

**Fox River Valley Public Library District
Board of Trustee Meeting
March 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
	Secretary	Phyllis Creighton
	Trustee	Fred Lechuga
	Trustee	Nikki Kuhlman
	Trustee	Mike Tennis

Members absent: Treasurer Brian Lindholm

Others present: Director Roxane Bennett, Deputy Director Lauren Rosenthal, Jason Katsion, Jason Pinshower, Karin Nelson, Michael Lorenzetti, Elizabeth Forkan, Karen Werle

Public Comment

There was no public comment.

President's Report

Corbett notified Trustees Kane County will be emailing their Economic Interest Statements by the end of March. He recapped a recent visit by Secretary of State and Illinois State Librarian Jesse White, who distributed children's books during storytime. He also highlighted the Library's participation in the March 10, 2017 St. Patrick's Day parade, and introduced a short film that captured the Library's popular book cart drill team. It was noted a tax objection has been filed by several land owners within our taxing district against local governmental entities including the Fox River Valley Public Library District (FRVPLD); seeking information on compliance with the tax levy process in 2016. An agenda timeline for an upcoming Committee of the Whole meeting to discuss future planning was reviewed. Corbett gave brief comments on the facilitator's qualifications; notification will be published in accordance with statutes governing the process.

Officer Reports

Skold advised the planned executive session under 5 ILCS 120/2(c)(1) will not be held. She met with Administration to complete the three year review of salaries and endorses the findings; will have further comments on Personal Leave when the exhibit is opened for discussion.

Secretary Creighton – no report.

Treasurer Lindholm – absent, no report.

Trustee Liaison Reports

Trustee Lechuga reported additional security cameras have been installed outside the facility, allowing for a full view of activity around the perimeter of the building.

Trustee Kuhlman noted two policy updates (Health Benefits and Personal Leave) on the Agenda.

Trustee Tennis referenced his previously submitted report, and is available to answer any questions.

Trustee Lechuga inquired about posting requirements for the Board meeting agenda. Director Bennett advised posting is in advance of the 48 hour statutory requirement, both on the Library website and in the Dundee Library. Additionally, the Library emails Agendas to the Daily Herald.

Director's Report

Bennett announced an upcoming Illinois Municipal Retirement Fund (IMRF) rate meeting in Rockford on April 25th and invited interested Trustees to attend. Prior year earnings, annual rates, and funding status are discussed. Bennett noted IMRF is 97% funded on a market basis. Adult and Teen Services Manager Pinshower and Deputy Director Rosenthal are working with Aunt Martha's Community Health Center to offer school physicals to children during the upcoming Summer Lunch program. Kuhlman noted the claim settlement received from a class action suit over Liquid Crystal Display price fixing, remarking the past record-keeping of Purchasing, Acquisitions, and Tech Services Manager Nelson made it possible. Skold commented cumulative monthly savings are a District-wide effort also tracked by Nelson.

CCS Migration Update

Bennett gave a brief history of Cooperative Computer Services (CCS), an intergovernmental instrumentality to which FRVPLD belongs. CCS manages the joint catalog software which provides patron access to materials from the collections of all 24 member libraries. She detailed benefits of membership and her efforts to maximize fiscal benefits for the District. CCS is migrating to a new software platform which will improve the library patron experience. Library staff participated in the yearlong implementation process, and in configuring and testing to prepare for a seamless migration which will "go live" on April 17, 2018. Costs for the migration were fully funded by CCS reserves. The project is coming in under budget.

Consent Agenda

- Exhibit A.1** Items included in Consent Agenda
- A.1.a Minutes from the February 20, 2018 Board of Trustees Meeting
 - A.1.b Check/Voucher Register – AP & Payroll Complete for January totaling \$226,080.24
 - A.1.c Monthly Financial Report for February 2018
 - A.1.d Revenue Summary – All Funds Combined – Budget v Actual Revenues for February 2018
 - A.1.e Revenue Summary – All Funds Combined by Period for February 2018
 - A.1.f Expenditure Summary – All Funds Combined – Budget v Actual Expenses for February 2018
 - A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for February 2018
 - A.1.h Expenditure Summary – All Funds Combined by Period for February 2018
 - A.1.i Balance Sheet for February 2018
 - A.1.j Ehlers Account Statement for February 2018

Corbett inquired if Trustees wished any of the Consent Agenda items withdrawn for separate discussion. Hearing none, he called for a motion to *APPROVE ITEMS A.1.A THROUGH A.1.J UNDER THE CONSENT*

AGENDA AS PRESENTED. Moved by Skold and seconded by Kuhlman. Corbett opened the floor to discussion. Hearing none, he called for a roll call vote.

