

**Fox River Valley Public Library District  
Board of Trustee Meeting  
June 8, 2015  
Dundee Library Meeting Room  
500 Barrington Avenue  
East Dundee, IL 60118**

**Roll Call**

**Members present:**    President     Marge Skold  
                                 Treasurer     Brian Lindholm  
                                 Secretary    Richard Corbett  
                                 Trustee      Phyllis Creighton

**Members absent:**    Vice Pres    Fred Lechuga  
                                 Trustee      Mark Biewald  
                                 Trustee      Denise Sommerlot

**Others present:**     Lauren Rosenthal, Brian Wing, Jason Pinshower, Kristen Mohr,  
                                 Carolyn Friedlund, Karin Nelson, Aaron Carlin

**Public Comment**

None

**President's Report**

President Skold expressed the need to appoint two Trustees to complete the Review of Minutes required for submission of the Illinois Public Library Annual Report (IPLAR). Trustees Sommerlot and Biewald were appointed to this task.

Correspondence from FRVPLD attorney was received and will be discussed later in tonight's meeting.

**Trustee Liaison Activity**

**Administrative:**

No report.

**Physical Facilities:**

Trustee Creighton reported four architectural firms were interviewed regarding the library's RFQ for Architectural Services, and three firms have been chosen for final consideration. The next step will be tours of libraries that have been designed by said firms, after which final recommendations will be made to the board. In this regard, Secretary Corbett, who has been assisting Creighton, recused himself from further participation in the selection process because

of a personal association with one of the architects being considered, and he wishes to avoid any appearance of impropriety. Accordingly, he will not participate in any further discussions nor cast any votes regarding this matter. Creighton thanked Corbett for his assistance up to this point.

President Skold spoke to an earlier mention of the potential need for a special meeting to analyze the data from the final Architectural Services selection(s). In light of the difficulty of scheduling time when board members are available Skold offered, as President of the Board, to review and approve the final ranking of architects. This would enable Director Bennett to begin contract negotiations with the number one ranked architectural firm in the hopes of having a contract to present to the board at the July 27 meeting. After discussing this suggestion, Treasurer Lindholm suggested that the board delegate this responsibility to Skold. Secretary Corbett and Trustee Creighton concurred.

**Finance (Insurance, Budget):**

Treasurer Lindholm reported that since his election to the office of Treasurer, he has been familiarizing himself with the duties of this office and is pleased with the order and discipline of the processes in place. In his review of FRVPLD's financial state, Lindholm reported that FRVPLD is in good standing and it looks like expenditures will continue to come in under budget.

**Personnel/HR and Ethics:**

No report.

**Community Engagement:**

Trustee Lindholm advised there was nothing to report at this time.

**Marketing and Public Relations:**

No report.

In other business, President Skold discussed a letter received by our attorney pertaining to the proposed contract with Construction Manager, Ian Lamp. Attorney Ritzman recommended some clarifications to the contract language. Director Bennett will take care of this matter.

Skold than called on Brian Wing, Facilities Manager, who reported that the library van had developed some major mechanical issues and is no longer deemed safe to drive. Estimated repairs are in the neighborhood of \$4,800 after which the integrity and reliability of the vehicle would still be questionable. Replacement appears to be the best solution at this time. Further research is being conducted and a recommendation is targeted for July.

**Director's Report**

Due to Trustee absences, a presentation on the Freedom of Information Act (FOIA) and Open Meetings Act (OMA) will be postponed until a future meeting.

**Equipment for Trustee Electronic Attendance:**

Director Bennett called on Jason Pinshower, Digital Services Manager, to present the options researched which included using existing equipment with modifications at a minimal cost, as well as more costly methods such as Skype. Using present equipment would provide audio capability, but a camera installation would be necessary to provide video capability. President Skold reminded the board that we do have a consultant in Colorado and it makes sense to develop a system which will enable us to conduct business more efficiently. Secretary Corbett mentioned that state legislation requiring local governments to videotape board meetings has been proposed in Springfield. Director Bennett responded that decisions to invest in equipment should take this possibility into consideration. After further discussion it was determined a moderately priced camera will be added to existing equipment. Pinshower will continue research and testing.

**Library Innovation of the Month:**

Director Bennett introduced Kristen Mohr, Library Assistant with Information Services, who shared information presented at the recent "Reaching Forward Conference" in Rosemont. The topic was "Connecting Post Collegiate Young People to the Library". Mohr stated this demographic (age 20 to 40, Post College, possibly in grad school, working, possibly with children) is presently not well-represented in library services and programming. Impetus is to engage this demographic by working with local businesses to provide venues in which to gather socially and network through participation in library sponsored book clubs, nostalgic crafts, decorating workshops, gardening seminars, etc., which would appeal to them and foster interest in library visits. We now have, according to the latest census figures, more than 20,000 people in this demographic in our district, and 29% of them hold library cards in good standing. Many aspects of the Schaumburg facility experiences were shared and Mohr expressed hope that FRVPLD could implement this type of outreach in the future.

