

**Fox River Valley Public Library District  
Board of Trustees Meeting  
March 11, 2013**

**Dundee Library Meeting Room  
500 Barrington Avenue  
East Dundee, IL 60118**

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

**Roll Call**

Members present:

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

Members absent:     Trustee     Mark Biewald

Others present:     Director     Roxane Bennett  
  Nancy Kendzior, Mary Povilonis, Jeanne Etling,  
  Elizabeth Novak, Karin Nelson, Carolyn Friedlund,  
  Mary Lynne Doherty, Kirstin Finneran, Mike Tennis.

**Public Comment**

Representing the Friends of the Library, Mary Lynne Doherty updated the Board on the status of the survey currently being conducted. Results will be presented upon completion. She advised the next book sale will be held April 18-20, 2013, and reported that there is a shortage of books for resale at the present time. In April an appeal will go out for more donations. The April 13<sup>th</sup> program will be on the life of Mozart.

**President's Report**

President Skold reminded the Trustees that the Statement of Economic Interest will be conveyed electronically during the month of March, and alerted members to watch for this information. The State Attorney's office FOIA and OMA seminar will be held on March 21<sup>st</sup> and the President urged all candidates running for the Board to attend. President Skold advised the Board that the CFO for IMRF was on the agenda for tonight's meeting; however, due to illness he is unable to attend and Director Bennett will be covering the subject of return on investments in her report. Marge discussed a media policy version that she had written.

## **Director's Report**

Director Bennett advised the Board that the Roof/Fascia project is nearly complete. \$70,000 is currently being held back pending finalization of the work. Upon receipt of final documentation, these funds will be released, and a summary will be presented to Board members.

Bennett reported that IMRF estimated return on investments of 13.7% through year-end 2012 for the pension fund. This means that our Employer Reserve Account will receive additional funds above projected earnings. We will receive a finalized statement in April with actual numbers which will be distributed to all Board members.

Bennett reported on dates and locations of upcoming IMRF review meetings. She reminded everyone that these meetings are open to the Trustees. There was consensus that the Rockford meeting scheduled for April 30<sup>th</sup> would be the most convenient for our Board members to attend if they had an interest in doing so. Skold, Corbett and Bennett expressed an interest in attending.

Director Bennett reported that a long-range planning meeting regarding our "branding" project had been held. She suggested that we hold a workshop on the subject in the near future.

Regarding community involvement, Kirstin Finneran reported on the upcoming St. Patrick's Day Parade to be held Saturday, March 16<sup>th</sup>. She will be driving the "Bookworm Van" in the parade, and volunteers will distribute candy to parade goers, especially children. Finneran also handed out informational cards containing pertinent information on the FRVPLD, as well as tax rates for year ending 12/31/12. Hopefully, this information will provide answers to a number of public questions and concerns when presented. The Trustees were very pleased to receive this helpful information.

Jeanne Etling made a presentation acquainting the Board with the Accounts Services Dept., introducing staff members as well as volunteers, and outlining their duties including interaction with the patrons. She gave an overall review of the department's function covering "distinct" users (web activities), circulation glossary, reciprocal borrowing between libraries, and outstanding receivables; namely, fines due and materials not returned. The latter subject matter of fines due and materials not returned were of particular interest to Board members. An extensive discussion was held addressing methods of notification and collection which might be effective in reducing these numbers. After considerable debate, President Skold closed the discussion with the intention of addressing the Board's concern at a future meeting.

## **Consent Agenda**

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

- Exhibit A.1
  - A.1.a Minutes from February 11, 2013, Board of Trustees Meeting
  - A.1.b Bills Paid Report including Payroll Expense for February, 2013, Totaling \$166,214.22
  - A.1.c Monthly Financial Report for February, 2013
  - A.1.d Monthly Cash Summary for February, 2013

Voice vote: 5 ayes, 0 nays. Motion carried.

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

### **Old Business**

#### **Exhibit B.1 Fund Balance Policy – Second Reading**

It was moved by Vice President Lechuga and seconded by Trustee Bagshaw that we adopt the second reading of the Fund Balance Policy.

