

**Fox River Valley Public Library District
Board of Trustees Meeting
January 14, 2013**

**Dundee 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
Treasurer	Norman Raven
Secretary	Richard Corbett
Trustee	Mark Biewald
Trustee	Maria Bagshaw
Trustee	Fred Lechuga

Members absent: Vice Pres Lenore McDonald

Others present: Director Roxane Bennett
Nancy Kendzior, Mary Povilonis, Anne Nickerson,
Elizabeth Novak, Karin Nelson, Carolyn Friedlund,
Kathy McWhorter

Public Comment

Anne Nickerson of Friends of the Library reported that the long-term planning process continues. Trustee Biewald is presently assisting the organization with the 501c application, and Nickerson will update the Board on any progress. She also advised Board members that they would be receiving a questionnaire in February or early March regarding the function of FOL, and urged their participation in this regard.

President's Report

President Skold announced to the Board that Vice President, Lenore McDonald, had tendered her resignation due to travel demands of her employer. In previous conversation, the Executive Committee discussed what to do with her position, and came to the conclusion that it would be beneficial to simply wait until elections are held in April to fill this vacancy.

President Skold reported on the Meeting of the Whole which was held Saturday, January 12, 2013, and encouraged further conversation on topics covered at that meeting. There was considerable discussion concerning the Saturday meeting and how it would or could influence our decision to move forward with a new facility in the future. All agreed that we are not in a position to begin planning for a new facility at this time. Trustees Raven and Lechuga pointed out the need for an analysis of the branch

operation and how it is marketed to the public. There was general agreement that social media should be used to help in the marketing effort.

Trustee Biewald pointed out that we could benefit from the experience of other libraries that have gone through the expansion process before us. He, too, sees the need to involve social media in our effort to acquaint the public with the functions of the Branch as well as the Dundee location. He also pointed out that the installation of a sign at the Branch location would assist people in recognizing the fact that a library exists within that facility. Without a sign, the Branch is hard to find. The Director advised that the Park District plans to install a sign at the entrance and steps have been taken to have a "universal library" sign along Randall Rd. She will follow up regarding the length of time it is taking for installation of these. Biewald agreed with other Board members that there is a definite need for more aggressive use of the media in an effort to acquaint the community with the Branch location.

President Skold closed the discussion, and stated that sound professional guidance would be needed before contemplating future expansion/new facility. She stated this discussion could continue at future board meetings. She also encouraged board members to submit topics to her that they would like included in the President's Report.

Director's Report

Director Bennett called on Elizabeth Novak to give department highlights, in the absence of Jeanne Etling. Novak stated that the noticeable drop in library usage for December could be attributed in part to the number of days and the days of the week that the library was closed during the holidays. Last year, the holidays fell on Saturday and Sunday. This year, they fell on Monday and Tuesday which are typically the heaviest use days.

The Safety Committee will be holding training and informational sessions to address relevant concerns. The Board will receive updates on the issue.

She also reported that AARP will not be offering free tax preparation assistance for the elderly at our library this year due to the fact that the individual that coordinated the program is no longer available. Trustee Bagshaw expressed concern over this, and inquired if the library could at least furnish the public with a list of tax preparers. The library staff assured trustees that they will have referral information available for patrons seeking assistance in tax preparation.

Carolyn Friedlund reported that tax forms are trickling in slowly, and are expected to be complete the early part of February.

It was reported that the second grade library visits are in full swing, and the possibility of including a visit to the Branch location was suggested. Novak reported that there are plans for increased children's programs in the planning stage, and she is excited to put these plans into action. She reported that a variety of items will be offered as prizes and rewards for children who participate in the Summer Reading Program.

Director Bennett distributed samples of new financial reports to Board members containing summaries of Revenues and Expenditures. The new reports offer more detailed information than previously and allow a view of revenue and expenditures across the various funds. They should prove to be a valuable

tool in future budgeting. Director Bennett asked that Board members review the data and get back to her with any comments.

Consent Agenda

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

- Exhibit A.1
 - A.1.a Minutes from December 10, 2012, Board of Trustees Meeting
 - A.1.b Bills Paid Report including Payroll Expense for December, 2012, totaling \$174,713.51
 - A.1.c Monthly Financial Report for December, 2012
 - A.1.d Monthly Cash Summary for December, 2012

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

Trustee Biewald moved and Trustee Lechuga seconded that the Consent Agenda be approved as presented. Roll Call vote: Treasurer Raven – aye, Secretary Corbett – aye, Trustee Biewald – aye, Trustee Lechuga – aye, Trustee Bagshaw – aye, President Skold – aye. 6 ayes, 0 nays. Motion carried.

Old Business

- Exhibit B.1 Roof/Fascia Change Order

Trustee Bagshaw moved and Trustee Lechuga seconded that we approve the Change Order #4 from Anthony Roofing totaling \$3,082.40.

Discussion: Secretary Corbett questioned if this now closes out this project. Director Bennett responded that the project would not be closed out until all punch list items are complete.

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

New Business

- Exhibit C.1 Ordinance 2013-01 Amending Purpose of Special Reserve Fund

Trustee Lechuga moved and Trustee Bagshaw seconded that we approve Ordinance 2013-01 Amending Purpose of Special Reserve Fund.

Discussion: President Skold clarified the purpose for the fund

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

- Exhibit C.2 Ordinance 2013-02 Prevailing Wage

Trustee Lechuga moved and Trustee Biewald seconded we approve Ordinance 2013-02 Prevailing Wage.

Discussion: President Skold advised that we are required to pass this Ordinance annually.

Roll Call Vote: Treasurer Raven - aye, Secretary Corbett – aye, Trustee Biewald – aye, Trustee Lechuga – aye, Trustee Bagshaw – aye, President Skold – aye. 6 ayes, 0 nays. Motion carried.

Board Discussion

Secretary Corbett informed Board members of the ILA Forum and Workshop to be held February 2nd at the Marriott/Oak Brook.

Adjournment

President Skold adjourned the regular meeting and moved to Executive session at 8:00 PM.

The open meeting was called back into order at 10:12 pm. There being no other matters to discuss, the meeting was adjourned by voice vote at 10:14 pm.



Richard V. Corbett - Secretary