

**Fox River Valley Public Library District
Board of Trustee Meeting
September 20, 2022**

MINUTES

The meeting was called to order by President Kristina Weber at 7:00 PM. All present rose to recite the Pledge of Allegiance.

Roll Call

Members present:	President	Kristina Weber
	Vice Pres	Richard Corbett
	Treasurer	vacancy
	Secretary	Christine Evans
	Trustee	Matt Goyke
	Trustee	Maryann Dellamaria
	Trustee	Tara Finn

Members absent: none

Others present: Executive Director Amy Dodson, Assistant Director Heather Zabski, Jason Katsion, Brittany Berger, Karin Nelson, Sherry Kenney, Keri Carroll, Michael Lorenzetti, John Sabala, Kirstin Finneran, Sumitra Potharazu, Dave Nutt, Malcolm Morris, Mark Castlevacchi, Karen Werle

New Business

Exhibit C.1 Resolution 2022-05 Declare Trustee Vacancy

Weber called for a motion to *ADOPT RESOLUTION 2022-05 TO DECLARE A LIBRARY TRUSTEE VACANCY EFFECTIVE AUGUST 19, 2022*. Moved by Corbett and seconded by Dellamaria, item opened for discussion. Weber noted former Treasurer David Nutt had relocated from the Library District effective August 19, 2022. There was no further discussion, Weber called for a roll call vote.

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

Nomination and Appointment of Treasurer

Weber noted the Board was able to appoint the Treasurer rather than Treasurer Pro-Tem, and nominated Tara Finn for the office of Treasurer. There were no other nominations; motion seconded by Dellamaria. Weber called for a roll call vote.

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

Adjourn to Budget and Appropriation Hearing

Weber called for a motion to *ADJOURN TO THE BUDGET AND APPROPRIATION HEARING*. Moved by Corbett and seconded by Finn; Weber called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Finn, Evans, Corbett, Weber – aye. 6 ayes, 0 nays, 0 absent. Motion carried; meeting adjourned at 7:03 PM

Return to Regular Board of Trustees Meeting

The Board of Trustees meeting was reconvened by President Weber at 7:06 PM.

Roll Call

Members present:	President	Kristina Weber
	Vice Pres	Richard Corbett
	Treasurer	Tara Finn

Secretary	Christine Evans
Trustee	Matt Goyke
Trustee	Maryann Dellamaria
Trustee	vacancy

Members absent: none

Others present: Executive Director Amy Dodson, Assistant Director Heather Zabski, Jason Katsion, Brittany Berger, Karin Nelson, Sherry Kenney, Keri Carroll, Michael Lorenzetti, John Sabala, Kirstin Finneran, Sumitra Potharazu, Dave Nutt, Malcolm Morris, Mark Castlevecchi, Karen Werle

Public Comment

Weber read the following statement into the Minutes:

The Board recognizes its responsibility to provide an opportunity for anyone wishing to comment at any meeting to do so. Citizens are asked to sign in to comment, and each speaker will be allowed five minutes. Any person wishing to address the Board will be accommodated in accordance with the comment policy stated on the sign-in sheet.

Weber inquired if there were any individuals wishing to address the Board. Mark Castlevecchi of Sleepy Hollow spoke to his concerns over awarding the contract for parking lot repavement.

New Business

Exhibit C.2 Resolution 2022-06 Honoring David Nutt

Weber called for a motion to *ADOPT RESOLUTION 2022-06 HONORING DAVID NUTT*. Moved by Corbett and seconded by Evans, item opened for discussion. Trustees thanked former Treasurer Nutt, who was present at the meeting, for his years of service to the Library District. Secretary Evans read the Resolution into the Minutes.

RESOLUTION 2022-06
HONORING
DAVID NUTT

Whereas, David Nutt ably served as Trustee of the Fox River Valley Public Library District from June 2019 through August 2022; and

Whereas, David Nutt served as Treasurer of the Library District from May 2021 through August 2022; and

Whereas, David Nutt served as liaison in various roles including Community and Engagement; and

Whereas, David Nutt was instrumental in setting long-range plans for the Library District, including Library expansion, due diligence in exploring options for a permanent west side facility, extension of leased space for a temporary west side facility, renovation planning for the east side facility; and

Whereas, David Nutt worked tirelessly to provide information and support to the Library Board of Trustees in his effort towards full transparency and excellence in record-keeping; and

Whereas, David Nutt advocated for good stewardship of Library District property and service to the community, providing oversight in strategic and long-range planning and hiring of a Library Director; and

Whereas, David Nutt gave oversight to modification of library services and programs to comply with safe opening guidelines during an unprecedented service disruption, which brought home delivery of library materials, license plate renewals, elimination of some late fees, expanded notary public service, and USDA free meal services to the community; and

Whereas, David Nutt supported literacy through replenishment of a Little Free Library;

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

Be it further resolved that on this, the 20th day of September, Two Thousand and Twenty Two, this Resolution be presented and that its contents be spread upon the Minutes of this organization.

