

**Fox River Valley Public Library District
Board of Trustee Meeting
April 17, 2018**

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

MINUTES

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

Roll Call

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

Members absent: President Richard V. Corbett

Others present: Director Roxane Bennett, Deputy Director Lauren Rosenthal, Gene Barish, Michael Lorenzetti, Karin Nelson, Keri Carroll, Elizabeth Forkan, Heather Zabski, Jason Katsion, Karen Werle, Stanley Zegel

Public Comment

Skold called for Public Comment. Stanley Zegel of Citizen Participation Institute in Winfield, IL spoke on Library Trustee terms of service.

President's Report

Skold noted receipt of a grant award letter from the state for the FY1819 Per Capita Grant. Director Bennett advised FRVPLD recently received its FY1718 Per Capita Grant check in the amount of \$53,836.80; the award letter for FY1819 is for \$86,672.50 which indicates the legislature appropriated full funding at \$1.25 per capita for the upcoming year.

Officer Reports

Secretary Creighton – no report

Treasurer Lindholm – Expenditures continue to track under budget at the 62% mark, consistent with previous years. Materials spending is at budget, accelerated to add more materials to the shelves prior to the recent Library catalog migration.

Trustee Liaison Reports

Trustee Lechuga – no report

Trustee Kuhlman – no report

Trustee Tennis – Tennis reported on his attendance at local board meetings for entities located in the Library District.

Director's Report

Bennett thanked library staff for their work in ensuring the migration process to the new integrated library system was seamless. The transition necessitated shutdown of some automated functions and

staff excelled in customer service to patrons during the 'down time', with no complaints. Skold noted the number of new books added to the collection prior to the migration.

Adult and Teen Services Assistant Gene Barish presented an overview of FRVPLD's new multi-purpose, collaborative learning space, Corner 68. Used for staff-led computer classes, language learning, book discussions, maker and craft programs, and equipment demonstration, Corner 68 is highly utilized and well-received by patrons. 3D printers, sewing machines, digital media converters, and Silhouette Cameo (a precision cutting machine) are available for patron use by reservation or on a drop-in basis.

Consent Agenda

Exhibit A.1 Items included in Consent Agenda

- A.1.a Minutes from the March 20, 2018 Board of Trustees Meeting
- A.1.b Check/Voucher Register – AP & Payroll Complete for March totaling \$305,508.28
- A.1.c Monthly Financial Report for March 2018
- 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 March 2018
- A.1.j Ehlers Account Statement for March 2018
- A.1.k Ordinance 2018-03 Board Meeting Dates FY1819
- A.1.l Budget & Levy Calendar FY1819

Skold inquired if Trustees wished any of the Consent Agenda items withdrawn for separate discussion. Tennis requested A.1.l be withdrawn. Skold presented *APPROVAL OF THE CONSENT AGENDA A.1.A THROUGH A.1.K*; unanimously approved by roll call vote.

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

Skold called for a motion to *APPROVE ITEM A.1.L UNDER THE CONSENT AGENDA AS PRESENTED*. Tennis moved to *AMEND ITEM A.1.L UNDER THE CONSENT AGENDA TO INCLUDE PRESENT WORKING BUDGET FISCAL YEAR 1819 MAY 15, 2018 AND APPROVE FINAL WORKING BUDGET FISCAL YEAR 1819 JUNE 19, 2018*. Seconded by Kuhlman.

Skold opened the floor for discussion. Tennis noted the Working Budget is the basis for other entries on the Budget and Levy Calendar. For clarity Tennis reintroduced the amended motion, seconded by Lindholm. There being no further discussion, Skold called for a roll call vote on the amended exhibit.

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

Unfinished Business

There was no unfinished business.

New Business

Exhibit C.1 Amended Report of Minutes of Closed Session Review – May 17, 2017

Skold called for a motion to *APPROVE THE AMENDED REPORT OF MINUTES OF CLOSED SESSION REVIEW – MAY 17, 2017 REVISED; INCLUDING DECEMBER 20, 2016 CLOSED SESSION MINUTES TO BE OPENED AND DESTRUCTION OF AUDIO RECORDINGS MADE ON OR BEFORE OCTOBER 17, 2015*. Moved by Kuhlman and seconded by Lechuga.

Skold called for discussion, noting the report was amended to include the December 20, 2016 closed session Minutes. There being none, motion was approved by unanimous voice vote.

Exhibit C.2 Landscape Contract – Sebert Landscape Management

Skold called for a motion to *APPROVE 3 YEAR CONTRACT FOR BASIC LAWN MAINTENANCE WITH SEBERT LANDSCAPING UP TO A MAXIMUM OF \$ 12,600*. Moved by Lindholm and seconded by Kuhlman.

Skold opened the item for discussion. Facilities Manager Michael Lorenzetti related several proposals were received; Sebert was selected for cost and positive references. There being no further discussion, she called for a roll call vote on the motion.

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

Exhibit C.3 Resolution 2018-04 Authorizing Treasurer to Deposit Funds

Skold called for a motion to *ADOPT RESOLUTION 2018-04 AUTHORIZING TREASURER TO DEPOSIT FUNDS*. Moved by Lindholm and seconded by Tennis.

Skold opened the item for discussion. Lindholm noted DMB Bank and Wells Fargo have been replaced with TSYS Merchant Solutions, LLC, registered national agent of First National Bank of Omaha. There being no other discussion, Skold called for a roll call vote on the motion.

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

Exhibit C.4 Approve Conference Expense

Skold called for a motion to *APPROVE HOTEL EXPENSE FOR DIRECTOR'S 2018 PUBLIC LIBRARY ASSOCIATION CONFERENCE IN THE AMOUNT OF \$862.26*. Moved by Kuhlman and seconded by Lechuga.

Skold called for discussion. Bennett noted her pre-approved attendance at the recent Public Library Association conference in Philadelphia came during severe weather conditions which caused several cancellations, including the person with whom she was to share the cost of lodging. Having to bear the expense alone resulted in a rate over the per diem guidelines. Recently enacted legislation requires such overages to be brought before the Board in open session for approval. Skold recommended approval due to extenuating circumstances. There was no further discussion; Skold called for a roll call vote.

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

Exhibit C.5 Discussion of Terms for Library Trustees

Pros and cons of 6 year v 4 year terms were discussed. There was insufficient support to consider a change in Trustee terms.

Board Discussion / Future Agenda Items

Skold announced there would be no Executive Session held. .

No other business was discussed and Skold called for a motion to *ADJOURN*. Moved by Kuhlman and seconded by Lindholm, the meeting was adjourned by unanimous voice vote at 8:34 PM.