

**Fox River Valley Public Library District
Board of Trustees Meeting
August 3, 2021**

MINUTES

Call to Order

The meeting was called to order by President Richard Corbett at 7.00 PM.

All present rose to recite the Pledge of Allegiance.

Roll Call

Members present:	President	Richard Corbett
	Vice Pres	Kristina Weber
	Secretary	Chris Evans
	Treasurer	Dave Nutt
	Trustee	Matthew Goyke
	Trustee	Maryann Dellamaria
	Trustee	Tara Finn

Members absent: none

Others present: Interim Director Roxane Bennett, Assistant Director Heather Zabski, Jason Katsion, Karin Nelson, John Sabala, Brittany Berger, Michael Lorenzetti, Karen Werle, Amy Dodson (attending virtually)

President Corbett called attention to the amended Agenda. The August Board meeting will be the last one attended by Interim Director Bennett and the customary honorary resolution thanking Bennett for her service was added.

Public Comment

Noting each speaker would be allowed five minutes, Corbett inquired if there were any members of the public present wishing to comment or any phone or email messages received; there were none.

New Business

Exhibit C.1 Declare New Board Officers

Corbett called for a motion *EFFECTIVE THIS DATE, AUGUST 3, 2021, THE OFFICERS OF THE BOARD OF LIBRARY TRUSTEES OF THE FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT SHALL BE: PRESIDENT, KRISTINA WEBER; VICE PRESIDENT, RICHARD CORBETT; SECRETARY, CHRIS EVANS; AND TREASURER, DAVID NUTT.* Moved by Dellamaria and seconded by Finn, item opened for discussion. Corbett noted his lengthy tenure as Board President and the need for rotation in the office to ensure fresh ideas and perspectives remain at the forefront for the Board. Weber recognized Corbett for his notable record of Library District leadership. There being no further discussion, he 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.

President's Report – President Weber

Weber noted the Audit of Secretary's Records required for the Illinois Public Library Annual Report has been completed and all records were found to be in order. She thanked Trustees Goyke and Dellamaria for their work in completing the audit.

Director's Report

Tentative Budget and Appropriation Ordinance Presentation

Assistant Director Zabski reviewed the Tentative B&A Ordinance which appropriates revenue to fund the budget approved in June. The B&A Ordinance sets the maximum amount the Library can spend in the fiscal year, and allows for expected and unexpected expenses.

Per Capita Grant Award

Bennett reported the library had received its Per Capita Grant Award letter, and the allowance per capita had been increased from \$1.25 to \$1.475. The library expects to receive an award of approximately \$102,000.00.

Bennett updated the Board on recent Tax Increment Financing (TIF) developments within library district boundaries.

Department Reports and Dashboard

Trustee Nutt commented on the annual savings on expenditures tracked by Purchasing and Tech Services Manager Karin Nelson.

Consent Agenda

Exhibit A.1 Items included in Consent Agenda

- A.1.a Minutes from the June 15, 2021 Board of Trustees Meeting
- A.1.b Minutes from the June 17, 2021 Special Board of Trustees Meeting
- A.1.c Minutes from the June 24, 2021 Special Board of Trustees Meeting
- A.1.d Check/Voucher Register – AP & Payroll Complete for June 2021 totaling \$262,376.94
- A.1.e Monthly Financial Report for June 2021
- A.1.r Revenue Summary – All Funds Combined – Budget v Actual Revenues
- A.1.g Revenue Summary – All Funds Combined by Period
- A.1.h Expenditure Summary – All Funds Combined – Budget v Actual Expenses
- A.1.i Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location
- A.1.j Expenditure Summary – All Funds Combined by Period
- A.1.k Balance Sheet for June 2021
- A.1.l Ehlers Investment Inventory for June 2021

Weber inquired if there were any items Trustees would like removed for further discussion. Hearing none, she called for a motion to *APPROVE CONSENT AGENDA ITEMS A.1.A THROUGH A.1.L AS PRESENTED*. Moved by Corbett and seconded by Nutt, Weber called for a roll vote.

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

Unfinished Business - none

New Business

Exhibit C.2 Ordinance 2021-09 Tentative Budget and Appropriation

Weber called for a motion to *APPROVE ORDINANCE 2021-09 TENTATIVE BUDGET AND APPROPRIATION IN THE AMOUNT OF \$6,119.806 FOR FISCAL YEAR 2021 – 2022 AS PRESENTED*. Moved by Finn and seconded by Corbett, Weber announced there would be a Budget and Appropriation Hearing at 7:00 PM on Tuesday, September 21, 2021 for anyone wishing to comment on the ordinance prior to adoption. Item opened for discussion; Trustees commented on Zabski's informative presentation and that the appropriations were reasonable. There was no further discussion; Weber then called for a roll call vote.