Roll Call Vote: Vice President Lechuga – aye, Treasurer Raven – aye, Secretary Corbett – aye, Trustee Bagshaw – aye, President Skold – aye. 5 ayes, 0 nays. Motion carried.

#### **Exhibit B.2 Special Reserves Policy – Second Reading**

It was moved by Vice President Lechuga and seconded by Trustee Bagshaw that we adopt the second reading of the Special Reserves Policy.

Roll Call Vote: Vice President Lechuga – aye, Treasurer Raven – aye, Secretary Corbett – aye, Trustee Bagshaw – aye, President Skold – aye. 5 ayes, 0 nays. Motion carried.

### **New Business**

#### **Exhibit C.1 Landscape Contract**

Treasurer Raven moved and Secretary Corbett seconded that we approve a 3 year Sebert Landscaping contract for basic lawn maintenance up to a maximum of \$13,000.00.

Discussion: Director Bennett explained that this contract includes the same services we have been getting every year with the exception of mulching in Year 1. Due to the ongoing roof/fascia project, we were not able to mulch last summer. She also pointed out that the 3 year term of the contract afforded a savings over a 1 year contract.

Roll Call Vote: Vice President Lechuga – aye, Treasurer Raven – aye, Secretary Corbett – aye, Trustee Bagshaw – aye, President Skold – aye. 5 ayes, 0 nays. Motion carried.

#### Exhibit C.2 Commercial Insurance Package

It was moved by Treasurer Raven, seconded by Vice President Lechuga that we approve renewal of Commercial Insurance Package with Chubb for one year beginning April 1, 2013, at a premium of \$44,482.00.

Discussion: Treasurer Raven expressed displeasure with receiving an 84 page insurance package by e-mail. Director Bennett replied that she would request a hard copy and make it available for Board members to peruse. She did point out that the only change in this contract was an approximately 18% increase in premium. She advised this increase resulted from the company's share in covering recent natural disasters, as well as our additional coverage for equipment, etc. at the Branch location. President Skold questioned the absence of a company representative to explain the new contract, and it was the consensus of the Board that a rep should be invited to the next Board meeting to discuss in depth any changes to the contract for this year. Director Bennett will follow-up on this request. The question was called.

Roll Call Vote: Vice President Lechuga – aye, Treasurer Raven – aye, Secretary Corbett – aye, Trustee Bagshaw – aye, President Skold – aye. 5 ayes, 0 nays. Motion carried.

#### Exhibit C.3 Social Media Policy – First Reading

Before addressing this item, President Skold requested that the Board disregard the first draft of this policy as included in tonight's board packet, and use shortened version that she presented and discussed earlier.

Treasurer Raven moved and Trustee Bagshaw seconded that we accept the Social Media Policy – First Reading as submitted by President Skold.

Voice vote: 5 ayes, 0 nays. Motion carried.

#### Exhibit C.4 Investment Advisor

Trustee Bagshaw moved and Vice President Lechuga seconded that we authorize the Director to engage Ehlers Investment Partners to prepare a Cash Forecast analysis for the library district at a cost not to exceed \$3,200.00.

Discussion: Treasurer Raven objected to this proposal stating his confidence that a Cash Forecast could be handled "in house" as opposed to going outside. He also suggested that we hold off accepting any such proposal until after the July budget meeting. President Skold countered that there is a real need for these types of services with regard to investing available monies. Other Board members objected to the initial charge for the analysis stating it was

inferred this service would be provided at no cost when presented at the last Board meeting. After further clarification, President Skold called for a vote.

Roll Call Vote: Vice President Lechuga – nay, Treasurer Raven – nay, Secretary Corbett – aye, Trustee Bagshaw – aye, President Skold – aye. 3 ayes, 2 nays. Motion carried.

**Board Discussion**

None

**Adjournment**

President Skold adjourned the meeting at 9:00 PM.



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Richard V. Corbett - Secretary