

**Fox River Valley Public Library District
Board of Trustees Meeting
December 17 2024**

MINUTES

Call to Order

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	Maryann Dellamaria
	Secretary	Chris Evans
	Treasurer	Tara Finn
	Trustee	Matt Goyke
	Trustee	Paula Lauer
	Trustee	Dan Wisniewski

Members absent: none

Others present: Interim Director Heather Zabski, Michael Lorenzetti, Brittany Berger, Keri Carroll, John Sabala, Karin Nelson, Sam Bunte, Corinne Vargas, Heather Ji

Public Comment

Weber inquired if there were any individuals wishing to address the Board. There were no comments.

President's Report

Weber thanked everyone for attending the December meeting. Weber talked about the morale survey and how pleased she is with the responses.

Director's Report

Interim Director Zabski commented on the Department Reports and the Dashboard Reports and asked if anyone had any comments. There were no comments.

Department Reports and Dashboard

Weber asked if anyone had any questions or comments on the department and Dashboard reports. Trustee Lauer asked about the Per Capita Grant Application and when the library would be submitting. Lauer added asking if the morale survey will be included. Interim Director Zabski stated that she can add the survey to the personnel section of the application.

Consent Agenda

- Exhibit A.1** **Items included in Consent Agenda**
- A.1.a** **Minutes from the December 17, 2024 Board of Trustees Meeting**
 - A.1.b** **Check/Voucher Register for December 2024**
 - A.1.c** **Monthly Financial Report for December 2024**
 - 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 December 2024**
 - A.1.j** **Ehlers Investment Inventory December 2024**

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.J AS PRESENTED*. Moved by Dellamaria and seconded by Finn, Weber called for a roll call vote.

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

Unfinished Business

None

New Business

C.1 Per Capita Grant Application – Discussion Only

No motion needed

Weber asked Interim Director Zabski to give information regarding the Per Capita Grant. Interim Director Zabski went on to explain that the Per Capita Grant is done annually. The State of Illinois will award the library a specific amount of funds, based on the number of residents in the district. The funds are for making improvements and to continue to meet the standards of the library. The funds will not only help the library to comply with the required standards but to continue to improve those standards. Trustee Goyke asked if the library had ever not gotten the grant. Interim Director Zabski stated that not since she has been in the position.

C.2 HR Temporary Services

Weber called for a motion to *AUTHORIZE THE INTERIM DIRECTOR TO ENTER INTO AN AGREEMENT WITH HR SOURCE FOR TEMPORARY HR ASSISTANCE FOR \$120 PER HOUR*. Moved by Wisniewski and seconded by Finn, item opened for discussion.

Interim Director Zabski explained that HR Source will be providing temporary HR services for the library while we decide on a more permanent position. HR Source recommends about 10 hours per week of service for an organization the size of the library. Trustee Lauer asked if HR Source had a required minimum amount of hours per week for the contract. Zabski said she would contact HR Source to confirm.

Weber stated that if they had a required minimum number of hours, to start with that amount. There was no further discussion; Weber called for a roll call vote.

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

C.3 Architect Expenditures

Weber called for a motion to *APPROVE PRE-CONSTRUCTION PROFESSIONAL SERVICES FOR ENGBERG ANDERSON ARCHITECTS TO PLAN FOR REMODEL OF THE DUNDEE LIBRARY AT AN AMOUNT NOT TO EXCEED \$40,000*. Moved by Finn and seconded by Wisniewski, item opened for discussion.

Interim Director Zabski explained the idea is to plan what to do with the Dundee Library building in the long term. The purpose is to identify small projects that can be accomplished based on funding. It will give a clearer idea of near-term expenditures for the upcoming budget. It will also help the library apply for grant funding to cover some of the specific projects. Trustee Goyke asked whether the architecture firm was one the library had previously used, which was affirmed. Trustee Lauer inquired if there was a way to have a drive-up drop box for patrons with accessibility issues. After some discussion, it was determined to explore options for moving the drop box outside of this building plan.

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

C.4 Review and Select Executive Director Search Proposals

Weber called for a motion to *AUTHORIZE THE INTERIM DIRECTOR TO ENTER INTO AN AGREEMENT WITH STACK CONSULTING GROUP LLC TO CONDUCT A DIRECTOR SEARCH WITH A COST NOT TO EXCEED \$20,000*. Moved by Goyke and Seconded by Wisniewski, item opened for discussion. Interim Zabski contacted three different firms, commenting that they were all competitive. Stacks was favored because they had the most comprehensive plan. There was a conversation of the pros and cons for all three companies. There was no further discussion, Weber called for a roll call vote.

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

Executive Session

Weber announced the Board would not go into Executive Session.

Adjournment

No further business was discussed, Weber called for a motion to *ADJOURN*. Moved by Goyke and seconded by Wisniewski. Meeting adjourned by unanimous voice vote at 7:46 P.M.

Christine L. Evans, Secretary