**Gilberts Community Days:**

Director Bennett stressed how rewarding it was to speak at the Gilberts Village Birthday Celebration during Gilberts Community Days which afforded the opportunity to connect with that community and its officials. She reported that a new housing development in that village will bring a substantial increase in the number of residents within our library district.

**Consent Agenda**

**Exhibit A.1** Items to be included in Consent Agenda

- A.1.a Minutes from May 18, 2015 Board of Trustees Meeting
- A.1.b Minutes from the December 8, 2014 Executive Session
- A.1.c Minutes from the January 12, 2015 Executive Session
- A.1.d Corrected Minutes from the February 9, 2015 Board of Trustees Meeting
- A.1.e Minutes from the February 9, 2015 Executive Session
- A.1.f Closed Minutes Review – May 2015
- A.1.g Check/Voucher Register – AP & Payroll Complete for May 2015 totaling \$220,709.07.

- A.1.h Revenue Summary – All Funds Combined – Budget vs Actual Revenues
- A.1.i Revenue Summary – All Funds Combined by Period
- A.1.j Expenditure Summary – All Funds Combined – Budget vs Actual Expenses
- A.1.k Expenditure Summary – All Funds Combined – Budget vs Actual Expenses by Location
- A.1.l Expenditure Summary – All Funds Combined by Period
- A.1.m Balance Sheet for May 2015
- A.1.n Resolution 2015-04 Ehlers/TD Ameritrade Investment Accounts

The Consent Agenda was presented by President Skold.

It was moved by Treasurer Lindholm and seconded by Trustee Creighton that we approve the Consent Agenda as presented. Roll Call Vote: Treasurer Lindholm – aye, Secretary Corbett – aye, Trustee Creighton – aye, President Skold – aye. 4 ayes, 0 nays. Motion carried.

#### **Old Business**

##### **Exhibit B.1 Working Budget for FY 2015-16**

It was moved by Trustee Creighton and seconded by Treasurer Lindholm that we approve the Final Working Budget for Fiscal Year 2015-16.

Roll Call Vote: Treasurer Lindholm – aye, Secretary Corbett – aye, Trustee Creighton – aye, President Skold – aye. 4 ayes, 0 nays. Motion carried.

#### **New Business**

##### **Exhibit C.1 Computer Consulting – Sikich**

It was moved by Treasurer Lindholm and seconded by Trustee Creighton that we authorize the Director to purchase computer consulting services as needed for FY 2015-16 from Sikich LLP, Inc. at a cost not to exceed \$25,000.

*Discussion: Director Bennett pointed out that this amount had been raised from \$20,000 last year to \$25,000 this year and \$3,000 has been spent to date.*

Roll Call Vote: Treasurer Lindholm – aye, Secretary Corbett – aye, Trustee Creighton – aye, President Skold – aye. 4 ayes, 0 nays. Motion carried.

##### **Exhibit C.2 Electronic Resource Database Renewal – NewsBank**

It was moved by Trustee Creighton and seconded by Secretary Corbett that we authorize the Director to renew the contract with NewsBank, an electronic database, at a cost not to exceed \$17,890.

*Discussion: Even though this figure represents a modest increase over last year, staff reported the library could not lower cost by dropping less popular parts of the database. It is all or nothing. Our cost is based on population. The database consists mainly of newspaper articles and obituaries which our users would not have access to otherwise.* Roll Call Vote: Treasurer Lindholm – aye, Secretary Corbett – aye, Trustee Creighton – aye, President Skold - aye. 4 ayes, 0 nays. Motion carried.

**Exhibit C.3 North Suburban Digital Consortium - Overdrive**

It was moved by Treasurer Lindholm and seconded by Trustee Creighton that we authorize the Director to renew the contract with the North Suburban Digital Consortium, for the library's annual collection assessment to purchase digital content and hosting, at a cost not to exceed \$11,715.

Roll Call Vote: Treasurer Lindholm – aye, Secretary Corbett – aye, Trustee Creighton – aye, President Skold – aye. 4 ayes, 0 nays. Motion carried.

**Exhibit C.4 Audit Engagement/Lauterbach & Amen, LLP**

It was moved by Trustee Creighton and seconded by Treasurer Lindholm that we authorize the Director to renew the contract with WT Cox, a magazine subscription service, at a cost not to exceed \$9,400 to cover both Dundee and Randall Oaks.

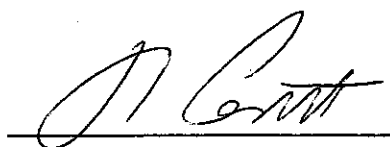
Roll Call Vote: Treasurer Lindholm – aye, Secretary Corbett – aye, Trustee Creighton – aye, President Skold – aye. 4 ayes, 0 nays. Motion carried.

**Board Discussion**

None.

President Skold announced an executive session to review attorney/client correspondence received from attorney Ritzman. The regular meeting was adjourned to executive session at 7:37 pm by unanimous voice vote.

The regular meeting was called back into session at 8:15 pm. No other business was discussed and the meeting was adjourned at 8:17 pm by unanimous voice vote.

  
\_\_\_\_\_  
Richard V. Corbett - Secretary