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

Unfinished Business – Exhibit B.1 Policy Update – Health Benefits

Corbett called for a motion to *TAKE FROM THE TABLE APPROVE THE POLICY UPDATE FOR HEALTH BENEFITS.* Moved by Kuhlman and seconded by Skold. Corbett opened the floor for discussion.

Percentages for employee and dependent coverage were discussed. Tennis proposed a motion to amend the policy language to read, in part, *THE LIBRARY PAYS 75% OF THE LOWEST COST PLAN OFFERED FOR INDIVIDUAL COVERAGE AND THE EMPLOYEE PAYS 25%, AND AS A SUBSET, THE LIBRARY PAYS 25% OF THE LOWEST COST PLAN OFFERED FOR ADDITIONAL FAMILY COVERAGE AND THE EMPLOYEE PAYS 75%.* Corbett clarified the amended motion is split in two, the first one being *THE LIBRARY PAYS FOR 75% OF THE LOWEST COST PLAN FOR THE EMPLOYEE AND THE EMPLOYEE PAYING 25%;* the second being *THE LIBRARY PAYS 25% OF THE LOWEST COST PLAN FOR ADDITIONAL FAMILY COVERAGE, WITH THE EMPLOYEE PAYING 75%.* There was no second, motion failed.

Corbett then called for any further discussion on the original motion to *ADOPT THE POLICY UPDATE FOR HEALTH BENEFITS.* Skold recommended adding the word ‘same’ to policy language for clarity; it was agreed policy language will read, in part, *THE LIBRARY (EMPLOYER) PAYS 90% OF THE LOWEST-COST PLAN OFFERED FOR INDIVIDUAL COVERAGE AND THE EMPLOYEE PAYS 10%. THE LIBRARY PAYS 25% OF THE SAME LOWEST COST PLAN OFFERED FOR ADDITIONAL FAMILY COVERAGE AND THE EMPLOYEE PAYS 75% OF THE ADDITIONAL COST.* There being no further discussion, Corbett called for a roll call vote on the original motion.

Roll Call Vote: Kuhlman, Lechuga, Creighton, Skold, and Corbett – aye; Tennis – nay; Lindholm – absent. 5 ayes, 1 nay, 1 absent. Motion carried.

Unfinished Business – Exhibit B.1 Policy Update –Personal Leave

Corbett called for a motion to *TAKE FROM THE TABLE APPROVE THE POLICY UPDATE FOR PERSONAL LEAVE.* Moved by Kuhlman and seconded by Lechuga. Motion opened for discussion, Skold proposed an amendment to the policy language to read *ALL FULL-TIME AND BENEFITTED PART-TIME EMPLOYEES EARN PERSONAL LEAVE AFTER 6 MONTHS OF EMPLOYMENT AND ANNUALLY THEREAFTER ON THEIR ANNIVERSARY DATE. FULL TIME EXEMPT EMPLOYEES ARE ENTITLED TO 3 DAYS PERSONAL LEAVE WITH PAY. FULL TIME NONEXEMPT EMPLOYEES ARE ENTITLED TO 16 HOURS PERSONAL LEAVE WITH PAY. PART TIME NONEXEMPT BENEFITTED EMPLOYEES ARE ENTITLED TO 8 HOURS PERSONAL LEAVE WITH PAY. IF NOT TAKEN WITHIN THE ANNIVERSARY YEAR, THE PERSONAL LEAVE WILL ACCRUE TO THE EMPLOYEE’S SICK LEAVE BANK. UPON TERMINATION OF EMPLOYMENT, UNUSED PERSONAL LEAVE TIME IS FORFEITED.* Seconded by Kuhlman. Corbett called for discussion on the amendment.

Discussion on leave amounts ensued. Tennis suggested leave time be consolidated into one Paid Time Off category for flexibility. There was no further discussion; Corbett called for a vote on the proposed policy amendment.

Roll Call Vote: Skold – aye; Kuhlman, Tennis, Lechuga, Creighton, and Corbett – nay; Lindholm – absent. 1 aye, 5 nays, 1 absent. Motion failed.

