

**Fox River Valley Public Library District  
Board of Trustee Meeting  
February 20, 2018**

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

**MINUTES**

The meeting was called to order by President Richard Corbett at 7:00 PM. All present rose to recite the Pledge of Allegiance.

**Roll Call**

Members present:	President	Richard V. Corbett
	Vice Pres	Marge Skold
	Treasurer	Brian Lindholm
	Secretary	Phyllis Creighton
	Trustee	Fred Lechuga
	Trustee	Nikki Kuhlman
	Trustee	Mike Tennis

Members absent: none

Others present: Deputy Director Lauren Rosenthal, Jason Katsion, Jason Pinshower, Karin Nelson, Michael Lorenzetti, Elizabeth Forkan, Heather Zabski, Ken Herdeman, Pastor Dexter Ball, Jeremy DeLeon, Amanda Whalen, Karen Werle

**Public Comment**

Pastor Dexter Ball thanked the Board for its donation of furniture and bookshelves to the Fox View community, equipping meeting space that offers access to vital neighborhood resources. Ball also thanked Director Roxane Bennett and Facilities Manager Michael Lorenzetti for their effort. He noted many children who attended the Summer Lunch program at the Dundee Library signed up for library cards, and look forward to the program again this year. Fox View Manger Amanda Whalen also thanked the Board for book donations and for the Library's presence at community events.

**President's Report**

Corbett noted the annual Economic Interest Statements will soon be sent to Trustees for completion. Deputy Director Rosenthal noted Secretary of State Jesse White, who also serves as State Librarian, will be present at Dundee Library on March 1, 2018, to attend Storytime and distribute books.

**Officer Reports**

Vice President Skold – no report.

Secretary Creighton – no report.

Treasurer Lindholm reported the investment portfolio will be reviewed with Ken Herdeman of Ehlers Investment Partners, LLC. Expenditures are tracking similar to past years and well under budget.

**Trustee Liaison Reports**

Trustee Lechuga – no report.

Trustee Kuhlman noted two bylaws updates (Order of Business and Public Comment) and two policy updates (Health Benefits and Personal Leave) on the Agenda.

Trustee Tennis recapped his attendance at area board meetings and gave an overall review of issues addressed. He and Corbett attended the Illinois Library Association (ILA) Trustee Forum, and he reviewed topics discussed. Budget issues in Illinois remain an area of concern.

### **Director's Report**

#### Investment Update

Ken Herdeman of Ehlers Investments reviewed the Library's current investment portfolio, noting the strategy has been structured to maximize safety, liquidity, and yield in accordance with the Library's investment policy. Market fluctuations and recommendations for future consideration were noted.

#### Total Compensation

Rosenthal surveyed area libraries and governmental entities and found Fox River Valley Public Library District's (FRVPLD) benefit package significantly inferior to others with whom the Library competes in attracting and retaining talented staff. Proposed updates are structured to assist in encouraging staff to invest themselves into the Library and community long-term.

### **Consent Agenda**

#### **Exhibit A.1**

Items included in Consent Agenda

- A.1.a Minutes from the January 16, 2018 Board of Trustees Meeting
- A.1.b Check/Voucher Register – AP & Payroll Complete for January totaling \$270,100.59
- A.1.c Monthly Financial Report for January 2018
- A.1.d Revenue Summary – All Funds Combined – Budget v Actual Revenues for January 2018
- A.1.e Revenue Summary – All Funds Combined by Period for January 2018
- A.1.f Expenditure Summary – All Funds Combined – Budget v Actual Expenses for January 2018
- A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for January 2018
- A.1.h Expenditure Summary – All Funds Combined by Period for January 2018
- A.1.i Balance Sheet for January 2018
- A.1.j Ehlers Account Statement for January 2018

Corbett inquired if Trustees wished any of the Consent Agenda items withdrawn for separate discussion. Kuhlman requested Exhibit A.1.a be removed for discussion.

Corbett called for a motion to *APPROVE ITEMS A.1.B THROUGH A.1.J UNDER THE CONSENT AGENDA AS PRESENTED*. Moved by Tennis and seconded by Lindholm.

