

**Fox River Valley Public Library District
Board of Trustees Meeting
September 10, 2012**

**Dundee Township Public Library Meeting Room
500 Barrington Avenue
East Dundee, IL 60110**

President Marge Skold called the meeting to order at 7:00 PM

Roll Call

Members present:

President	Marge Skold
Vice Pres	Lenore McDonald
Secretary	Richard Corbett
Treasurer	Norman Raven
Trustee	Maria Bagshaw
Trustee	Fred Lechuga

Others present:

Director	Roxane Bennett Scott Symonds, Anne Nickerson, Dee Hughes, Karin Nelson, Jack Robinson, John Miller, Steve Larson, Debra Rakow, Jeanne Etling, Humberto Haro, Nancy Kendzior, Dave Caravella, Ellen Caravella, Carolyn Friedlund, Mark Biewald
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President Skold asked for a motion to adjourn the regular Board meeting in order to convene the Fox River Valley Public Library District Budget and Appropriation Hearing.

Secretary Corbett so moved, seconded by Trustee Lechuga. Voice vote: 6 ayes, 0 nays Motion carried.

At 7:07 pm, President Skold called the regular Board meeting back into session.

Marge introduced the Board to Jack Robinson, representative of the construction company which is currently providing roof repair services. The final stage of the repair project; namely, application of metal panels to the perimeter of the building has been halted due to the fact that the material received from the manufacturer had the wrong attachment feature. Mr. Robinson showed the Board a sample of the material received and explained that this could be altered and possibly be useable in completing the work. Making this substitution would save approximately a six-week delay due to waiting to receive the proper material. Mr. Robinson stated no substitution would be made without consulting with the Architect first to determine the feasibility of substituted material, and his opinion would be conveyed to the Board before proceeding.

Several Board members voiced questions and concerns regarding the warranty of the altered material and the extent of the alterations. They felt the manufacturer should be held responsible for providing the incorrect material in the first place. They pointed out this is only one of many delays on this project and wanted further explanation of those delays. Scott Symonds of HR Green Co. came forward to

explain the main cause of other delays was caused by sub-contractor labor problems, and apologized for the lengthy delay time.

In the end, the consensus of the Board was that the original material should be reordered and applied, even though it means another six week delay in completion. Robinson will proceed accordingly unless the architect felt that the fix would be satisfactory. In this event, he would contact Roxane for direction.

Public Comment

None

President's Report

President Skold called on Director Bennett to present service recognition awards to the following library staff members:

David Caravella	5 years
Humberto Haro	5 years
Dee Hughes	15 years
Kathy Kelly	15 years (unable to attend)
Karin Nelson	15 years
Debra Rakow	20 years
Jody Zine	20 years (unable to attend)

A financial overview was presented by Steve Larson, Financial Advisor. In attendance with Larson was John Miller. A Financial Planning Report Summary was distributed to Board members showing projected Revenues, Expenditures and Fund Balances. Steve gave a general overview of the summary report.

President Skold advised members of an upcoming Financial Workshop with Larson at which time the Financial Report will be addressed in more detail. The Workshop has tentatively been scheduled for November 10th beginning at 8:30 AM. Confirmation of date, time and location will be forthcoming.

In other business, President Skold advised that existing Board Policies will be entered into Board members' thumb drives for individual review. She stated she is hopeful that in the near future an actual manual can be assembled containing these policies. The policies will be discussed after members have had the opportunity to read them over.

President Skold then reminded the Board of forthcoming elections for seats on the Board Presently occupied by Lenore McDonald and Maria Bagshaw, as well as former Board member, Joe Molinaro. Petitions can be circulated as of September 25th. The final date for submitting completed petitions is December 17-24, as set forth by the Legislature.

Director's Report

Director Bennett reminded Board members to complete the Open Meeting Certification and submit as soon as possible.

The Director then introduced Nancy Kendzior, Randall Oaks Branch Manager. Kendzior reported that approximately 2,000 patrons had attended the Open House on August 23, and 75 new library cards were

issued during the festivities. She also reported that so far operations of the Branch have been extremely enjoyable, and she will work to maintain its success.

President interjected that she enjoyed the breakdown of checkouts as show for the Branch, and inquired if something along these lines could be made available for the Dundee location.

Treasurer Raven approached the subject of reevaluating the number of hours the Branch is open based on activity there. Director Bennett suggested we wait at least 4-6 months before reassessing the need for more hours at the new facility.

Trustee Lechuga questioned the possibility of using staff from the Dundee location in order to afford extra hours at the Branch location. Director Bennett advised that the Dundee staff was assisting wherever possible, but there is not enough extra staff capacity to add hours at the Branch. She informed the Board that the staffing model for operating the Branch at 40 hours already took into account moving two part-time positions from the Dundee location. She stated that adding more part-time workers could be a consideration some time down the road depending on the budget.

Trustee Lechuga also questioned the amount of books on the shelves at the new location. He was advised that books are being purchased for the Branch as they are published. For older books that are not on the shelf at the Branch, patrons are using the "hold" concept and requesting materials be brought from the main facility to the Branch for pick-up.

Consent Agenda

Trustee Bagshaw moved and Trustee Lechuga seconded that the following items be considered under the Consent Agenda:

- Exhibit A.1 Approval of items to be included in Consent Agenda
 - A.1a Minutes from July 30, 2012, Board of Trustees Meeting
 - A.1b Bills Paid Report including payroll expense for July, 2012, totaling \$392,007.80
 - A.1c Monthly Financial Report for July, 2012
 - A.1d Monthly Cash Summary for July, 2012
 - A.1e Bills Paid Report including payroll expense for August, 2012, totaling \$662,920.02
 - A.1f Monthly Financial Report for August, 2012
 - A.1g Monthly Cash Summary for August, 2012

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

Exhibit A.2 Consent Agenda Approval

Secretary Corbett moved and Trustee Lechuga seconded that the Consent Agenda items be approved as presented. Roll call vote: Vice President McDonald - abstain, Treasurer Raven – aye, Secretary Corbett – aye, Trustee Lechuga – aye, Trustee Bagshaw – aye, President Skold – aye. 5 ayes, 1 abstain, 0 nays. Motion carried.

Old Business

None

New Business

Exhibit C.1 Budget and Appropriation Ordinance 2012—07

Treasurer Raven moved and Vice President McDonald seconded that the Budget and Appropriation Ordinance 2012-07 be adopted.

Roll Call vote: Vice President McDonald – aye, Treasurer Raven – aye, Secretary Corbett – aye, Trustee Lechuga – aye, Trustee Bagshaw – aye, President Skold – aye. 6 ayes, 0 nays. Motion carried.

Exhibit C.2 Certificate of Estimated Revenues for Fiscal Year 2012-13

Vice President McDonald moved and Treasurer Raven seconded that the Certificate of Estimated Revenues for Fiscal Year 2012-13 be approved.

Roll call vote: Vice President McDonald – aye, Treasurer Raven – aye, Secretary Corbett – aye, Trustee Lechuga – aye, Trustee Bagshaw – aye, President Skold – aye. 6 ayes, 0 nays. Motion carried.

At 8:30 pm, President Skold asked for a motion to enter into Executive Session to discuss real estate and informed the audience that no action would follow.

Vice President McDonald moved and Trustee Lechuga seconded that the Board move into Executive Session to discuss real estate - OMA Exception 5 ILCS 120 Section 2(c)(5). Voice vote: 6 ayes, 0 nays. Motion carried.

At 9:02 pm, the meeting was reconvened and with no other business at hand, the meeting was adjourned by voice vote.



Richard V Corbett - Secretary