

**Fox River Valley Public Library District
Board of Trustee Meeting
November 14, 2017**

**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 Corbett
	Vice Pres	Marge Skold
	Treasurer	Brian Lindholm
	Secretary	Phyllis Creighton
	Trustee	Nikki Kuhlman
	Trustee	Mike Tennis

Members absent: Trustee Fred Lechuga

Others present: Deputy Director Lauren Rosenthal, Jason Katsion, Jason Pinshower, Karin Nelson, Michael Lorenzetti, Elizabeth Forkan, Heather Zabski, Carolyn Friedlund, Richard Pawlicki, Karen Werle

President Corbett called for a motion to *ADJOURN TO THE TAX LEVY HEARING*. Moved by Vice President Skold and seconded by Trustee Tennis, motion passed on unanimous voice vote.

President Corbett called the Board meeting back into session at 7:07 PM.

Roll Call

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

Members absent: Trustee Fred Lechuga

Others present: Deputy Director Lauren Rosenthal, Jason Katsion, Jason Pinshower, Karin Nelson, Michael Lorenzetti, Elizabeth Forkan, Heather Zabski, Carolyn Friedlund, Richard Pawlicki, Karen Werle

Public Comment

None

President's Report

President Corbett noted there was no correspondence.

Officer Reports

Vice President Skold noted planning had begun for personnel in 2019.

Secretary Phyllis Creighton – no report.

Treasurer Brian Lindholm reported on his meeting with Deputy Director Rosenthal and Ken Herdeman of Ehlers Investment Partners. Herdeman will present an investment update at the January 2018 Board meeting.

Trustee Liaison Reports

Trustee Nikki Kuhlman advised there will be a third reading of a policy update in the Unfinished Business portion of the meeting.

Trustee Mike Tennis recapped his attendance at the Dundee Township and Sleepy Hollow board meetings.

Director's Report

Deputy Director Rosenthal reviewed the 2018 Per Capita Grant application, set to be addressed under New Business later in the meeting.

Per Capita Grant Requirement

Account Services Manager Heather Zabski reviewed Literacy Services provided by the Illinois State Library (ISL) as part of the eligibility requirements for the 2018 Per Capita Grant. She also outlined programs and services Fox River Valley Public Library District has implemented to support ISLs initiative.

Library Innovation of the Month

Randall Oaks Supervisor Jason Katsion provided an overview of the computer programs, classes, and maker-space concepts FRVPLD has planned for Corner 68, a new flexible programming space scheduled to open at the Dundee Library in January 2018. The space is made possible through creative repurposing of the former Information Services staff workroom.

FRVPLD will host an open house on Saturday, February 17, 2018 to introduce Corner 68 to the community.

President Corbett called for any comments on the Department Reports. Treasurer Lindholm noted circulation statistics have increased. Corbett noted the savings generated through the purchasing oversight of Purchasing, Acquisitions, and Technology Manager Karin Nelson.

Consent Agenda

- Exhibit A.1** Items included in Consent Agenda
- A.1.a Minutes from October 17, 2017 Board of Trustees Meeting
 - A.1.b Check/Voucher Register – AP & Payroll Complete for October 2017 totaling \$240,255.88
 - A.1.c Monthly Financial Report for October 2017
 - A.1.d Revenue Summary – All Funds Combined – Budget v Actual Revenues for October 2017
 - A.1.e Revenue Summary – All Funds Combined by Period for October 2017
 - A.1.f Expenditure Summary – All Funds Combined – Budget v Actual Expenses for October 2017

- A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for October 2017
- A.1.h Expenditure Summary – All Funds Combined by Period for October 2017
- A.1.i Balance Sheet for October 2017
- A.1.j Ehlers Account Statement for October 2017
- A.1.k Ordinance 2017-13 Library Holiday Closings for 2018

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.K UNDER THE CONSENT AGENDA AS PRESENTED*. So moved by Trustee Tennis and seconded by Trustee Kuhlman.

Roll Call Vote: Trustee Kuhlman – aye, Trustee Tennis – aye, Trustee Lechuga – absent, Treasurer Lindholm – aye, Secretary Creighton – aye, Vice President Skold – aye, President Corbett – aye. 6 ayes, 0 nays, 1 absent. Motion carried.