Roll Call Vote: Kuhlman, Tennis, Lechuga, Lindholm, Creighton, and Corbett – aye; Skold – abstain. 6 ayes, 0 nays, 1 abstain. Motion carried.

Corbett called for a motion to *APPROVE ITEM A.1.A UNDER THE CONSENT AGENDA AS PRESENTED*. Moved by Kuhlman and seconded by Lindholm.

Corbett called for discussion on Item A.1.a. Kuhlman noted an amendment was necessary to accurately reflect Kuhlman moved to nominate Lindholm for President Pro-Tem. There being no further discussion, Corbett called for a Roll Call vote to *APPROVE ITEM A.1.A UNDER THE CONSENT AGENDA AS AMENDED*.

Roll Call Vote: Kuhlman, Tennis, Lechuga, Lindholm, Creighton, and Corbett – aye; Skold – abstain. 6 ayes, 0 nays, 1 abstain. Motion carried.

#### **Unfinished Business – none**

Corbett interjected a comment that having missed the January meeting, he wished to note the cumulative annual savings recorded by the Purchasing, Acquisitions, and Tech Services department.

#### **New Business**

##### **Exhibit C.1 Bylaws Update – Order of Business and Public Comment**

Corbett called for a motion to *APPROVE BYLAWS UPDATES TO ORDER OF BUSINESS AND PUBLIC COMMENT*. Moved by Skold and seconded by Kuhlman.

Corbett opened the item for discussion. Kuhlman pointed out the update to Order of Business was changing the term Old Business to Unfinished Business. Discussion on signing in to speak before the Board ensued; Skold moved to *AMEND THE PROPOSED UPDATE IN PART, TO READ “THE BOARD, RECOGNIZING ITS RESPONSIBILITIES TO CONDUCT BUSINESS IN AN ORDERLY AND EFFICIENT MANNER, REQUIRES THAT ANYONE WISHING TO ADDRESS THE BOARD SIGN IN ON THE PUBLIC COMMENT SHEET PRIOR TO THE START OF THE MEETING BY NAME.”* Kuhlman seconded. Corbett then called for discussion on the amended motion and asked if there were further questions or comments. Hearing none, he called for a roll call vote *APPROVE THE PROPOSED AMENDMENT TO THE PUBLIC COMMENT UPDATE*.

Roll Call Vote: Kuhlman and Skold – aye; Tennis, Lechuga, Lindholm, Creighton, and Corbett – nay. 2 ayes, 5 nays; motion failed.

Corbett then inquired if there was further discussion on the original motion. Hearing none, he called for a roll call vote.

Roll Call Vote: Tennis, Lechuga, Lindholm, Creighton, and Corbett– aye; Skold and Kuhlman– nay. 5 ayes, 2 nays. Motion carried.

##### **Exhibit C.2 Total Compensation – Discussion only**

Corbett opened Total Compensation for discussion. Rosenthal noted the Personal Leave update would be effective soon after passage; the Health update is for 2019.

##### **Exhibit C.3 Policy Update – Health Benefits**

Corbett called for a motion to *APPROVE POLICY UPDATE – HEALTH BENEFITS*. Moved by Lindholm and seconded by Tennis; under the proposal the Library (Employer) would pay 90% of the lowest-cost plan offered for individual coverage. The Library would also pay 25% of the lowest-cost plan offered for additional family coverage. Corbett then called for discussion. Comments on percentages and comparisons to other entities ensued. There being no further discussion, Corbett called for a motion to *TABLE THE POLICY UPDATE – HEALTH BENEFITS* for the March meeting. Moved by Lechuga, seconded by Tennis. Motion to Table carried by unanimous voice vote.

