

**Fox River Valley Public Library District
Board of Trustees Meeting
October 8, 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
Trustee	Maria Bagshaw
Trustee	Fred Lechuga

Members absent: Treasurer Norman Raven

Others present: Director Roxane Bennett
Jeanne Etling, Nancy Kendzior, Karin Nelson, Mary Povilonis,
Mark Biewald, Patti Biewald, Courtney Biewald,
Danielle Biewald, Jamie Wilkey

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

The first order of business was to introduce Mark Biewald, who will be replacing Trustee Joseph Molinaro on the Board.

Vice President McDonald moved we approve Resolution 2012-10, Resolution to "Declare a Vacancy and Appoint a New Library Trustee" (attached). Trustee Lechuga seconded the motion. Roll Call vote: Vice President McDonald – aye, Secretary Corbett – aye, Trustee Lechuga – aye, Trustee Bagshaw – aye, President Skold – aye. 5 ayes, 0 nays, 1 absent. Motion carried.

Secretary Corbett administered the oath to Mark Biewald, and Trustee Biewald was welcomed by members of the Board.

Public Comment

None

President's Report

President Skold Introduced Jamie Wilkey of Lauterbach & Amen, the accounting firm hired to conduct the annual audit of the library for fiscal year 2011-12. Wilkey explained to the Board that this audit represented six months in the making and that they had converted to an accrual basis of accounting for

this audit as opposed to the modified cash method used in past audits. Copies of said audit were distributed to Board members for their perusal and future approval. Wilkey touched lightly on certain categories within the audit. She also stated that once other area library audits have been completed, summary type information would be shared with us to use as a "bench mark" for comparison purposes. Wilkey did point out the need for further development of an Operational Procedure Manual to be used by our staff in the day-to-day operation of the library, as well as development of an inventory tracking system for capital assets such as computers, etc. Staff training can be provided by Lauterbach & Amen as requested.

President Skold once again urged Board members to review board policies on their thumb drives for future discussion.

Director's Report

Director Bennett addressed the Per Capita Grant application which will be voted on under New Business, and discussed in detail the Standards for Illinois Libraries required to qualify for the 2013 Per Capita Grant. Of particular interest to Board members were the programs in place to benefit the diversity of our community, as well as available resources offered to the "home-bound." Questions were addressed regarding the general public's knowledge of these programs now being offered, and how we could better promote them. Suggestions were made as to how to familiarize library patrons and the community in general with these services. The Director pointed out that the present "one-on-one" training offered by library personnel to interested patrons seemed to be the most effective way to train library users at this time, but cited that the newsletter as well as our web site were methods of reaching and educating the public on a larger scale in ways to utilize all services offered by the library.

Library staff member Jeanne Etling was called on to discuss circulation figures, cardholder breakdown, check-out usage, as well as reciprocal borrowers. It was interesting to note the spike in cards issued to patrons in the Eastern Carpentersville area, as well as the Randall Oaks Branch. Nancy Kendzior, Branch Manager, informed the Board that following the initial surge of new cards issued at the Open House, there has been a steady request for new cards on a daily basis at this location.

In discussing usage breakdown, Trustee Lechuga pointed out the need to better advertise our available services, especially in the area of available downloads.

Director Bennett reminded the Board that the Branch provides the first additional square footage in at least a twenty years making room for additional materials. She agreed with Trustee Lechuga that better marketing of available materials and services should now be explored.

Etling also advised the Board of our participation with the Literary Connection in a grant to serve Hispanic families with students at Golfview School in the Carpentersville area. These services include story times at both the school and the Dundee Library, issuance of library cards to the families, and future computer training for these families.

Bennett then updated the Board on the status of the building repairs.

Consent Agenda

Vice President McDonald moved and Secretary Corbett seconded that the following items be considered under the Consent Agenda:

- Exhibit A.1 Approval items to be included in Consent Agenda:
 - A.1.a Minutes from September 10, 2012, Board of Trustees Meeting
 - A.1.b Minutes from September 10, 2012, Budget & Appropriation Hearing
 - A.1.c Bills Paid Report including Payroll Expense for September, 2012, totaling \$223,472.498
 - A.1.d Monthly Financial Report for September, 2012
 - A.1.e Monthly Cash Summary for September, 2012
 - A.1.f Annual Audit for Fiscal Year 2011-12

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

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

Old Business

None

New Business

- Exhibit C.1 Resolution 2012-09 to Determine Estimate of Funds Needed for Fiscal Year 2012-13 (attached)

Vice President McDonald moved the Board adopt Resolution 2012-09 to determine estimate of funds needed for 2012-13 fiscal year in the amount of \$3,131,843.00. Trustee Lechuga seconded. Roll Call vote: Trustee Biewald – aye, Vice President McDonald – aye, Secretary Corbett – aye, Trustee Lechuga – aye, Trustee Bagshaw – aye, President Skold – aye. 6 ayes, 0 nays. Motion carried.

- Exhibit C.2 Per Capita Grant

Trustee Lechuga moved and Vice President McDonald seconded that we approve the 2013 Per Capita Grant application. Voice vote: 6 ayes, 0 nays. Motion carried.

- Exhibit C.3 Snowplow Contract

Trustee Bagshaw moved we approve the Kellenberg snow removal contract up to a maximum of \$15,000.00. Trustee Lechuga seconded. Discussion: Director Bennett advised that bids were requested from three providers with the same criteria applied to each. There was no appreciable difference between any of the quotes; therefore, Director Bennett decided to remain with Kellenberg based on their proven dependability for the past ten years. She also pointed out that this contract does not include the Branch, because maintenance at that location is included in the rent payment.

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

Board Discussion

President Skold advised the Board that a Truth in Taxation Hearing will be held during the November 12 Board meeting.

The President also reminded Board members of the November 10 workshop to be held at the Dundee Library beginning at 8:30 AM.

Informal discussion ensued regarding the placement of library signs along Randall Road which would identify the Branch location.

A new all-encompassing logo was discussed, and Trustee Biewald wondered about the possible use of pro bono services to develop the new logo. President Skold requested Trustee Biewald to research this possibility.

Adjournment

Vice President McDonald moved the meeting be adjourned. Trustee Lechuga seconded. Voice vote: 6 ayes, 0 nays. Motion carried. President Skold declared the meeting adjourned at 8:38 PM.



Richard V. Corbett - Secretary