

**Fox River Valley Public Library District  
Board of Trustees Meeting**

**MINUTES**

**July 25, 2017**

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

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 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: Director Roxane Bennett, Deputy Director Lauren Rosenthal, Jason Pinshower, Michael Lorenzetti, Karin Nelson, Heather Zabski, Elizabeth Novak, Carolyn Friedlund, Karen Werle

**Public Comment**

None

**President's Report**

President Corbett noted the next Board meeting will be held September 19, 2017, and there would be no Board meeting in August. He outlined updates to the semi-annual closed session Minutes review and destruction of recordings protocol, designed to increase clarity on the meeting Agenda. There was no correspondence.

**Officer Reports**

Vice President Skold noted that several staffing changes had occurred, including the retirement of Kathy Shrum, who served in various capacities at FRVPLD over a span of 27 years.

Treasurer Brian Lindholm reported the District continues to operate below budget. Fiscal Year 2016/17 finished spending just 84% of the working budget, consistent with previous years and demonstrating good fiscal management.

**Trustee Liaison Reports**

Trustee Nikki Kuhlman reported a Library Policies review is underway, and updates will be forthcoming for Board approval.

## **Director's Report**

Director Roxane Bennett presented the District's award from United Way, in appreciation of staff response to the first Giving Campaign implemented at FRVPLD. Bennett stated that United Way asked permission to share our Giving Campaign video with other employers.

### **Library Innovation of the Month**

Karin Nelson, Purchasing, Acquisitions, and Technology Services Manager, reported on her process for ensuring FRVPLD receives the best pricing on purchases. Nelson saved the District approximately \$33,000.00 in the fiscal year recently concluded on June 30, 2017.

### **Tentative Budget and Appropriation Ordinance**

Deputy Director Lauren Rosenthal presented an overview of the Fiscal Year 2017/18 Budget Process. She detailed fund lines and explained how estimates were calculated.

### **Illinois Public Library Annual Report (IPLAR)**

Rosenthal explained the purpose of the IPLAR report and the comparative information it collects on library funding, operations and facilities. Completion of this report enables FRVPLD to receive annual Per Capita Grant funding; last year's grant amounted to \$55,000.00.

President Corbett noted the Secretary's Audit of Board Meeting Minutes was completed; all documents are in order.

### **Summer Reading Update**

Children's Services Manager Elizabeth Novak reported on participation in this year's Summer Reading Program. She compared signups with those in previous years and highlighted the increase in all three reading groups – Children, Teen, and Adult.

### **Summer Lunch Program Update**

Deputy Director Lauren Rosenthal reported that the program, now in its 8<sup>th</sup> week, has served over 1800 children. The program ends on August 14 as D300 begins classes the following day.

### **Volunteer Update**

Director Bennett reported that volunteers donated 1008.75 hours of their time in June .

## **Consent Agenda**

- Exhibit A.1**
- A.1.a Minutes from the June 20, 2017 Board of Trustees Meeting**
- A.1.b Check/Voucher Register – AP & Payroll Complete for June 2017 totaling \$218,985.21**
- A.1.c Monthly Financial Report for June 2016**
- A.1.d Revenue Summary – All Funds Combined – Budget v Actual Revenues**
- A.1.e Revenue Summary – All Funds Combined by Period**
- A.1.f Expenditure Summary – All Funds Combined – Budget v Actual Expenses**
- A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location**
- A.1.h Expenditure Summary – All Funds Combined by Period**
- A.1.i Balance Sheet for June 2017**
- A.1.j Ehlers Account Statement for June 2017**

President Corbett inquired if Trustees wished any of the Consent Agenda items withdrawn for separate discussion. Hearing none, Corbett called for a motion to *APPROVE ITEMS A.1.A THROUGH A.1.J UNDER THE CONSENT AGENDA AS PRESENTED*. Moved by Treasurer Lindholm and seconded by Trustee Tennis.

Roll Call Vote: Trustee Kuhlman – aye; Trustee Tennis– aye; Trustee Lechuga – aye; Treasurer Lindholm – aye; Secretary Creighton – aye; Vice President Skold - aye; President Corbett – aye. 7 ayes, 0 nays.  
Motion carried.

## **Old Business**

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

President Corbett called for a motion to *APPROVE THE FUND BALANCE POLICY UPDATE AS PRESENTED*. Moved by Trustee Kuhlman and seconded by Trustee Tennis. Corbett called for discussion; there being none, he called for the vote.

Roll Call Vote: Trustee Kuhlman – aye; Trustee Tennis– aye; Trustee Lechuga – aye; Treasurer Lindholm – aye; Secretary Creighton – aye; Vice President Skold - aye; President Corbett – aye. 7 ayes, 0 nays.  
Motion carried.

