

**Fox River Valley Public Library District  
Board of Trustee Meeting  
May 18, 2021**

**MINUTES**

President Corbett read the following statement into the meeting:

*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 and subsequent re-issues, 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. I have also determined it is not feasible, due to the disaster and the disaster declaration, to have a Library Trustee, the Library Director, or the Library's Attorney present at the Library. A verbatim recording of this meeting will be made available to the public.*

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 and subsequent re-issues, 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 12 pm on Tuesday, May 18 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 5 pm on Tuesday, May 18 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. Each speaker will be allowed five minutes. A recording of this meeting will be available on the library's website by Friday, May 28.*

**Oath of Office**

The Oath of Office was given to re-elected Trustee Dave Nutt and to newly elected Trustees Matthew Goyke and Maryann Dellamaria.

**Call to Order**

The meeting was called to order by President Richard Corbett at 7:15 PM.

**Nomination and Election of President Pro Tem**

President Corbett called for a nomination for President Pro Tem. Weber nominated Corbett, seconded by Nutt. Corbett inquired if there were other nominations; hearing none, he called for a roll call vote.

Roll call vote: Goyke, Dellamaria, Nutt, Evans, Weber, Corbett – aye. 6 ayes, 0 nays, 0 absent, 1 vacant. Motion carried.

**Nomination and Election of Secretary Pro Tem**

Corbett called for a nomination for Secretary Pro Tem. Evans was nominated by Weber and seconded by Nutt. Corbett inquired if there were other nominations; hearing none, he called for a roll call vote.

Roll call vote: Goyke, Dellamaria, Nutt, Evans, Weber, Corbett – aye. 6 ayes, 0 nays, 0 absent, 1 vacant. Motion carried.

All present rose to recite the Pledge of Allegiance.

## Roll Call

Members present electronically:	President Pro Tem	Richard Corbett
	Vice Pres	Kristina Weber
	Secretary Pro Tem	Chris Evans
	Trustee	Dave Nutt
	Trustee	Matthew Goyke
	Trustee	Maryann Dellamaria
	Trustee	Vacancy

Members absent: none

Others present electronically: Interim Director Roxane Bennett, Assistant Director Heather Zabski, Kirstin Finneran, Keri Carroll, Jason Katsion, Monica Boyer, Karin Nelson, John Sabala, Brittany Berger, Michael Lorenzetti, Matthew Goyke, Maryann Dellamaria, Tara Finn, Tom Dangieri

## Election of New Board Officers

Weber and Evans consulted and Evans presented a slate of candidates for consideration as Board officers. For President, Richard Corbett; Vice President, Kristina Weber; Treasurer, Dave Nutt; and Secretary, Chris Evans. Corbett asked if there were any other nominations for Board officers. There being none, he called for a motion to *ACCEPT THE SLATE OF CANDIDATES PRESENTED*; moved by Weber and seconded by Nutt. Corbett then called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Nutt, Evans, Weber, Corbett – aye. 6 ayes, 0 nays, 0 absent, 1 vacant. Motion carried.

## Public Comment

Noting each speaker would be allowed five minutes, Corbett inquired if there were any virtual participants wishing to comment, or if any telephone or email messages had been received. Bennett reported there were none.

## President's Report

Corbett welcomed newly elected Trustees Matt Goyke and Maryann Dellamaria to the Board, and congratulated Trustee Nutt on his re-election. He noted Trustee candidates Tom Dangieri and Tara Finn were present

## Budget and Levy Calendar FY2122

The Budget and Levy Calendar is informational and provides a timeline for the Board as it navigates through the Budget and Levy process in the coming fiscal year.

## Director Search

Weber reported a number of highly qualified individuals have applied for the position of Library Director. The uniform screening protocol and questions for preliminary virtual interviews are mapped out, along with interview questions for the finalists. Those candidates will appear before the Board for safe, in-person interviews in June.

## Trustee Liaison Appointments

Corbett inquired of Dellamaria if she would be willing to accept the liaison appointment for Bylaws and Policy; she accepted. Corbett then inquired of Goyke if he would be willing to accept the liaison appointment for Facilities; he accepted.

## Trustee Appointment Outreach

Two citizens have responded to the Library's outreach effort to fill the trustee vacancy. Corbett hopes to present a candidate to the full board for appointment at the June meeting.

Corbett noted the Library will be represented in the upcoming Memorial Day Parade, and any Trustee interested in joining the march should contact Marketing and Public Relations Manger Kirstin Finneran.

