

**Fox River Valley Public Library District
Board of Trustee Meeting
June 19, 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 Corbett
	Vice Pres	Marge Skold <i>arrived 7:02 PM</i>
	Secretary	Phyllis Creighton
	Treasurer	Brian Lindholm
	Trustee	Nikki Kuhlman
	Trustee	Mike Tennis

Members absent: Trustee Fred Lechuga

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

Public Comment

There was no public comment.

President's Report

Corbett asked for two Trustees to conduct the Review of Minutes required for the Illinois Public Library Annual Report; Kuhlman and Tennis volunteered. The next Board meeting is scheduled for July 31st and there will be no August meeting. Corbett thanked those Board members who attended the Summer Reading Kickoff picnic and noted the coordination and efficiency of the Summer Lunch program. There are no new developments in the current tax objection.

Officer Reports

Vice President Skold – no report

Secretary Creighton – no report

Treasurer Lindholm – Expenditures remain below budgeted amounts, consistent with previous years. Lindholm noted the updated cash flow analysis transferring funds to the Special Reserve Fund. Corbett inquired if there were questions on the update, discussion ensued on projected expenditures.

Trustee Liaison Reports

Trustee Lechuga – absent, no report

Trustee Kuhlman – no report

Trustee Tennis – Tennis recapped his visits to participating sponsors of the Summer Reading program. He highlighted FRVPLD's Hoopla downloadable media resource to the Friends of the Library, and reported on issues discussed at the East Dundee Village Board meeting.

Director's Report

Library Innovation of the Month

Adult & Teen Services Manager Jason Pinshower introduced FRVPLD's new Greeter Desk service staffed by

existing personnel; patrons are recognized upon entry and efficiently directed to their destination point. The Account Services Department will man the main phone line during open hours beginning July 1, reducing the need for patrons to navigate the automated attendant.

Summer Reading Kick-off Recap

Youth Services Manager Elizabeth Forkan reviewed FRVPLDs Summer Reading Challenge which began June 4th. The Summer Reading Picnic sponsored by Friends of the Library (FOL) was attended by over 200 families. FOL provided entertainment, refreshments, volunteers, and held a children's book sale. The Windy City Bulls mascot Gus was present; many children and adults signed up to participate in the Summer Reading Challenge. Keri Carroll, Randall Oaks Library Manager, reported on robust signups in the Youth, Teen, and Adult categories.

Tax Increment Finance (TIF) Update

Director Bennett reported on East Dundee's annual Joint Review Board meeting for their TIF Districts. As Equalized Assessed Values (EAV) on property rebound, property taxes funneled to TIFs are increasing. Businesses are showing interest in dormant TIF areas; long-vacant shopping areas are being upgraded and newly constructed property is occupied. Residential construction in West Dundee's new TIF District along Rt. 31 expects occupancy beginning this summer.

Bennett inquired if there were any questions on the written reports; there was discussion on checkout statistics, Teen program participation, new dashboard charts, and the library's eBook consortium.

Consent Agenda

Exhibit A.1 Items included in Consent Agenda

- A.1.a Minutes from the June 19, 2018 Board of Trustees Meeting
- A.1.b Minutes from the February 20, 2018 and March 20, 2018 Closed Sessions
- A.1.c Check/Voucher Register – AP & Payroll Complete for June totaling **\$199,787.32**
- A.1.d Monthly Financial Report for June 2018
- A.1.e Revenue Summary – All Funds Combined – Budget v Actual Revenues
- A.1.f Revenue Summary – All Funds Combined by Period
- A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses
- A.1.h Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location
- A.1.i Expenditure Summary – All Funds Combined by Period
- A.1.j Balance Sheet for June 2018
- A.1.k Ehlers Account Statement for June 2018

Corbett inquired if Trustees wished any of the Consent Agenda items withdrawn for separate discussion. Tennis requested A.1.a and A.1.d be withheld. Corbett called for a motion to *APPROVE EXHIBITS A.1.B, A.1.C, AND A.1.E THROUGH A.1.K AS PRESENTED*; moved by Skold and seconded by Tennis. Corbett called for a roll call vote.

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

Corbett called for a motion to *APPROVE ITEM A.1.A. AND A.1.D UNDER THE CONSENT AGENDA AS PRESENTED*. Moved by Skold and seconded by Kuhlman; Corbett opened the item for discussion. Tennis moved to *AMEND ITEM A.1.A UNDER THE CONSENT AGENDA UNDER TRUSTEE LIAISON REPORTS, TRUSTEE TENNIS, TO READ "CORBETT NOTED TENNIS' SUBMISSION OF HIS COMMUNITY ENGAGEMENT LIAISON REPORT THAT REFERENCED HIS AND DIRECTOR BENNETT'S ATTENDANCE AT THE ILLINOIS MUNICIPAL RETIREMENT FUND EMPLOYER RATE WORKSHOP, AND TENNIS' ATTENDANCE AT THE DISTRICT 300 FINANCE COMMITTEE MEETING."* Under Working Budget Presentation, he questioned the reported duration of TIFs.

