

**Fox River Valley Public Library District
Board of Trustee Meeting
July 27, 2015
Dundee Library Meeting Room
500 Barrington Avenue
East Dundee, IL 60118**

The meeting was called to order at 6:33pm by President Skold.

Roll Call

Members present: President Marge Skold
 Vice Pres Fred Lechuga
 Treasurer Brian Lindholm
 Secretary Richard Corbett
 Trustee Denise Sommerlot (arrived at 6:35 pm)
 Trustee Phyllis Creighton

Members absent: Trustee Mark Biewald

Others present: Lauren Rosenthal, Brian Wing, Jason Pinshower, Jeanne Etling,
 Carolyn Friedlund, Karin Nelson, Aaron Carlin, Cris Cigler,
 Elizabeth Novak, Samantha Eichelberger, Ian Lamp, Joe Huberty

Public Comment

None

President's Report

Trustee Liaison Activity:

Administrative:

No report.

Physical Facilities:

Trustee Creighton informed update will be covered later in tonight's meeting.

Finance (Insurance, Budget):

Treasurer Lindholm reported FRVPLD finished the year significantly under budget.

Personnel/HR and Ethics:

No report.

Community Engagement:

No Report.

Marketing and Public Relations:

No report.

President Skold interjected that she personally was very impressed with this month's staff reports.

Director's Report**Library Innovation of the Month:**

Staff Librarian, Samantha Eichelberger, presented an overview of things she learned at a recent seminar she attended on July 9. She informed the board that a supermarket concept called the "milk theory" could be successfully applied to libraries whereby choice placement of particular reading materials could be used to allow patrons to "discover" new offerings. She felt this would be particularly useful in the Children's Department. Instead of having their usual offerings in a designated place all the time, she encouraged moving things around in an effort to allow patrons to actually "hunt" for their usual items, and in this way be exposed to other offerings the library has to offer. Immediate action was taken in the Children's Department reflecting knowledge gained from this seminar.

Eichelberger explained the "FRED" concept as another useful tool: Frequently Requested Enormously Demanded material is placed in such a manner as to encourage users to become acquainted with other offerings the library has while looking for these items. She also pointed out that the use of themes was another way to garner the attention of patrons by using crafts and other visual effects, this being especially successful with children. All of these things would allow patrons to expand their usage of library facilities and encourage them to use more of what the library has to offer.

Board members questioned whether similar results could be accomplished by using Email to offer more choices to patrons based on their current interests. Cris Cigler reported this idea was currently being explored in the form of an e-newsletter specifically addressing reader's advisory topics and book recommendations. Additional reading recommendations do appear on the check-out machines based on what a patron is in the process of checking out. Currently, our library catalog software does not provide automated reader's advisory functionality based on an individual's reading history. We do offer this service in person or via phone, however.

Architectural Services Presentation – Joe Huberty, Engberg Anderson, Inc.

Engberg Anderson was selected as the top candidate for consideration for providing architect services to the library district. Joe Huberty recapped a discussion of topics presented in full to

the Facilities Team during the selection process. He distributed to board members a “Pre-Funding Schematic Design Work Plan” for their review. Huberty stated that his firm has worked with 140 libraries, most in Illinois. His philosophy is that libraries should be thought of as a place for people...mainly, how can a library be effective and vital to all people in their everyday lives? He believes a good, modern library reflects the people who reside in their district and will support that community. Focus should extend beyond only books as a drawing card for patrons but should include technology offerings as well. The building itself provides a sort of stage set that entices people to come and use the facility for any number of reasons. The final design will be flexible and adaptable, reflecting opinions of the public as to what is needed to be relevant now, and 20 years into the future. Public input will be sought through various community interactions. A tentative timeline was outlined for necessary phases for a project of this magnitude. Development of a budget and project completion at or under budget is the target. Board members will be involved in the entire planning process. Huberty thanked the board for their consideration of his firm for this project.

Trustee Creighton expressed her confidence in choosing Engberg Anderson, Inc. from the final firms considered. This choice was made after considerable research and deliberation by Facilities Team members.

EuroPay MasterCard Visa (EMV) Compliance

Lauren Rosenthal reported that further investigation did not warrant any change to our present system.

Library Van

Director Bennett reported that she will be making a presentation to the Dundee Township Rotary Club regarding FRVPLD. Demise of the library’s van will be noted, in hopes of the Club’s interest in partnering with the library to obtain a replacement van.

Memorandum of Understanding – Library/Friends

Implementation of this agreement will provide additional work space for the friends.

Bennett was pleased to report that in a time when other libraries are reporting decreases in Circulation and Visits, FRVPLD is pleased to note that we enjoyed a 3.57% increase in circulation and an 8% increase in actual visits to our facilities. She cited extra hours offered as well as participation in community programs as reasons for these positive numbers.

Consent Agenda

Exhibit A.1 Items to be included in Consent Agenda

- A.1.a Minutes from June 8, 2015, Board of Trustees Meeting
- A.1.b Check/Voucher Register – AP & Payroll Complete for June, 2015, totaling \$218,157.57
- A.1.c Revenue Summary – All Funds Combined – Budget vs Actual Expenses
- A.1.d Revenue Summary – All Funds Combined by Period

- A.1.e Expenditure Summary – All Funds Combined – Budget vs Actual Expenses
- A.1.f Expenditure Summary – All Funds Combined – Budget vs Actual Expenses by Location
- A.1.g Expenditure Summary – All Funds Combined by Period
- A.1.h Balance Sheet for June 2015
- A.1.i Ehlers Account Statement for June 2015

The Consent Agenda was presented by President Skold.

