

**Fox River Valley Public Library District  
Board of Trustee Meeting  
September 15, 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       Mark Biewald  
                          Trustee       Denise Sommerlot  
                          Trustee       Phyllis Creighton

Members absent:   Vice Pres     Fred Lechuga

Others present:    Lauren Rosenthal, Brian Wing, Jason Pinshower, Jeanne Etling,  
                          Carolyn Friedlund, Karin Nelson, Aaron Carlin, Cris Cigler,  
                          Elizabeth Novak, Karen Werle, Bonnie Kalaway, Anders Dahlgren,  
                          Billita Jacobsen, Joe Huberty

President Skold called the meeting to order at 7:00 pm and announced that the board meeting would temporarily be adjourned in order to conduct the September Budget and Appropriation Hearing. The meeting was temporarily adjourned by voice vote.

President Skold called the meeting back into session at 7:06 pm.

**Roll Call**

Members present:   President       Marge Skold  
                          Treasurer     Brian Lindholm  
                          Secretary     Richard Corbett  
                          Trustee       Mark Biewald  
                          Trustee       Denise Sommerlot  
                          Trustee       Phyllis Creighton

Members absent:   Vice Pres     Fred Lechuga

Others present:    Lauren Rosenthal, Brian Wing, Jason Pinshower, Jeanne Etling,  
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                          Elizabeth Novak, Karen Werle, Bonnie Kalaway, Anders Dahlgren,  
                          Billita Jacobsen, Joe Huberty

## **Public Comment**

Bonnie Kalaway, Vice President of the Friends of the Library (FOL) updated the board on activities of FOL and reminded that a book sale is scheduled for October 15 through October 17. She informed the board that FOL continues working toward 501(c)(3) status, and reported that proper forms have been filed.

## **President's Report (Marge Skold)**

**Correspondence:** None received.

## **Trustee Liaison Reports:**

### **Physical Facilities (Phyllis Creighton)**

Update will be covered later in tonight's meeting.

### **Marketing (Denise Sommerlot)**

The library participated in Carpentersville Police Department's National Night Out which resulted in issuing 13 library cards on site.

### **Personnel (Fred Lechuga)**

Not present.

### **Community Engagement (Brian Lindholm)**

Feedback from recently held Designing Our Future community meetings will provide useful information regarding concerns of the residents of FRVPLD.

### **Secretary (Richard Corbett)**

Nothing at this time.

### **Treasurer (Brian Lindholm)**

The recent audit has been completed. Expenses are tracking below budget. All in all, FRVPLD continues to operate in good shape.

## **Director's Report (Roxane Bennett)**

### **Building Program Presentation – Library Planning Associates: Anders Dahlgren**

The study recently completed allows us to begin developing a deeper level of detail for additional space as needed at both locations, and will assist the architect in designing a building that effectively supports library operations. Manager feedback revealed the need for the library to remain "user friendly" when designing space, especially for digital/computer services. New and innovative ways of providing space for technology needs is being thoroughly researched. Any new spaces must reflect the wishes and needs of the community.

### **Building Project Calendar (Joe Huberty)**

Although Ian Lamp was unable to attend tonight's session, he supplied a proposed project calendar with key dates and decision points. This included a timeline for preparing plans and concepts for a new west side facility as well as renovations to the existing east side location. In Lamp's absence, Architect Joe Huberty discussed the timeline and answered questions. There were a series of community input sessions held at both library locations during September. At these sessions, the patrons were asked what they liked and did not like about the current library's offerings and facilities. They were also asked to view a grouping of photos showing fronts of various libraries and asked to rate them for suitability for a possible new library within our district. This same exercise was conducted with the board members at tonight's meeting. Also, a survey, including this exercise, was made available on the Library web site. It is hoped that feedback from this survey and these community input meetings will help to give input to the architect as he moves forward.

### **Freedom of Information Act (FOIA) Review (Karen Werle)**

An update of the FOIA regulations and how to comply with FOIA was presented by Karen Werle who is the library FOIA officer. She provided examples of the kinds of materials that are subject to FOIA. She reiterated that our library policy is to remain as transparent as possible in everything that we do and the records that we keep. This makes compliance with FOIA a straightforward effort.

### **Library Innovation of the Month (Lauren Rosenthal)**

In keeping with the theme of space planning needs, Rosenthal presented a video demo of an innovative robotic solution for library seating which is in development by a European furniture manufacturer.