Weber then called for a roll call vote.

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

President's Report

Trustee Election

Weber noted nomination petitions for those trustees who have terms that expire in 2023 can begin circulating their petitions today. The filing period will be December 12 – 19, 2022.

ILA Trustee Day

Any trustee interested in attending the Illinois Library Associations's Trustee Day on October 20, 2022 should contact administration for registration information.

Director's Report

Illinois Public Library Annual Report

Director Dodson presented a statistical overview of the achievements and operations of FRVPLD from FY1718 through FY2122. The IPLAR Report serves to qualify the Library as eligible to receive grant funding.

Summer Reading Challenge Wrap-up

Randall Oaks Manager Brittany Berger noted an increased participation rate of 44% for all age groups this year. Similarly, all groups had significantly more finishers in 2022, up 36% from last year.

Department Reports and Dashboard

Weber inquired if there were any questions or comments on the Department Reports or Dashboard; there were none.

Consent Agenda

Exhibit A.1 Items included in Consent Agenda

- A.1.a Minutes from the July 19, 2022 Board of Trustees Meeting
- A.1.b Minutes from the August 20, 2022 Committee of the Whole Meeting
- A.1.c Check/Voucher Register – AP & Payroll Complete for July 2022 totaling \$432,074.09
- A.1.d Check/Voucher Register – AP & Payroll Complete for August 2022 totaling \$382,180.42
- A.1.e Monthly Financial Report for July 2022
- A.1.f Monthly Financial Report for August 2022
- A.1.g Revenue Summary – All Funds Combined – Budget v Actual Revenues for July 2022
- A.1.h Revenue Summary – All Funds Combined – Budget v Actual Revenues for August 2022
- A.1.i Revenue Summary – All Funds Combined by Period for July 2022 and August 2022
- A.1.j Expenditure Summary – All Funds Combined – Budget v Actual Expenses for July 2022
- A.1.k Expenditure Summary – All Funds Combined – Budget v Actual Expenses for August 2022
- A.1.l Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for July 2022
- A.1.m Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for August 2022
- A.1.n Expenditure Summary – All Funds Combined by Period for July and August 2022
- A.1.o Balance Sheet for July 2022

A.1.p Balance Sheet for August 2022

A.1.q Ehlers Investment Inventory for July and August 2022

Weber inquired if there were any items Trustees would like removed for further discussion. Corbett requested A.1.c be withheld. Weber then called for a motion to *APPROVE CONSENT AGENDA ITEMS A.1.A THROUGH A.1.B, AND A.1.D THROUGH A.1.Q AS PRESENTED*. Moved by Finn and seconded by Goyke, Weber called for a roll call vote.

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

Weber then called for a motion to *APPROVE CONSENT AGENDA ITEM A.1.C AS PRESENTED*. Moved by Corbett and seconded by Dellamaria, item opened for discussion. Corbett inquired as to the nature of an item listed as payment to the Park Ridge Library in July. There was agreement to approve pending explanation. Weber called for a roll call vote.

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

Unfinished Business

There was no Unfinished Business.

New Business

Exhibit C.3 Ordinance 2022-07 Budget and Appropriation Ordinance

Weber called for a motion to *ADOPT ORDINANCE 2022-07 BUDGET AND APPROPRIATION IN THE AMOUNT OF \$6,390,821.00 FOR FISCAL YEAR 2022 - 2023 AS PRESENTED*. Moved by Goyke and seconded by Finn, item opened for discussion.

Trustees noted the ordinance was well explained and straightforward. There being no further discussion, Weber called for a roll call vote.

