

**Fox River Valley Public Library District
Board of Trustees Meeting
June 15, 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 no later than 12 pm on Tuesday, June 15 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, June 15 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, June 25.

Call to Order

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	(arrived 7:19 PM)
	Secretary	Chris Evans	
	Treasurer	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, Tara Finn, Karen Werle

New Business

Exhibit C.1 Resolution 2021-06 Appoint New Library Trustee

Corbett called for a motion to *ADOPT RESOLUTION 2021-06 TO APPOINT TARA FINN AS LIBRARY TRUSTEE EFFECTIVE JUNE 15, 2021*. Moved by Nutt and seconded by Dellamaria, item opened for discussion. Corbett

reviewed Finn’s exceptional qualifications to serve as Trustee. There being no further discussion, he called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Nutt, Evans, Corbett – aye; Weber – absent. 5 ayes, 0 nays, 1 absent, 1 vacant. Motion carried.

Oath of Office – Secretary Evans

The Oath of Office was administered to Finn by Secretary Evans.

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.

Secretary Evans noted the arrival of Vice President Weber at 7:19 PM.

President’s Report

Corbett welcomed newly appointed Trustee Finn to the Board and she accepted the appointment as Community Engagement Liaison. Treasurer Nutt reported on his review of the Consent Agenda financial reports and no changes are recommended at this time. Vice President Weber reported Director interviews will be conducted this week. Corbett noted the upcoming Illinois Public Library Annual Report requires two trustees to review the Secretary’s records. He appointed Goyke and Dellamaria to conduct the review.

Director’s Report

Department Head Reports and Dashboard

Bennett inquired if there were any questions or comments on the Director’s or Department Head Reports or Dashboard. Corbett commented on the new QR code or onsite tablets that can be used for patron feedback on events that do not require programming.

Transferring Funds to Special Reserve Presentation

Assistant Director Heather Zabski reviewed the fiscal policies governing the Special Reserve and General Funds, and how the library prepares for building, maintenance, and emergency expenditures.

Summer Reading Challenge

Youth Services Manager Monica Boyer reviewed the annual Summer Reading Challenge. This year’s program is entitled “Reading Colors Your World” incorporating both in-person and virtual events with opportunities to win prizes in Pre-Reader, Youth, Teen, and Adult groups. The Challenge ends July 31. Nutt congratulated Boyer on her election to the Bartlett Public Library Board of Trustees.

Consent Agenda

- Exhibit A.1** Items included in Consent Agenda
- A.1.a Minutes from the May 18, 2021 Board of Trustees Meeting
 - A.1.b Check/Voucher Register – AP & Payroll Complete for May 2021 totaling \$231,596.30
 - A.1.c Monthly Financial Report for May 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 May 2021
 - A.1.j Ehlers Account Statement for May 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 Nutt and seconded by Weber, Corbett called for a roll vote.

Roll Call Vote: Goyke, Dellamaria, Finn, Nutt, Evans, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

Unfinished Business

Exhibit B.1 Working Budget FY2122

Corbett called for a motion to *APPROVE THE WORKING BUDGET FOR FISCAL YEAR 2021-2022*; moved by Nutt and seconded by Dellamaria, item opened for discussion. Zabski noted two updates to the Working Budget for an additional staff position and major repair to the elevator. Budgeting for major improvements to the roof are anticipated in the next fiscal year. There was no further discussion; Corbett called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Finn, Nutt, Evans, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

New Business

Exhibit C.2 Ordinance 2021-07 Transferring Funds to Special Reserve

Corbett called for a motion to *ADOPT RESOLUTION 2021-07 TRANSFERRING FUNDS IN THE AMOUNT OF \$750,000 FROM THE GENERAL FUND TO THE SPECIAL RESERVE FUND*. Moved by Dellamaria and seconded by Nutt, item opened for discussion. Bennett reported Assistant Director Zabski looked at funds projected to remain at the end of the current fiscal year and the library's fund balance policy when determining how much to transfer into Special Reserve. There were no funds transferred in the last fiscal year due to economic uncertainty caused by the pandemic. There was no further discussion; Corbett called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Finn, Nutt, Evans, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

Exhibit C.3 Ordinance 2021-08 Board Meeting Dates FY2122

Corbett called for a motion to *ADOPT ORDINANCE 2021-08 BOARD MEETING DATES FOR FISCAL YEAR 2021-2022*. Moved by Nutt and seconded by Goyke, item opened for discussion. Corbett noted there would be no July meeting, and the August meeting would take place on the 3rd. The December meeting will be cancelled if there is no pressing business. There was no further discussion; Corbett called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Finn, Nutt, Evans, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

Exhibit C.4 North Suburban Digital Consortium – OverDrive eBook 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 \$25,000*. Moved by Evans and seconded by Weber, item opened for discussion. Bennett noted eBook interest increased due to the pandemic and has remained higher than pre-pandemic levels. There was no further discussion; Corbett called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Finn, Nutt, Evans, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

Exhibit C.5 Electronic Resource – LinkedIn Learning Contract

Corbett called for a motion to *AUTHORIZE THE DIRECTOR TO CONTRACT WITH LINKEDIN FOR LINKEDIN LEARNING, AN ELECTRONIC RESOURCE FOR ONLINE LEARNING, AT A COST OF \$13,125*. Moved by Nutt and seconded by Dellamaria, item opened for discussion. Zabski noted the popularity of the database, and Adult and Teen Services Manager Jason Katsion reported LinkedIn had acquired it from Lynda.com. LinkedIn Learning

account setup has been streamlined to protect user privacy based on concerns expressed by the public library community. There was no further discussion; Corbett called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Finn, Nutt, Evans, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

Adjournment

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

Roll Call Vote: Goyke, Dellamaria, Finn, Nutt, Evans, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

Meeting adjourned at 8:20 PM.

Chris Evans, Secretary