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

Exhibit C.3 Amend Investment Policy – Delegation of Authority

Weber called for a motion to *AMEND THE INVESTMENT POLICY TO UPDATE STANDARDS OF CARE SECTION C) DELEGATION OF AUTHORITY TO READ: “MANAGEMENT RESPONSIBILITY FOR THE INVESTMENT PROGRAM OF FRVPLD IS ENTRUSTED TO THE TREASURER UNDER THE DIRECTION OF THE BOARD. INDIVIDUALS AUTHORIZED TO ENGAGE IN INVESTMENT TRANSACTIONS ON BEHALF OF FRVPLD ARE THE TREASURER AND THOSE INDIVIDUALS DESIGNATED BY THE BOARD, SUCH AS THE DIRECTOR AND ASSISTANT DIRECTOR OR BUSINESS MANAGER. ADMINISTRATIVE RESPONSIBILITY FOR THE INVESTMENT PROGRAM IS HEREBY DELEGATED TO THE DIRECTOR.* Moved by Dellamaria and seconded by Nutt, item opened for discussion. Bennett noted as investments mature and options for reinvestment are presented to the library district by its financial advisor, time is often of the essence in order to capitalize on the best opportunity. Administration has recommended an amendment to the Delegation of Authority section of the Investment Policy to allow additional, qualified individuals named by position to act on those opportunities. There was no further discussion; Weber called for a roll call vote.

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

Exhibit C.4 Resolution 2021-10 Designating Corporate Authority Over Library District Financial Accounts

Weber called for a motion to *ADOPT RESOLUTION 2021-10 DESIGNATING CORPORATE AUTHORITY OVER LIBRARY DISTRICT FINANCIAL ACCOUNTS AND AUTHORIZING THE LIBRARY BOARD OFFICERS AND THE DIRECTOR TO SIGN ALL DOCUMENTS REASONABLY NECESSARY TO ADD AMY DODSON AS SIGNATORY ON ALL LIBRARY FINANCIAL ACCOUNTS EFFECTIVE AUGUST 25, 2021.* Moved by Dellamaria and seconded by Nutt, item opened for discussion. Bennett reported the District’s bylaws name specific Officers of the Board and the Library Director as having authority over FRVPLDs financial accounts. With the arrival of new Executive Director Amy Dodson in August, Bennett will be removed and Dodson will replace her as having such authority. There was no further discussion; Weber called for a roll call vote.

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

Exhibit C.5

Weber called for a motion to *ADOPT RESOLUTION 2021-11 DESIGNATING CORPORATE AUTHORITY OVER THE LIBRARY DISTRICT’S INVESTMENT ACCOUNTS AND AUTHORIZING THE LIBRARY BOARD OFFICERS AND THE DIRECTOR TO SIGN ALL DOCUMENTS REASONABLY NECESSARY TO ADD AMY DODSON AS SIGNATORY ON ALL LIBRARY INVESTMENT ACCOUNTS AND TO AUTHORIZE AMY DODSON AND HEATHER ZABSKI TO ENGAGE IN INVESTMENT TRANSACTIONS WITHIN THOSE ACCOUNTS EFFECTIVE AUGUST 25, 2021.* Moved by Corbett and seconded by Nutt, item opened for discussion. Personnel change in the Executive Director position necessitates adoption to satisfy the requirements of FRVPLDs investment advisors. The resolution also names specific individuals responsible for selecting investment vehicles, consistent with the change in the District’s Investment Policy adopted earlier this evening. There was no further discussion; Weber called for a roll call vote.

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

Exhibit C.6

Weber called for a motion to Adopt Resolution 2021-12 to *APPOINT DIRECTOR AMY DODSON AUTHORIZED ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF) AGENT EFFECTIVE AUGUST 25, 2021.* Moved by Finn and seconded by Nutt, item opened for discussion. As current Authorized Agent, Bennett advised Dodson must be officially appointed by the Library Board to take over as Authorized Agent. There was no further discussion; Weber called for a roll call vote.

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

Exhibit C.7 Appoint Freedom of Information Act (FOIA) Officers

Weber called for a motion to *APPOINT LIBRARY DIRECTOR AMY DODSON AND EXECUTIVE ASSISTANT KAREN WERLE AS FOIA OFFICERS FOR THE FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT, EFFECTIVE AUGUST 25, 2021.* Moved by Dellamaria and seconded by Nutt, item opened for discussion. Statute requires FRVPLD must appoint one or more officials or employees to serve as FOIA officers. Two individuals ensure incoming FOIA requests are handled in a timely manner as required by the Act. There was no further discussion; Weber called for a roll call vote.

