPLAR) has been completed by Vice President Weber and Trustee Evans.

## Director's Report

### Safe Reopening Presentation

Assistant Director Heather Zabski reviewed the Library's Safe Reopening Plan based on the governor's Restore Illinois outline. Zabski led a committee of FRVPLD Managers and staff stationed at public service desks from both libraries to create the plan. Emphasis was placed on resuming and expanding services to the community as quickly as possible according to Restore Illinois guidelines, while ensuring utmost safety for patrons and staff. Future operations will be tailored to current state directives. Trustees commented on the depth of research and organization that went into the Safe Reopening Plan.

### Referendum Timeline

Director Rosenthal presented a timeline of milestones that would need to be completed prior to placing a referendum question on the ballot in April, 2021.

### Department Reports and Dashboard

Trustees noted over 5000 meals were distributed by FRVPLD staff in June. New and innovated programming and services are provided to patrons during the reopening process. Delivery of materials has been very well-received. End of year financials show a surplus of nearly \$700,000 for FY1920.

## Consent Agenda

### **Exhibit A.1 Items included in Consent Agenda**

- A.1.a Minutes from the June 16, 2020 Board of Trustees Meeting
- A.1.b Check/Voucher Register – AP & Payroll Complete for June 2020 totaling \$221,653.83
- A.1.c Monthly Financial Report for June 2020
- 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 2020
- A.1.j Ehlers Account Statement for June 2020

Corbett inquired if there were any items Trustees would like removed for further discussion. Tennis requested A.1.b removed for discussion. Corbett called for a motion to *APPROVE CONSENT AGENDA ITEMS A.1.A AND A.1.C THROUGH A.1.J AS PRESENTED*. Moved by Kuhlman and seconded by Weber, Corbett called for a roll call vote.

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

Corbett then called for a motion to *APPROVE CONSENT AGENDA ITEM A.1.B AS PRESENTED*. Moved by Tennis and seconded by Lindholm, item opened for discussion. Tennis inquired about a particular expenditure; Director Rosenthal explained outside lighting was replaced. 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. Motion carried.

### **Unfinished Business - none**

### **New Business**

#### **Exhibit C.1 Ordinance 2020-06 Tentative Budget and Appropriation**

Corbett called for a motion to *APPROVE ORDINANCE 2020-06 TENTATIVE BUDGET AND APPROPRIATION IN THE AMOUNT OF \$7,472,990 FOR FISCAL YEAR 2020-2021 AS PRESENTED*. Moved by Lindholm and seconded by Evans, item opened for discussion.

Rosenthal reviewed the process leading to the November Levy Ordinance. Discussion on edits to account names ensued; it was agreed the Budget and Appropriation Ordinance presented for adoption in September will include updated terminology. 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.2 Director's Employment Agreement Renewal**

Corbett called for a motion to *APPROVE RENEWAL OF THE DIRECTOR'S EMPLOYMENT AGREEMENT EFFECTIVE JULY 1, 2020 THROUGH JUNE 30, 2021 AT A SALARY OF \$ 117,600.00*. Moved by Weber and seconded by Nutt, item opened for discussion.

Corbett noted the Director's evaluation was conducted and he and Vice President Weber met with Rosenthal; 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.3 Architect Expenditures**

Corbett called for a motion to *APPROVE PRE-CONSTRUCTION PROFESSIONAL SERVICES FOR ENGBERG ANDERSON ARCHITECTS TO PLAN FOR A REMODEL OF THE DUNDEE LIBRARY IN AN AMOUNT NOT TO EXCEED \$50,000*. Moved by Weber and seconded by Nutt, item opened for discussion.

Rosenthal reported a recent grant disbursement from the state was made available for 'shovel-ready' projects. FRVPLD was pleased to receive \$150,000 for ADA improvements to Dundee Library, however there are many other concerns that must be addressed and the District would like to be prepared should another grant opportunity arise. Comparisons were made to an earlier architect proposal and what preparations were necessary in order to have 'shovel-ready' projects in place. Trustees discussed the proposal's section regarding dispute resolution, and agreed litigation should be in Kane County rather than McLean. 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. Motion carried.

#### **Exhibit C.4 Construction Manager Expenditures**

Corbett called for a motion to *APPROVE PRE-CONSTRUCTION PROFESSIONAL SERVICES FOR LAMP INCORPORATED TO PLAN FOR A REMODEL OF THE DUNDEE LIBRARY IN AN AMOUNT NOT TO EXCEED \$25,000*. Moved by Weber and seconded by Kuhlman, item opened for discussion.

Comparisons again were noted between the current and prior proposals. 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. 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 Kuhlman and seconded by Weber, Corbett called for a roll call vote.

Roll Call Vote: Nutt, Evans, Tennis, Lindholm, Kuhlman, Weber, Corbett – aye. 7 ayes, 0 nays. Motion carried; open session adjourned at 8:54 PM.

**Return to Open Session**

The meeting was called to order by President Richard Corbett at 9:49 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 Kuhlman 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.

Meeting adjourned at 9:50 PM.

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Christine L. Evans, Secretary Pro Tem