## **New Business**

### **Exhibit C.1 Ordinance 2017-09 Tentative Budget and Appropriation Ordinance**

President Corbett called for a motion to *APPROVE ORDINANCE 2017-09 TENTATIVE BUDGET AND APPROPRIATION ORDINANCE AS PRESENTED*. Moved by Vice President Skold and seconded by Trustee Kuhlman.

Corbett called for discussion. Trustee Tennis introduced an amended motion and moved to Amend the Proposed Budget and Appropriation Ordinance 2017-09 by Reducing the Proposed Appropriation by \$207,000.00 to \$3,473,558.00. Corbett noted the motion and asked for a second to the motion. It was seconded by Vice President Skold.

Discussion on the amended motion ensued. Skold noted the Board sets the Appropriation legal limits to accommodate any unexpected revenues or expenditures. Tennis stated the proposed amendment would narrow the differential between FY1617 spending and FY1718 appropriation. Skold pointed out budgeting is based on covering all contingencies to ensure peak operation. The Board encourages good fiscal stewardship, and unspent funding is placed in the Special Reserve Fund for facility expenses. President Corbett noted if the library sought to spend over the working budget limit they would be required to appear before the Board for approval. Trustee Kuhlman noted the district has been under budget for several years. Treasurer Lindholm inquired about a contingency supporting the Appropriation limit. Director Bennett noted the Appropriation Ordinance as presented provides the Board with flexibility if there is a need to exceed the working budget later in the fiscal year.

Corbett called for any other comments. There being none, he requested Tennis re-state the amended motion for a vote. Amended motion as stated by Tennis is Proposed Amendment to the Proposed Ordinance Reducing the Proposed Appropriation by \$207,000.00 for the General Corporate Fund to \$3,473,558.00.

Roll Call Vote: Trustee Kuhlman – nay; Trustee Tennis– aye; Trustee Lechuga – nay; Treasurer Lindholm – aye; Secretary Creighton – nay; Vice President Skold - nay; President Corbett – nay. 2 ayes, 5 nays.  
Amended motion failed.

Corbett inquired if there was any other discussion. There being none, he called a vote on the original motion.

Roll Call Vote: Trustee Kuhlman – aye; Trustee Tennis– nay; Trustee Lechuga – aye; Treasurer Lindholm – aye; Secretary Creighton – aye; Vice President Skold - aye; President Corbett – aye. 6 ayes, 1 nay.  
Motion carried.

President Corbett announced the Budget and Appropriation Hearing will be held on Tuesday, September 19, 2017, at 7:00 p.m. in the Dundee Library Meeting Room prior to the regular Board of Trustees Meeting.

**Exhibit C.2 Illinois Public Library Annual Report – IPLAR**

President Corbett called for a motion to *APPROVE THE ILLINOIS PUBLIC LIBRARY ANNUAL REPORT AS PRESENTED*. It was so moved by Trustee Kuhlman and seconded by Vice President Skold.

Minor edits were reviewed and will be inserted prior to submission to the State. There being no further discussion, Corbett called for a vote.

Roll Call Vote: Trustee Kuhlman – aye; Trustee Tennis– aye; Trustee Lechuga – aye; Treasurer Lindholm – aye; Secretary Creighton – aye; Vice President Skold - aye; President Corbett – aye. 7 ayes, 0 nays.  
Motion carried.

**Exhibit C.3 North Suburban Digital Consortium/OverDrive Contract Renewal**

President Corbett called for a motion to *AUTHORIZE THE DIRECTOR TO RENEW THE CONTRACT WITH THE NORTH SUBURBAN DIGITAL CONSORTIUM FOR ANNUAL COLLECTION ASSESSMENT TO PURCHASE DIGITAL CONTENT AND HOSTING, AT A COST NOT TO EXCEED \$11,500.00*. It was so moved by Vice President Skold and seconded by Trustee Tennis.

Corbett called for discussion. Vice President Skold inquired about the new app associated with OverDrive. Digital Services Manager Jason Pinshower explained the new app, Libby, is much easier to use. During the transition, both OverDrive and Libby apps will be available; eventually phasing out the OverDrive app.

Corbett inquired if there was any other discussion. There being none, he called for the vote.

Roll Call Vote: Trustee Kuhlman – aye; Trustee Tennis– aye; Trustee Lechuga – aye; Treasurer Lindholm – aye; Secretary Creighton – aye; Vice President Skold - aye; President Corbett – aye. 7 ayes, 0 nays.  
Motion carried.

**Board Discussion**

Corbett inquired if there were any other questions or suggestions Trustees had for future meetings. Vice President Skold requested consideration of a minor change to meeting setup.

No other business was discussed and President Corbett called for a motion to adjourn the meeting. Motion so moved by Treasurer Lindholm and seconded by Trustee Tennis; the meeting was adjourned by unanimous voice vote at 8:40 p.m.

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Phyllis Creighton, Secretary