### **Updated Organizational Chart (Director Bennett)**

A newly updated organization chart was distributed showing the addition of a new Graphic Artist position.

### **Consent Agenda**

#### **Exhibit A.1** Items included in Consent Agenda

- A.1.a Minutes from July 27 2015 Board of Trustees Meeting
- A.1.b Check/Voucher Register – AP & Payroll Complete for July 2015 totaling \$219,980.57
- A.1.c Check/Voucher Register – AP & Payroll Complete for August 2015 totaling \$220,688.56
- A.1.d Revenue Summary – All Funds Combined – Budget v Actual Revenues For July 2015
- A.1.e Revenue Summary - All Funds Combined – Budget v Actual Revenues For August 2015

- A.1.f Revenue Summary – All Funds Combined by Period
- A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses For July 2015
- A.1.h Expenditure Summary – All Funds Combined - Budget v Actual Expenses For August 2015
- A.1.i Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for July 2015
- A.1.j Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for August 2015
- A.1.k Expenditure Summary – All Funds Combined by Period
- A.1.l Balance Sheet for July 2015
- A.1.m Balance Sheet for August 2015
- A.1.n Ehlers Account Statement for July 2015
- A.1.o Ehlers Account Statement for August 2015

The Consent Agenda was presented by President Skold.

It was moved by Trustee Biewald and seconded by Trustee Sommerlot that we approve the Consent Agenda as presented. Roll Call Vote: Treasurer Lindholm – aye, Trustee Biewald – aye, Secretary Corbett – aye, Trustee Sommerlot – aye, Trustee Creighton – aye, President Skold – aye. 6 ayes, 0 nays. Motion carried.

### **Old Business**

*None*

### **New Business**

#### **Exhibit C.1 Ordinance No. 2015-06 Annual Budget and Appropriation Ordinance**

It was moved by Treasurer Lindholm and seconded by Trustee Creighton that we adopt Ordinance 2015-06 Budget and Appropriation. Roll Call Vote: Treasurer Lindholm – aye, Trustee Biewald – aye, Secretary Corbett – aye, Trustee Sommerlot – aye, Trustee Creighton – aye, President Skold – aye. 6 ayes, 0 nays. Motion carried.

#### **Exhibit C.2 Maintenance Contract Renewal – 3M Equipment**

It was moved by Trustee Creighton and seconded by Trustee Biewald that we approve annual Maintenance Agreements for 3M RFID equipment in an amount not to exceed \$37,000.

*Discussion: Director Bennett explained this is consistent with what we have been paying.*

Roll Call Vote: Treasurer Lindholm – aye, Trustee Biewald – aye, Secretary Corbett – aye, Trustee Sommerlot – aye, Trustee Creighton – aye, President Skold - aye. 6 ayes, 0 nays. Motion carried.

**Exhibit C.3     Consultant Service Agreement/Library Planning Associates – Phase 3:  
Continuing Support**

It was moved by Trustee Biewald and seconded by Treasurer Lindholm that we approve the Consultant Service Agreement with Library Planning Associates for Phase 3: Continuing Support in an amount not to exceed \$8,000.

*Discussion: Treasurer questioned what exactly was covered by this which was explained by Anders Dahlgren.*

Roll Call Vote: Treasurer Lindholm – aye, Trustee Biewald – aye, Secretary Corbett – aye, Trustee Sommerlot – aye, Trustee Creighton – aye, President Skold – aye. 6 ayes, 0 nays. Motion carried.

**Exhibit C.4     Illinois Municipal Retirement Fund (IMRF) Long Term Care**

It was moved by Trustee Biewald and seconded by Trustee Creighton that we make the IMRF endorsed Long Term Care insurance program available as an optional benefit to library employee and authorize the Director to execute the necessary paperwork.

*Discussion: President Skold pointed out that there is no cost or administrative burden to the library by opting into this program.*

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

**Board Discussion**

Secretary Corbett reminded board members of the upcoming ILA Conference in Peoria to be held October 22, 23 and 24. He indicated his intention to attend Trustee Day on October 24 and encouraged other board members to consider attending. Early Bird Registration must be made by September 21. President Skold reminded board members that expenses will be paid for attendees by the library.

The meeting was adjourned by voice vote at 8:36 pm



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Richard V. Corbett - Secretary