Regarding A.1.d, Tennis inquired about the decrease in fine revenue. Corbett noted FRVPLD has instituted automatic renewals as a patron courtesy to avoid late fees. Bennett advised the April migration to the new

integrated library system further required extension of checkout times as it was necessary to shut down some automated functions. Tennis requested clarification on the reported amount of rent for the Randall Oaks location; Rosenthal advised August was pre-paid, therefore only 11 months of rent payments were required.

There being no further discussion, Corbett called for a vote to *APPROVE A.1.A AS AMENDED AND A.1.D AS PRESENTED*.

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

Unfinished Business

There was no unfinished business.

New Business

Exhibit C.1 Ordinance 2018-07 Prevailing Wages

Corbett called for a motion to *ADOPT ORDINANCE 2018-07 PREVAILING WAGES*. Moved by Skold and seconded by Creighton the item was opened for discussion.

Tennis spoke to his research on current prevailing wage rates; Corbett noted FRVPLD is required by statute to pass the Ordinance; any change must come from state government. He then called for a roll call vote.

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

Exhibit C.2 Ordinance 2018-08 Transferring Funds to Special Reserve Fund

Corbett called for a motion to *ADOPT ORDINANCE 2018-08 TRANSFERRING FUNDS TO SPECIAL RESERVE FUND*. Moved by Lindholm and seconded by Kuhlman; item opened for discussion.

Lindholm noted the funds remaining in the current fiscal year budget are transferred into the Special Reserve Fund in accordance with Board approved policy. Skold noted funds are invested to maximize growth. There being no further discussion, he called for a roll call vote on the motion.

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

Exhibit C.3 Resolution 2018-09 to Include Compensation Paid as Taxable Allowances with IMRF Earnings effective January 1, 2010

Corbett called for a motion to *ADOPT RESOLUTION 2018-09 TO INCLUDE COMPENSATION PAID AS TAXABLE ALLOWANCES WITH IMRF EARNINGS EFFECTIVE JANUARY 1, 2010*. Moved by Skold and seconded by Tennis; item opened for discussion.

Bennett reported that beginning in 2010, a small monthly allowance was paid to the Director for business use of her personal cell phone in lieu of issuing a District-owned phone. The allowance was handled properly under IRS rules and also reported to IMRF; however a required IMRF resolution was not passed at the time. This benefit is no longer offered, but passage of Resolution 2018-09 is needed to correct the oversight based on the findings of a recent IMRF employer audit. There is no financial impact to FRVPLD. There being no further discussion, Corbett called for a roll call vote on the motion.

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

Exhibit C.4 Working Budget Fiscal Year 2018-2019

Corbett called for a motion to *APPROVE THE WORKING BUDGET FOR FISCAL YEAR 2018-2019*. Moved by Kuhlman and seconded by Lindholm; item opened for discussion.

Tennis suggested Professional Fees be reduced by \$30,000 and Personnel by \$120,000. Corbett stated FRVPLD must be prepared to fully staff in order to meet goals set by the Board; the Professional Fees are budgeted to allow FRVPLD to act should unexpected opportunity occur during the fiscal year. Lindholm noted that individual contracts for Professional Fees come before the Board for approval before funds are expended. There was no further discussion; Corbett called for a roll call vote.

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

Exhibit C.5 Electronic Resource – Lynda.com

Corbett called for a motion to *AUTHORIZE THE DIRECTOR TO CONTRACT WITH LINKEDIN FOR LYNDA.COM, AN ELECTRONIC RESOURCE FOR ONLINE LEARNING, AT A COST NOT TO EXCEED \$13,200.00*. Moved by Kuhlman and seconded by Lindholm; item opened for discussion.

Corbett called for discussion. Kuhlman inquired about cost differences between Lynda.com and FRVPLD's previous online learning resource. Bennett noted while the cost is higher Lynda.com's content and name recognition is superior and better accommodates the user's schedule. Usage is projected to increase. There was no further discussion; Corbett called for a roll call vote.

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

Board Discussion / Future Agenda Items

Corbett inquired if there were any other items for discussion. Hearing none, he announced Vice President Skold will be retiring from the Board effective August 1, 2018. He spoke of Skold's letter in this regard and thanked her for her service and guidance over her term. A search will begin in the hopes of seating a new Trustee in September. At that time a new Vice President will be elected. The vacancy will be announced in July.

Corbett announced there would be an Executive Session held 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; and 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 mandated by Section 2.06 of the Act. There will be no action upon return to open session; he called for a motion to *ADJOURN*. Moved by Skold and seconded by Kuhlman, meeting adjourned at 8:43 PM.

Return to Open Session

Corbett called the meeting to order at 9:16 PM.

Roll Call:

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

Members absent: Trustee Fred Lechuga

Others present: Director Roxane Bennett

No other business was discussed and Corbett called for a motion to *ADJOURN*. Moved by Tennis and seconded by Lindholm, the meeting was adjourned by unanimous voice vote at 9:18 PM.