

**Fox River Valley Public Library District
Board of Trustee Meeting
February 16, 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 an emergency. A verbatim recording of this meeting will be made available to the public. In addition, Interim Library Director Roxane Bennett is physically present at the Library for this meeting.

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, February 16 and 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, February 16 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. A recording of this meeting will be available on the library's website by Friday, February 26.

The meeting was called to order by President Richard Corbett at 7:04 PM. All present rose to recite the Pledge of Allegiance.

Roll Call

Members present electronically:	President	Richard Corbett
	Vice Pres	Kristina Weber
	Treasurer	Brian Lindholm
	Secretary	Nikki Kuhlman
	Trustee	Mike Tennis
	Trustee	Chris Evans
	Trustee	Dave Nutt

Members absent: none

Others present electronically: Director Roxane Bennett, Assistant Director Heather Zabski, Kirstin Finneran, Keri Carroll, Jason Katsion, Monica Boyer, Karin Nelson, John Sabala, Brittany Berger, Michael Lorenzetti, Karen Werle

Public Comment

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

President's Report

Corbett was pleased to announce there will be three candidates running for the office of Library Trustee in the April 6, 2021 Consolidated Election. Trustee Nutt, appointed in 2019, will run for a 2 year term; the balance of the term to which he was appointed. Two candidates, Matthew Goyke and Maryann Dellamaria, have filed to run as write-in candidates for 4 year terms.

Economic Interests Statement

Corbett noted returning Trustees will receive their annual Economic Interests Statement from Kane County in March.

Director's Report

Cash Flow Analysis

Bennett explained cash flow projections for the current and upcoming fiscal years, and noted an impending transfer of cash from interest-bearing accounts to the Library's general account for bill payments in the coming months prior to receipt of tax revenues. A planned use for cash to remodel Dundee Library has been delayed. The Library is working with Treasurer Lindholm and its investment advisor to determine the optimum way to keep liquid assets working in the interim.

Department Head Reports and Dashboard

Kuhlman noted almost all furloughed staff has returned to the Library; Bennett reported the last furloughed member is expected to return soon. Weber recognized Public Relations Manager Kirstin Finneran for submitting Fox River Valley Public Library District as a candidate for recognition in Northern Kane County Chamber of Commerce's search for individuals and businesses who worked to strengthen the community in 2020. The Library was selected and received a plaque in recognition. Evans thanked staff for their contributions to the FISH Food Pantry. Staff also participated in Senator DeWitt's request for valentines to be distributed to senior citizens in the area.

Director Bennett reported the Randall Oaks Library book drop was recently damaged. A new book drop is on order. At this time, materials may be returned either inside Randall Oaks Library or at the Gilberts Village Hall book drop or the Dundee Library book drop. Laptops, hotspots and kits must still be returned in person. As the Library moves forward with safe-reopening restrictions, material loan periods will return to pre-covid time frames.

Consent Agenda

Exhibit A.1 Items included in Consent Agenda

- A.1.a Minutes from the January 19, 2021 Board of Trustees Meeting
- A.1.b Check/Voucher Register – AP & Payroll Complete for January 2021 totaling \$315,359.59
- A.1.c Monthly Financial Report for January 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 January 2021
- A.1.j Ehlers Account Statement for January 2021

Corbett inquired if there were any items Trustees would like removed for further discussion; Tennis requested A.1.d be withheld. Corbett then called for a motion to *APPROVE CONSENT AGENDA ITEMS A.1.A THROUGH A.1.C, AND A.1.E THROUGH A.1.J AS PRESENTED*. Moved by Nutt and seconded by Evans, Corbett called for a roll vote.

Roll Call Vote: Nutt, Evans, Tennis, Lindholm, Kuhlman, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

Corbett then called for a motion to *APPROVE CONSENT AGENDA ITEM A.1.D AS PRESENTED*. Moved by Lindholm and seconded by Nutt, item opened for discussion. Tennis noted the Library had provided limited free printing services due to covid restrictions, and inquired about the budget variance for print copy revenue this fiscal year. Interim Director Bennett responded that the revenue deficit in the print copy line was expected to remain through the end of the fiscal year. There was no further discussion; Corbett called for a roll call vote.

Roll Call Vote: Nutt, Evans, Tennis, Lindholm, Kuhlman, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

Unfinished Business

There was no Unfinished Business.

New Business

Exhibit C.1 Landscape Contract – Sebert Landscaping

Corbett called for a motion to *AUTHORIZE THE DIRECTOR TO ENTER A 3-YEAR CONTRACT FOR BASIC LAWN MAINTENANCE WITH SEBERT LANDSCAPING WITH A 3-YEAR VALUE UP TO \$14,000*. Moved by Kuhlman and seconded by Nutt, item opened for discussion.

Bennett reported 13 requests for proposals were sent to local landscapers with two responding. Sebert Landscaping, the District's last contractor, submitted the lowest bid. The Library's experience with Sebert has been satisfactory and recommended continued service. There being no further discussion, Corbett called for a roll call vote.

Roll Call Vote: Nutt, Evans, Tennis, Lindholm, Kuhlman, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

Exhibit C.2 Director Search - discussion

Vice President and Personnel Liaison Kristina Weber reported on efforts to create a job posting brochure that clearly delineates duties and responsibilities along with qualities desired in a Library Director candidate. Trustees reviewed the existing job description and agreed by consensus to lower the required experience to a minimum of 5 years. The job description along with responses from a survey sent to trustees, library management, and staff about the qualities desired in a candidate will be used to shape the final posting.

Adjournment

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

Roll Call Vote: Nutt, Evans, Tennis, Lindholm, Kuhlman, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

Meeting adjourned at 8:05 PM.

Nikki S. Kuhlman, Secretary