## **Director's Report**

### Summer Reading and Summer Lunches

Adult and Teen Services Manager Jason Katsion noted the popular Summer Meals program will run from June 1 to August 13, Monday through Friday from 12:00 noon to 1:00 PM. Each child will receive a breakfast and lunch at the west entrance; meals are 'grab and go'. Randall Oaks Manager Brittany Berger presented an overview of this year's Summer Reading Challenge, "Reading Colors Your World". The Challenge runs from June 1 to July 31, beginning with a week of activities that include outdoor story time and a marionette show on the front lawn of the Library. There will be Friday Wahoo Woods events for the family beginning the first week, along with virtual programs for teens and adults. Patrons may register for the Challenge on the Beanstack app or at any public service desk.

Bennett noted the Library will follow CDC guidelines which now allow fully vaccinated people to enter the building without masks. Staff will not ask vaccination status, and Library staff will continue to wear masks in the public areas.

### Department Head Reports and Dashboard

Bennett inquired if there were any questions on the Department Head Reports or Dashboard; she noted the Dashboard was an interactive site anyone can browse through to find statistical information for the past month, year to date, and the past few fiscal years. Evans commented on the high level of services FRVPLD maintained through the pandemic. Weber noted the space issues experienced in various departments that have affected the collection.

### Working Budget

Assistant Director Zabski introduced the FY2122 Working Budget, an internal operating budget based on expected and anticipated income and expenditures for the upcoming fiscal year. It sets reasonable, Board approved spending limits. Expenditures over the Director's authorized \$10,000 spending limit will be brought before the Board for approval prior to expenditure. The Working Budget will be incorporated into the Tentative Budget and Appropriation Ordinance that will come before the Board in July. Zabski then outlined the capital replacement portion of the budget that will cover much-needed repairs and improvements to the building.

### Consent Agenda

Zabski reviewed the documents contained in the monthly Consent Agenda. While only Minutes and the Check/Voucher Register are required by statute, FRVPLD presents substantial additional financial information in its effort to be fully transparent. Much of the information contained in the Consent Agenda is also provided to the public on the Library website's Transparency Dashboard. Discussion ensued on streamlining the Consent Agenda.

## **Consent Agenda**

### **Exhibit A.1**

Items included in Consent Agenda

- A.1.a Minutes from the April 20, 2021 Board of Trustees Meeting
- A.1.b Check/Voucher Register – AP & Payroll Complete for April 2021 totaling \$261,775.29
- A.1.c Monthly Financial Report for April 2021
- 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 April 2021
- A.1.j Ehlers Account Statement for April 2021

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 Evans and seconded by Dellamaria, Corbett called for a roll vote.

Roll Call Vote: Goyke, Dellamaria, Nutt, Evans, Weber, Corbett – aye. 6 ayes, 0 nays, 0 absent, 1 vacant. Motion carried.

### **Unfinished Business**

#### **Exhibit B.1 Director Search – Travel Budget**

Corbett called for a motion to *APPROVE A TRAVEL BUDGET FOR THE LIBRARY DIRECTOR SEARCH IN AN AMOUNT NOT TO EXCEED \$3,000 WITH A PER CANDIDATE LIMIT OF \$1,000*; moved by Weber and seconded by Dellamaria. Weber noted there are qualified, out of state candidates the Library intends to include in the interview process. Should they be selected as finalists they would appear before the Board for interviews. It is the Library's intent to reimburse for travel expenses not to exceed \$1000 per candidate. Funds exist in the current budget to cover this potential expense. There was no further discussion; Corbett called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Nutt, Evans, Weber, Corbett – aye. 6 ayes, 0 nays, 0 absent, 1 vacant. Motion carried.

### **New Business**

#### **Exhibit C.1 Resolution 2021-05 to Declare a Vacancy on Library Board of Trustees**

Corbett called for a motion to *DECLARE A LIBRARY TRUSTEE VACANCY EFFECTIVE MAY 18, 2021*. Moved by Nutt and seconded by Dellamaria, Corbett noted statute requires such Declaration in the event a Board vacancy exists. There was no discussion, Corbett called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Nutt, Evans, Weber, Corbett – aye. 6 ayes, 0 nays, 0 absent, 1 vacant. Motion carried.

#### **Exhibit C.2 Working Budget FY2021 – Discussion Only**

Corbett referenced the Working Budget Presentation and inquired if there were questions or comments. Trustees thanked Zabski for her clear and informative presentation. Bennett noted Trustee feedback will be incorporated.

### **Adjournment**

There being no further business to discuss, Corbett called for a motion to ADJOURN. Moved by Nutt and seconded by Weber, Corbett called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Nutt, Evans, Weber, Corbett – aye. 6 ayes, 0 nays, 0 absent, 1 vacant. Motion carried.

Meeting adjourned at 9:05 PM.

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Chris Evans, Secretary