Unfinished Business

Exhibit B.1 Materials Selection Policy – Third Reading

President Corbett called for a motion to *TAKE FROM THE TABLE THE MOTION TO APPROVE THE MATERIALS SELECTION POLICY*. Moved by Vice President Skold and seconded by Treasurer Lindholm. Corbett then called for a motion to *APPROVE THE MATERIALS SELECTION POLICY – THIRD READING*. Moved by Trustee Tennis and seconded by Vice President Skold.

President Corbett asked for comments; Trustee Kuhlman noted Trustee input from the last Board meeting was incorporated into the third reading.

Corbett inquired if there were further questions or comments. Hearing none, motion carried on unanimous voice vote.

New Business

Exhibit C.1 Ordinance 2017-14 Tax Levy

President Corbett called for a motion to *ADOPT ORDINANCE 2017-14 LEVYING TAXES FOR FY 2017-2018*. Moved by Treasurer Lindholm and seconded by Trustee Kuhlman

Deputy Director Rosenthal explained the \$3,763,919 levy is based on the percentage of tax dollars used to fund the appropriation passed in September. Property taxes on existing property in the aggregate will not increase more than the current consumer price index rate of 2.1%. The remainder of the increase will be borne by new construction within the district to the extent permitted by law.

Treasurer Lindholm noted the amount for an individual homeowner is dependent on their Equalized Assessed Value (EAV). Skold pointed out if the levy were not high enough the Library could lose new construction revenue.

Trustee Tennis introduced an amendment to the motion to *CHANGE THE ORDINANCE, REDUCING THE AMOUNT TO \$3,350,000*.

President Corbett inquired if there was a second to the amended motion. Hearing none, the motion failed.

Corbett asked if there were further questions or comments. Hearing none, he called for a roll call vote on the motion to *ADOPT ORDINANCE 2017-14 LEVYING TAXES FOR FY 2017-2018*.

Roll Call Vote: Trustee Kuhlman – aye, Trustee Tennis – nay, Trustee Lechuga – absent, Treasurer Lindholm – aye, Secretary Creighton – aye, Vice President Skold – aye, President Corbett – aye. 5 ayes, 1 nay, 1 absent. Motion carried.

Exhibit C.2 Ordinance 2017-15 Amending Purpose of Capital Projects / Special Reserve Fund
President Corbett called for a motion to *ADOPT ORDINANCE 2017-15 AMENDING PURPOSE OF CAPITAL PROJECTS/SPECIAL RESERVE FUND*. Moved by Vice President Skold and seconded by Trustee Tennis.

Deputy Director Rosenthal explained the recently passed Capital Replacement Schedule allows FRVPLD to estimate when routine capital project expenditures will occur. Ordinance 2017-15 clarifies that the Special Reserve Fund is intended to be used for these anticipated replacements in addition to previously approved uses. There are no other changes.

Corbett inquired if there were any questions or comments. Hearing none, he called for a roll call vote.

Roll Call Vote: Trustee Kuhlman – aye, Trustee Tennis – aye, Trustee Lechuga – absent, Treasurer Lindholm – aye, Secretary Creighton – aye, Vice President Skold – aye, President Corbett – aye. 6 ayes, 0 nays, 1 absent. Motion carried.

Exhibit C.3 Ordinance 2017-16 Transferring Funds to Special Reserve Fund
President Corbett called for a motion to *ADOPT ORDINANCE 2017-16 TRANSFERRING FUNDS TO THE SPECIAL RESERVE FUND*. Moved by Trustee Kuhlman and seconded by Trustee Tennis.

Deputy Director Rosenthal stated the Capital Replacement Plan calls for \$163,895 to be set aside this year for repairs or replacement of building components and equipment based upon their useful lives. This amount will be transferred into the Special Reserve Fund, from which such expenditures can be made as they are needed.

President Corbett inquired if there were further questions or comments. Hearing none, he called for a roll call vote.

Roll Call Vote: Trustee Kuhlman – aye, Trustee Tennis – aye, Trustee Lechuga – absent, Treasurer Lindholm – aye, Secretary Creighton – aye, Vice President Skold – aye, President Corbett – aye. 6 ayes, 0 nays, 1 absent. Motion carried.