#### **Exhibit C.4 Policy Update – Personal Leave**

Corbett called for a motion to *APPROVE POLICY UPDATE – PERSONAL LEAVE*. Moved by Kuhlman and seconded by Lindholm; under the proposal full-time employees would be entitled to 24 hours personal leave annually, increased from the present 8 hours. Part-time benefited employees would be entitled to 12 hours personal leave annually, increased from the present 4 hours. Corbett then called for discussion. Comments on use of personal and sick time followed. There being no further discussion, Corbett called for a motion to *TABLE THE POLICY UPDATE – PERSONAL LEAVE* for the March meeting. Moved by Skold, seconded by Kuhlman. Motion to Table carried by unanimous voice vote.

#### **Exhibit C.5 Comprehensive Annual Financial Report (CAFR) Contract – Lauterbach and Amen, LLC.**

Corbett called for a motion to *AUTHORIZE THE DIRECTOR TO ENTER INTO A FIVE-YEAR CONTRACT WITH LAUTERBACH AND AMEN, LLC FOR COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR FY1718 THROUGH FY2122. COST FOR FY1718 WILL BE \$8,200 WITH ANNUAL INCREASES OF \$175 IN YEARS 2 THROUGH 5*. Moved by Skold and seconded by Lindholm.

Corbett called for discussion. Rosenthal noted several proposals were sought and FRVPLD's current auditor, Lauterbach and Amen, furnished a very reasonable proposal. Discussion on a shorter contract term ensued. Tennis moved to amend the motion to *AUTHORIZE THE DIRECTOR TO ENTER INTO A FOUR-YEAR CONTRACT WITH LAUTERBACH AND AMEN, LLC*. Corbett called for a second to the motion. There being none, motion failed.

He inquired if there was further discussion on the original motion. Rosenthal noted their responsiveness to questions is exemplary. Tennis suggested additional auditors to include in future Requests for Proposals. Discussion concluded; Corbett called for a Roll Call vote.

Roll Call Vote: Kuhlman, Tennis, Lechuga, Lindholm, Creighton, Skold, and Corbett – aye. 7 ayes, 0 nays. Motion carried.

#### **Board Discussion / Future Agenda Items**

Trustees reached consensus on April 7, 2018 for a special meeting to discuss future planning options for the Library District. Details will be forthcoming at the March meeting.

#### **Executive Session**

Corbett announced there will be an Executive Session in accordance with 5 ILCS 120/2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity; and also with 5 ILCS 120/2(c)(21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06

He stated business will be conducted as respects Exhibit C.6 Director's Employment Agreement Renewal effective February 1, 2018 upon returning to open session.

No other business was discussed and Corbett called for a motion to *ADJOURN TO EXECUTIVE SESSION*. Moved by Skold and seconded by Tennis, the meeting was adjourned by unanimous voice vote at 9:29 PM.

#### **Return to Open Session**

Corbett called the meeting back into open session at 10:15 PM.

**Roll Call**

Members present:	President	Richard V. Corbett
	Vice Pres	Marge Skold
	Treasurer	Brian Lindholm
	Secretary	Phyllis Creighton
	Trustee	Fred Lechuga
	Trustee	Nikki Kuhlman
	Trustee	Mike Tennis

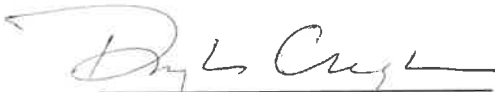
Members absent: none

**Exhibit C.6 Director's Employment Agreement Renewal Effective February 1, 2018**

Corbett called for a motion to *APPROVE RENEWAL OF THE DIRECTOR'S EMPLOYMENT AGREEMENT EFFECTIVE FEBRUARY 1, 2018 AT A BASE SALARY OF \$118,500.00*. Moved by Skold and seconded by Kuhlman. Corbett enquired if there was any further discussion. There being none, he called for a roll call vote.

Roll Call Vote: Kuhlman, Tennis, Lechuga, Lindholm, Creighton, Skold, and Corbett – aye. 7 ayes, 0 nays.  
Motion carried.

No other business was discussed and Corbett called for a motion to *ADJOURN*. Moved by Skold and seconded by Lindholm, the meeting was adjourned by unanimous voice vote at 10:16 PM.



Phyllis Creighton, Secretary