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

Exhibit C.4 Parking Lot Repair Contract – Done Rite Sealcoating

Weber called for a motion to *AWARD A CONTRACT FOR REMOVAL AND REPLACEMENT OF THE ASPHALT PARKING LOT INCLUDING RE-STRIPING AT THE DUNDEE LIBRARY, TO DONE RITE SEALCOATING IN AN AMOUNT NOT TO EXCEED \$84,000.00*. Moved by Corbett and seconded by Finn, item opened for discussion. Trustees determined more information was needed. Weber called for a roll call vote on the motion before the Board to *AWARD A CONTRACT FOR REMOVAL AND REPLACEMENT OF THE ASPHALT PARKING LOT INCLUDING RE-STRIPING AT THE DUNDEE LIBRARY, TO DONE RITE SEALCOATING IN AN AMOUNT NOT TO EXCEED \$84,000.00*.

Roll Call Vote: Goyke, Dellamaria, Finn, Evans, Corbett, Weber – aye. 0 ayes, 6 nays, 0 absent. Motion failed.

Weber then called for a motion to *TABLE EXHIBIT C.4 AWARD A CONTRACT FOR REMOVAL AND REPLACEMENT OF THE ASPHALT PARKING LOT INCLUDING RE-STRIPING AT THE DUNDEE LIBRARY, TO DONE RITE SEALCOATING IN AN AMOUNT NOT TO EXCEED \$84,000.00 FOR THE OCTOBER 18, 2022 BOARD MEETING*. Moved by Dellamaria and seconded by Goyke, item opened for discussion. Being none, Weber called for a roll call vote on the motion to *TABLE EXHIBIT C.4 AWARD A CONTRACT FOR REMOVAL AND REPLACEMENT OF THE ASPHALT PARKING LOT INCLUDING RE-STRIPING AT THE DUNDEE LIBRARY, TO DONE RITE SEALCOATING IN AN AMOUNT NOT TO EXCEED \$84,000.00 FOR THE OCTOBER 18 BOARD MEETING*.

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

Exhibit C.5 Snow Removal Contract - Valley Enterprises

Weber called for a motion to *AUTHORIZE THE DIRECTOR TO CONTRACT FOR SERVICES FOR A 3-YEAR PERIOD (FY2223 THRU FY2425) WITH VALLEY ENTERPRISES FOR SNOW REMOVAL AND DE-ICING SERVICES AT THE DUNDEE LIBRARY*. Moved by Finn and seconded by Dellamaria, item opened for discussion. The Library has been

pleased with Valley Enterprises service the past few years; and they remained the lowest cost provider. There was no further discussion, Weber called for a roll call vote.

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

Exhibit C.6 Agreement Extension – Imperial Service Systems

Weber called for a motion to *AUTHORIZE THE DIRECTOR TO CONTINUE THE AGREEMENT WITH IMPERIAL SERVICE SYSTEMS, INC.* Moved by Corbett and seconded by Finn, item opened for discussion. Dodson explained that pending resolution of Facilities staffing issues, Board approval was sought to allow Dodson to exceed her approved spending limit and continue the agreement with Imperial for custodial services. There was no further discussion, Weber called for a roll call vote.

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

Executive Session

Weber announced the Board would go into Executive Session and called for a motion to *ADJOURN 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 REVIEW OF THE MINUTES AS MANDATED BY SECTION 2.06.* Moved by Corbett and seconded by Goyke, action is expected upon return to open session. Meeting adjourned at 8:01 PM by unanimous voice vote.

Return to Open Session

Weber called the regular meeting back to order at 8:12 PM.

Roll Call

Members present:	President	Kristina Weber
	Vice Pres	Richard Corbett
	Treasurer	Tara Flinn
	Secretary	Christine Evans
	Trustee	Matt Goyke
	Trustee	Maryann Dellamaria
	Trustee	vacancy

Members absent: none

Others present: none

Exhibit C.7 Report of Closed Session Minutes Review and Destruction of Audio Recordings made prior to March 20, 2021

Weber called for a motion to *APPROVE THE REPORT OF THE CLOSED SESSION MINUTES REVIEW AND DESTRUCTION OF ALL AUDIO RECORDINGS MADE PRIOR TO MARCH 20, 2021.* Moved by Goyke and seconded by Corbett, item opened for discussion.

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

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

There being no further business to discuss, Weber called for a motion to *ADJOURN.* Moved by Evans and seconded by Corbett, motion approved by unanimous voice vote.

Meeting adjourned at 8:14 PM.

Christine L. Evans, Secretary