Exhibit C.4 Annual Treasurer's Report
President Corbett called for a motion to *APPROVE THE ANNUAL TREASURER'S REPORT*. Moved by Treasurer Lindholm and seconded by Vice President Skold.

Lindholm noted the Public Funds Statement Publication Act (30 ILCS 15/1 et seq.) requires the Treasurer to prepare and file an Annual Statement of Receipts and Disbursements, commonly known as the Annual Treasurer's Report. The report summarizes the fiscal year revenue and expenditures of the Library District.

President Corbett inquired if there were further questions or comments. Hearing none, he called for a roll call vote.

Roll Call Vote: Trustee Kuhlman – aye, Trustee Tennis – aye, Trustee Lechuga – absent, Treasurer Lindholm – aye, Secretary Creighton – aye, Vice President Skold – aye, President Corbett – aye. 6 ayes, 0 nays, 1 absent. Motion carried.

Exhibit C.5 Per Capita Grant Application

President Corbett called for a motion to *APPROVE THE PER CAPITA GRANT APPLICATION*. Moved by Vice President Skold and seconded by Trustee Kuhlman .

A grant allocation of up to \$1.25 per capita is available to public libraries that comply with the criteria and application deadline each year. The actual allocation received depends upon the amount appropriated by the State Legislature each year.

President Corbett inquired if there were any questions or comments. Hearing none, he called for a roll call vote.

Roll Call Vote: Trustee Kuhlman – aye, Trustee Tennis – aye, Trustee Lechuga – absent, Treasurer Lindholm – aye, Secretary Creighton – aye, Vice President Skold – aye, President Corbett – aye. 6 ayes, 0 nays, 1 absent. Motion carried.

Exhibit C.6 Meeting Room Policy Update – First Reading

President Corbett called for a motion to *APPROVE THE MEETING ROOM POLICY UPDATE – FIRST READING*. Moved by Trustee Kuhlman and seconded by Treasurer Lindholm.

Trustee Kuhlman pointed out the previous policy had been too brief in order to clearly state the parameters by which the Library’s meeting space can be rented. In language vetted by the District’s attorney, the space is defined as a limited public forum, and states guidelines for eligibility.

President Corbett opened the first reading for discussion. Trustees discussed edits to the draft policy update for the second reading at the January, 2018 Board meeting.

President Corbett inquired if there were any further questions or comments. Hearing none, he called for a *MOTION TO LAY ON THE TABLE THE MEETING ROOM POLICY UPDATE*. Moved by Vice President Skold; seconded by Treasurer Lindholm. Motion carried by unanimous voice vote.

President Corbett stated he would like to move Board Discussion on the December Board meeting to after the Executive Session. Trustee Tennis moved to *AMEND THE AGENDA TO MOVE BOARD DISCUSSION ON THE DECEMBER MEETING TO AFTER EXECUTIVE SESSION*, seconded by Trustee Kuhlman and approved by unanimous voice vote.

Executive Session

Corbett announced the Board would be going into Executive Session in accordance with 5 ILCS 120/2(c)(1) 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.

The library will conduct business upon returning to open meeting.

No other business was discussed and President Corbett called for a motion to *ADJOURN TO EXECUTIVE SESSION*. Moved by Vice President Skold and seconded by Trustee Tennis, the meeting was adjourned by unanimous voice vote at 8:17 PM.

The meeting was called back into open session by President Richard Corbett at 9:10 PM.

Roll Call

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

Members absent: Trustee Fred Lechuga

Others present: Deputy Director Lauren Rosenthal

Board Discussion

It was announced the Library Board of Trustees will not meet in December. Notice will be published in the local newspaper and posted at both libraries and on the website. The next regularly scheduled meeting will be on January 16, 2018, in the meeting room at the Dundee Library; 7:00 PM.

No other business was discussed and President Corbett called for a motion to *ADJOURN*. Moved by Treasurer Lindholm and seconded by Trustee Kuhlman, the meeting was adjourned by unanimous voice vote at 9:15 PM.



Phyllis Creighton, Secretary