Lauren Rosenthal reported that an error existed in the original presentation in Item A.1.b and this number should read \$218,157.5

It was moved by Vice President Lechuga and seconded by Trustee Sommerlot that we approve the Consent Agenda as corrected. Roll Call Vote: Vice President Lechuga -0 aye, Treasurer Lindholm – aye, Secretary Corbett – aye, Trustee Sommerlot – aye, Trustee Creighton – aye, President Skold – aye. 6 ayes, 0 nays. Motion carried.

Old Business

None

New Business

Exhibit C.1 Ordinance 2015-05 Regular Board Meeting Schedule and Dates for Fiscal Year 2015/2016 (attached)

ORDINANCE 2015-05

ORDINANCE CHANGING THE SCHEDULE OF REGULAR MEETINGS OF THE FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES AND SETTING FORTH THE DATES

Meetings are held in the Meeting Room of the Dundee Library, 555 Barrington Avenue, East Dundee, Illinois on the third Tuesday of the month, starting at 7:00 p.m. The dates for the remainder of the fiscal year 2015 – 2016 are:

- | | |
|--------------------|-------------------|
| September 15, 2015 | February 16, 2016 |
| October 20, 2015 | March 15, 2016 |
| November 17, 2015 | April 19, 2016 |
| December 15, 2015 | May 17, 2016 |
| January 19, 2016 | June 21, 2016 |

It was moved by Treasurer Lindholm and seconded by Trustee Creighton that we approve Ordinance 2015-05 Regular Board Meeting Schedule and Dates for Fiscal Year 2015/2016.

Discussion: President Skold reported that this change reflects feedback received from board members.

Voice Vote: 6 ayes, 0 nays. Motion carried.

Exhibit C.2 Ordinance 2015-06 Tentative Budget and Appropriation

It was moved by Trustee Creighton and seconded by Trustee Sommerlot that we approve Ordinance 2015-06 Tentative Budget and Appropriation.

Discussion: Lauren Rosenthal advised that the board approved the Working Budget at the June board meeting, and will approve the Tentative Budget and Appropriation Ordinance in July. The final Budget and Appropriation Ordinance will be presented for approval at the September 15, 2015 board meeting following a Public Hearing held at 7:00 PM the same day. After approval, the final Budget and Appropriation Ordinance will be filed with the county. Treasurer Lindholm asked if it would be possible for the staff to provide figures reflecting the Working Budget as well as the Budget and Appropriation Ordinance and the actual dollars spent. Staff will provide this information once the Budget and Appropriation has been passed.

Roll Call Vote: Vice President Lechuga – aye, Treasurer Lindholm – aye, Secretary Corbett – aye, Trustee Sommerlot – aye, Trustee Creighton – aye, President Skold - aye. 6 ayes, 0 nays. Motion carried.

Exhibit C.3 Illinois Public Library Annual Report (IPLAR)

It was moved by Treasurer Lindholm and seconded by Trustee Sommerlot that we approve the Illinois Public Library Annual Report.

Voice Vote: 6 ayes, 0 nays. Motion carried.

Exhibit C.4 Architectural Services Contract

It was moved by Trustee Sommerlot and seconded by Vice President Lechuga that we delegate authority to Library Board of Trustees President, Margaret M. Skold, to execute a contract for Architectural Services, subsequent to the library attorney's review.

Discussion: Director Bennett discussed what initially is covered in this contract. She stated there will be options in the contract to cover unexpected expenses at both locations. She also advised that the contract documents will be reviewed by FRVPLD's attorney. Trustee Creighton stated that the Facilities Team members were very comfortable with their decision in ranking Engberg Anderson #1 amongst the architectural firms considered.

Roll Call Vote: Vice President Lechuga – aye, Treasurer Lindholm – aye, Secretary Corbett – aye, Trustee Sommerlot – aye, Trustee Creighton – aye, President Skold - aye. 6 ayes, 0 nays.
Motion carried.

Exhibit C.5 ICMA-RC 457 Retirement Plan

It was moved by Treasurer Lindholm and seconded by Trustee Creighton that we adopt Resolution 2015-07 (attached) to change our Deferred Compensation provider from Nationwide to ICMA-RC, and authorize the Library Director to be the coordinator for this program and execute the necessary documents after review by the library's attorney.

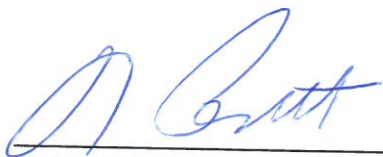
Discussion: Lauren Rosenthal researched this item and presented her findings and recommendations. Director Bennett pointed out various advantages to making this switch such as lower fees. She explained that employees desiring to leave their savings in Nationwide could do so instead of rolling them over into the new plan. President Skold urged employees to enroll and participate in this opportunity.

Roll Call Vote: Vice President Lechuga – aye, Treasurer Lindholm – aye, Secretary Corbett – aye, Trustee Sommerlot – aye, Trustee Creighton – aye, President Skold – aye. 6 ayes, 0 nays.
Motion carried.

Board Discussion

None.

President Skold announced there will be no executive session following tonight's meeting. The meeting was adjourned by unanimous voice vote at 8:25 pm.



Richard V. Corbett - Secretary