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

Exhibit C.8

Weber called for a motion to *APPROVE ANNUAL EQUIPMENT MAINTENANCE AGREEMENTS FOR BIBLIOTHECA/3M EQUIPMENT / SOFTWARE IN AN AMOUNT NOT TO EXCEED \$42,200.* Moved by Nutt and seconded by Finn, item opened for discussion. These renewal agreements cover FRVPLDs automated self-checks, materials handling, and security gates; service remains excellent. There was no further discussion; Weber called for a roll call vote.

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

Exhibit C.9

Weber called for a motion to *APPROVE AN EXTENSION OF THE LIBRARY’S LEASE OF SPACE AT THE RANDALL OAKS RECREATION CENTER AND AUTHORIZE THE BOARD PRESIDENT TO EXECUTE THE AGREEMENT TO EXTEND LEASE TO AUGUST 31, 2027 UNLESS TERMINATED SOONER UNDER THE TERMS OF THE AGREEMENT AT AN ANNUAL COST OF \$64,890.* Moved by Corbett and seconded by Finn, item opened for discussion. Bennett was pleased to report the lease of space for FRVPLDs branch at Randall Oaks Recreation Center has been extended until August 31, 2027 under the existing terms. There was no further discussion; Weber called for a roll call vote.

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

Exhibit C.10

Weber called for a motion to *ADOPT RESOLUTION 2021-13 HONORING INTERIM DIRECTOR ROXANE E. BENNETT.* Moved by Corbett and seconded by Dellamaria, item opened for discussion. Treasurer Nutt noted the August meeting would be the last one Bennett would attend prior to Dodson assuming the Executive Director role. Trustees acknowledged her leadership role in the new Director search and ability to step in as Intereim Director to lead FRVPLD until the search was completed. Secretary Evans read the resolution into the minutes:

RESOLUTION 2021-13
HONORING
ROXANE E. BENNETT

Whereas, Roxane Bennett ably served as Interim Director of the Fox River Valley Public Library from December 2020 to September 2021; and

Whereas, Roxane Bennett was instrumental in on-boarding new Library Board Trustees; and

Whereas, Roxane Bennett adeptly managed library operations and events, and maintained the high level of service the community has become accustomed to; and

Whereas, Roxane Bennett was indispensable in communications with the Dundee Township Park District to extend an inter-governmental agreement to continue Fox River Valley Public Library District’s

presence on the west side of the District; and

Whereas, Roxane Bennett worked tirelessly to provide information and support to the Library Board of Trustees in planning for a new Director search, selection of candidates, and guidance in the interview process; and

Whereas, Roxane Bennett provided valuable insight and mentoring to all who worked with and for her;

Therefore, be it resolved that in recognition and appreciation of her service to the Fox River Valley Public Library District, the Board of Trustees, on behalf of the residents, staff, and themselves, present to Roxane this Resolution; and

Be it further resolved that on this, the 3rd day of August, Two Thousand Twenty One, this Resolution be presented to her and that its contents be spread upon the Minutes of this organization.

There was no further discussion; Weber called for a roll call vote.

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

Executive Session

Weber noted the Board will go into Executive Session and there will be action upon return to open session. She called for a motion to *ADJOURN TO EXECUTIVE SESSION IN ACCORDANCE WITH 5 ILCS 120/2(C)(21) DISCUSSION OF MINUTES OF MEETINGS LAWFULLY CLOSED UNDER THIS ACT, WHETHER FOR PURPOSES OF APPROVAL BY THE BODY OF THE MINUTES OR SEMI-ANNUAL MINUTES REVIEW OF THE MINUTES MANDATED BY SECTION 2.06 OF THE ACT.* Moved by Corbett and seconded by Nutt, Weber called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Finn, Nutt, Evans, Corbett, Weber – aye. 7 ayes, 0 nays, 0 absent. Motion carried; meeting adjourned at 8:08 PM.

Return to Open Session

Call to Order

The meeting was called to order by President Weber at 8:21 PM.

Roll Call

Members present:	President	Kristina Weber
	Vice Pres	Richard Corbett
	Secretary	Chris Evans
	Treasurer	Dave Nutt
	Trustee	Matthew Goyke
	Trustee	Maryann Dellamaria
	Trustee	Tara Finn

Members absent: none

Others present: Interim Director Roxane Bennett

Exhibit C.11

Weber called for a motion to *APPROVE THE REPORT OF THE CLOSED SESSION MINUTES REVIEW, OPEN OCTOBER 20, 2020 EXECUTIVE SESSION MINUTES, AND DESTRUCTION OF ALL AUDIO RECORDINGS MADE PRIOR TO FEBRUARY 3, 2020.* Moved by Corbett and seconded by Finn; item opened for discussion. There being none, motion carried by unanimous voice vote.

Adjournment

No further business was discussed, Weber called for a motion to ADJOURN. Moved by Dellamaria and seconded by Finn, motion carried by unanimous voice vote.

Meeting adjourned at 8:23 PM.

Chris Evans, Secretary