

**Fox River Valley Public Library District  
Board of Trustees Meeting  
February 11, 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:

None

Others present:

Director	Roxane Bennett Nancy Kendzior, Mary Povilonis, Anne Nickerson, Elizabeth Novak, Karin Nelson, Carolyn Friedlund, Paola Lares, Jeanne Etling, Kirstin Finnaman, Mike Tennis, Ken Herdeman
----------	--

**Public Comment**

Anne Nickerson of Friends of the Library advised the Board that they would be receiving a survey by E-mail on February 12. She informed members that the survey would be self-explanatory, and the Board's participation is one part of a larger project which will include contact with the general public via friends, staff and online. Nickerson urged the Board's prompt response.

**President's Report**

As a follow-up to prior discussions regarding investment of available library funds, President Skold introduced Ken Herdeman of Ehlers Investment Partners. Herdeman explained that his company provides investment services only to Governmental entities. He explained that in order to determine funds available for investment purposes, a thorough cash flow analysis is necessary. While there is no charge for conducting this analysis, he explained that there would be fees for making investments on our behalf. He proceeded to acquaint the Board with specifics of Ehler's investment services, and fielded questions from individual members of the Board. After the presentation, President Skold thanked Mr. Herdeman and advised that the Board would take this information under advisement and discuss further at a future meeting.

President Skold then opened discussion on the PEW Report re: Library Services in the Digital Age that was recently forwarded to Board members. Director Bennett commented on the data provided in this report.

The question as to what services should the library provide, and how do we keep up with the demand as the general public becomes better acquainted with new electronic devices that are now available in the marketplace was discussed.

The topic of online research service was discussed, but it was reported that public inquiries pertained more to library services available as opposed to actual research issues.

The PEW survey determined that only 25% of library users visit library websites. Director Bennett stated that feedback from our patrons indicates that our print newsletter has been the single most effective method of reaching district residents. Although e-mail has been used to distribute occasional e-newsletters, many of our patrons prefer not to provide us with their e-mail addresses.

It was felt that the PEW report will prove beneficial to staff members, and will be used as reference for the remainder of the year. The marketing plan that is being developed will need to address ways to reach all segments of our library users.

#### **Director's Report**

Director Bennett provided a history of ballot issues which showed that there has not been a ballot issue with regard to the library introduced since 1988. She also presented a comparison of statistical data with other libraries within our area. She then called on staff members to report on various issues, namely:

Branch	It was reported that there had been an increase in usage and traffic. Park District programming such as Saturday basketball camps, as well as the installation of new signs marking the library's location contributed to this increase. Storytime programs have begun at the branch. The first was held today with 14 children in attendance. A presentation about the library was made to the Gilberts Village Board on February 5 <sup>th</sup> .
Childrens Services	Approximately 600 2 <sup>nd</sup> graders have visited the library so far this year and feedback from these visits has been very positive.
Safety	Safety Committee Meetings have been scheduled. Extreme emergencies are being given particular attention at this point, but clearly there is a need for other safety procedures to be updated. It was pointed out that there is a Monitor on duty during the busiest times which are evenings and Saturday afternoons. The Monitor's primary responsibility is checking every area of the library for safety concerns.

The Social Media Policy is currently being developed and will be presented at a future Board meeting.

## **Consent Agenda**

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

- |             |       |  |
|-------------|-------|--|
| Exhibit A.1 | A.1.a | Minutes from the January 12, 2013 Committee of the Whole Meeting                     |
|             | A.1.b | Minutes from January 12, 2013, Board of Trustees Meeting                             |
|             | A.1.c | Bills Paid Report including Payroll Expense for January, 2013, totaling \$185,835.87 |
|             | A.1.d | Monthly Financial Report for January, 2013   |
|             | A.1.e | Monthly Cash Summary for January, 2013   |
|             | A.1.f | Appoint Fred Lechuga as Vice President until May, 2013, Election of Board Officers   |

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

Trustee Bagshaw 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**

None

## **New Business**

- |             |  |
|-------------|--|
| Exhibit C.1 | Director's Contract Effective February 1, 2013 |
|-------------|--|

Trustee Lechuga moved and Secretary Corbett seconded that we approve the Director's Contract Effective February 1, 2013.

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 | Resolution 2013-03 Honoring Lenore M. McDonald |
|-------------|--|

Trustee Biewald moved and Trustee Bagshaw seconded we approve Ordinance 2013-03 honoring recognition of Vice President Lenore M. McDonald for her years of service on the Board of Trustees of the Fox River Valley Public Library District.

Discussion: President Skold then reiterated the many contributions McDonald had made to insure the success of the FRVPLD and read the following Resolution:

RESOLUTION 2013-03  
Honoring  
LENORE M. McDONALD

February 11, 2013

*Whereas*, Lenore M. McDonald ably served as Trustee of the Fox Valley Public Library District from 2007 through 2013; and

*Whereas*, Lenore M. McDonald served as Trustee from 2007-2009, as President of the Board of Trustees from 2009-2011, as Vice President of the Board of Trustees from 2011-2013; and on various committees of the Board of Trustees; and

*Whereas*, Lenore M. McDonald played a pivotal role in setting the long-range plans for the Library District, including renaming the District; and

*Whereas*, Lenore M. McDonald provided valuable insight in the selection of a new Library Director, and in the revision of the Library's Personnel Handbook; and

*Whereas*, Lenore M. McDonald was instrumental in planning for and implementing major improvements to the Library, such as the printing and reservation system, wireless technology, website upgrade, self checkout, VOIP telephone upgrade, remote book drops, facility updating and renovation, expansion to the west side; and

*Whereas*, Lenore M. McDonald provided indispensable leadership in the Library's health and safety renovations, ADA upgrades to the bathrooms; and

*Whereas*, Lenore M. McDonald played a critically important part in bringing service to the Spanish speaking, service to homebound patrons, movie showtimes, computer classes; and

*Therefore, be it resolved* that in recognition of Lenore's years of service to the Fox River Valley Public Library District, the Board of Trustees, on behalf of the residents, staff and themselves, present to Lenore this resolution; and

*Be it further resolved* that on this, the Eleventh day of February, Two Thousand and Thirteen, this resolution be presented to her and that its contents be spread upon the Minutes of this organization.

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

Exhibit C.3                      Fund Balance Policy – First Reading

It was moved by Trustee Lechuga and seconded by Treasurer Raven that we approve the Fund Balance Policy – First Reading.

Discussion: Trustee Biewald suggested we eliminate the words *or more than 4* from the policy as presented. There were no objections to this revision.

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

Exhibit C.4                      Special Reserves Policy – First Reading

It was moved by Trustee Lechuga and seconded by Secretary Corbett that we approve the Special Reserves Policy – First Reading. Voice vote: 6 ayes, 0 nays. Motion carried.

#### **Board Discussion**

Reminders of future monthly meetings and events were made; namely, April (election), May (budget), June (swearing in new Board). President Skold also reminded the Board that there will be an Executive Session in March.

Secretary Corbett advised that the ILA sponsored Legislative/Trustee Breakfast will be held on February 18 in Buffalo Grove.

#### **Adjournment**

Secretary Corbett moved and Trustee Bagshaw seconded that the meeting be adjourned. President Skold declared the meeting adjourned at 9:30 PM.



---

Richard V. Corbett - Secretary