Corbett then called for discussion on the original motion. Kuhlman made a motion to amend the policy language to read *ALL FULL-TIME AND BENEFITTED PART-TIME EMPLOYEES EARN PERSONAL LEAVE AFTER 6 MONTHS OF EMPLOYMENT AND ANNUALLY THEREAFTER ON THEIR ANNIVERSARY DATE. FULL*

TIME EXEMPT EMPLOYEES ARE ENTITLED TO 3 DAYS PERSONAL LEAVE WITH PAY. FULL TIME NONEXEMPT EMPLOYEES ARE ENTITLED TO 24 HOURS PERSONAL LEAVE WITH PAY. PART TIME NONEXEMPT BENEFITTED EMPLOYEES ARE ENTITLED TO 8 HOURS PERSONAL LEAVE WITH PAY. IF NOT TAKEN WITHIN THE ANNIVERSARY YEAR, THE PERSONAL LEAVE WILL ACCRUE TO THE EMPLOYEE'S SICK LEAVE BANK. UPON TERMINATION OF EMPLOYMENT, UNUSED PERSONAL LEAVE TIME IS FORFEITED.

Seconded by Lechuga. Corbett asked if there was any further discussion. There being none, he called for a roll call vote.

Roll Call Vote: Kuhlman, Lechuga, Creighton, Skold, and Corbett – aye; Tennis – nay; Lindholm – absent. 5 ayes, 1 nay, 1 absent. Motion carried.

New Business

Exhibit C.1 Salary Scale

Corbett called for a motion to *APPROVE THE PROPOSED SALARY SCALE EFFECTIVE FISCAL YEARS 18/19 THROUGH 20/21.*” Moved by Kuhlman and seconded by Lechuga.

Corbett opened the item for discussion. Rosenthal explained Board policy dictates every three years the salary scale is revisited to ensure FRVPLD's salary scale is competitive with libraries similar in population served and budget range. Recommendations were presented. Discussion ensued on compensation rates and categories of employment. There being no further discussion Corbett called for a roll call vote.

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

Exhibit C.2 Report of the Closed Session Minutes Review and Destruction of Audio Recordings made on or before July 19, 2016

Corbett called for a motion to *APPROVE THE REPORT OF THE CLOSED SESSION MINUTES REVIEW AND DESTRUCTION OF AUDIO RECORDINGS MADE ON OR BEFORE JULY 19, 2016.*” Moved by Skold and seconded by Lechuga.

Corbett opened the item for discussion. Creighton noted the report reflects disposition of previously discussed closed session minutes and audio recordings. Corbett noted closed session minutes from May 16, 2017 and November 14, 2017 minutes will be opened. Audio tapes made on or before July 19, 2016 will be destroyed. There being no further discussion, he called for a roll call vote on the motion.

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

Exhibit C.3 Close Audit and Liability Funds and Transfer Balances to the Special Reserve Fund

Corbett called for a motion to *APPROVE CLOSING THE AUDIT AND LIABILITY FUNDS AND TRANSFERRING BALANCES TO THE SPECIAL RESERVE FUND.*” Moved by Skold and seconded by Kuhlman.

Corbett opened the item for discussion. He noted the funds were unused reserves and FRVPLD's attorney approves of this action. There being no other discussion, he called for a roll call vote on the motion.

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

Exhibit C.4 Downloadable Media Renewal - Freegal

Corbett called for a motion to *AUTHORIZE THE DIRECTOR TO RENEW THE CONTRACT WITH LIBRARY IDEAS LLC FOR FREEGAL, AN ELECTRONIC RESOURCE FOR DOWNLOADABLE MUSIC, AT A COST NOT TO EXCEED \$8275 FOR THE FISCAL YEAR 18/19.* Moved by Skold and seconded by Creighton.

Corbett called for discussion. Audit and Teen Services Manager Jason Pinshower explained patrons will now be allowed 5 weekly downloads per week for the popular service. There was no further discussion; Corbett called for a roll call vote.

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

Board Discussion / Future Agenda Items

None

Executive Session

Corbett announced there will be an Executive Session, but it will not be under 5 ILCS 120/2 (c)(1) as previously published. Rather it will be in accordance with 5 ILCS 120/2(c)(21), the 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.

There will be no action upon returning to open session.

No other business was discussed and Corbett motioned to *ADJOURN TO EXECUTIVE SESSION.* Seconded by Tennis, the meeting was adjourned by unanimous voice vote at 8:57 PM.

Return to Open Session

Corbett called the meeting back into open session at 9:03 PM.

Roll Call

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

Members absent:	Treasurer	Brian Lindholm
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No other business was discussed and Corbett called for a motion to *ADJOURN.* Moved by Skold and seconded by Kuhlman, the meeting was adjourned by unanimous voice vote at 9:04 PM.

Phyllis Creighton, Secretary